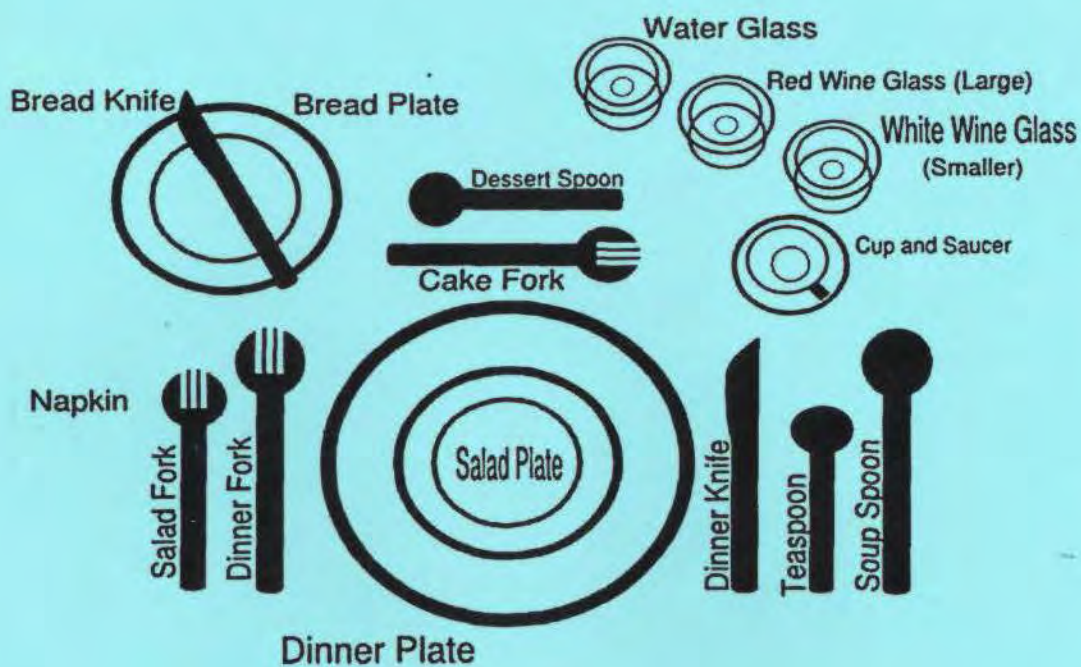


# SERVICE ETIQUETTE GUIDE



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## DUTY, HONOR, COUNTRY

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*These three hallowed words reverently dictate  
what you want to be, what you can be,  
what you will be.*

\*\*\*\*\*

*They are your rallying point to build  
courage when courage seems to fail,  
to regain faith when  
there seems to be little cause for faith,  
to create hope when hope becomes forlorn.*

\*\*\*\*\*

*General Douglas McArthur  
12 May 1962*





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## SERVICE ETIQUETTE

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### DEFINITIONS:

Etiquette...Conventional requirements as to social behavior.

The word etiquette goes back to LOUIS IV to the familiar expression, KEEP OFF THE GRASS. His gardener had a hard time keeping trespassers on the "straight and narrow" so he put up warning signs, ETIQUETTE, to keep such trespassers on the straight and narrow.

Ethics.....Dealing with morals; right or wrong conduct; choices one makes in relating to others.

Manners.....Ways of behaving with reference to polite standards; socially correct behavior.

Precedence..Priority in place, time, or rank.

Courtesy....Polite behavior and excellence of manner; an act of verbal expression of consideration or respect for others.

Custom.....A way of acting that has continued consistently over a long period of time that it has become like law.

Usage.....An accepted way of acting, hence the "ancient usage of Parliament." Custom is not to be confused with usage. Custom has the force of law; usage is merely a fact. There can be no custom unless accompanied by usage.

Tradition...The handing down of beliefs, customs, legends, etc., from generation to generation.



## ETHICS FOR THE NAVAL OFFICER

The following is advice from Admiral Lord Nelson to a young man just appointed a midshipman:

"As you from this day start the world as a man, I trust that your future conduct in life will prove you both an officer and a gentleman. Recollect that you must be a seaman to be an officer; and also that you cannot be a good officer without being a gentleman."

Attention is drawn to two words that are supposed to be synonymous: officer and gentleman. Where in contemporary civil life will you find a profession in which a man can be fired from his job "for conduct unbecoming a gentleman."

John Paul Jones to the Naval Committee of Congress, 14 Sep 1775:



"It is by no means enough that an officer of the Navy should be a capable mariner. He must be that, of course, but also a great deal more. He should be, as well, a gentleman of liberal education, refined manners, punctilious courtesy, and the nicest sense of personal honor. He should be able to express himself clearly and with force in his own language, both with tongue and pen."

In all social situations, whether within the bounds of service society or among civilians, the Naval officer is expected, on his own initiative, to observe the highest standards of conduct.



God give us men - a time like this demands...  
Men whom the spoils of office cannot buy...  
Men who have honor; men who will not lie.

By Josiah Gilbert Holland



### COURTESY CALL:

Navy regulations require that an officer shall make two courtesy calls to his or her commanding officer or commander and his or her immediate superior above him in the chain of command.

Make an appointment with the Commanding Officer's yeoman, secretary, or your Department Head within 48-hours of reporting to your next command (as a staff personnel, not as a student).

Carry your orders with you and a pen and pad. Keep your hands off his or her desk; do not put anything on it.

Tactful disposition is imperative. Put forth a supreme effort to make a favorable first impression which depends, to a great extent, upon your personal grooming: clean uniform, shoes shined, and hair cut.

When you report, announce yourself either through the orderly or by knocking. Wait until told to enter, then state your name: "ENS John Doe, Sir or Ma'am."

Remain standing until asked to be seated. Do not extend your hand for a handshake; a senior officer extends his hand first.

Women may wear or remove covers in conformance with local custom when meeting the commanding officer in his or her office.

### OFFICIAL COMMAND PERFORMANCE:

At times in your career, you may be called upon to represent your wardroom, ship, or unit at a social function honoring an official or a special event. Doing so is a social obligation you must accept as part of your duties.

A common form of command performance is the acceptance by your commanding officer of an invitation from a shore or community or organization to send a specified number of officers and spouses to a banquet, dinner, luncheon, or similar function.

If the commanding officer considers it is in the best interest of the Navy to accept these invitations, you may be detailed to attend. You may also be invited to bring your spouse who should accompany you if at all possible.

### DINING IN/DINING OUT:

A formal dinner given by members of a military wing, unit, or organization. It provides an occasion for officers to meet socially, as well as an excellent means for bidding farewell to departing officers while welcoming new ones, in lieu of a Hail and Farewell.

A Dining In is a command performance; you are required to attend.

If for some reason you cannot, you must write a memo to your department head or executive officer asking to be excused. Only military personnel attend a Dining In; guests are not included.

A Dining Out usually is not a command performance, but this depends of the Commanding Officer.

Both events are similar and are steeped in Navy tradition. In the Marine Corp, the Dining In is called "Mess Night," and only officers attend. The Marines refer to their Dining Out as Dining In, and unlike the Navy's Dining In, guest are included.

#### **RAIL AND FAREWELL:**

A gathering of officers and guests to welcome new members to the command and to bid farewell to those departing. This social event last about two hours and usually has a cash bar, dinner, or hors d'oeuvres.

At the midway point, the commanding officer introduces newcomers and their spouses and tells what his or her previous duty was and what the current assignment will be. A sponsor of a newly arrived officer should ensure the newcomer meets a reasonable number of those present.

The commanding officer will then call the departing officers and spouses or guests to come forward and recount their contributions and usually presents a plaque and or a commemorative coin. The departing officer is expected to make a few remarks. Sincerity, humor, and brevity are the keys to a good departing speech.

#### **ALL HANDS:**

A gathering of officers, enlisted, and civilians to enhance morale within the unit. Spouses and children are included during daytime functions. Children are not included during evening events, unless specifically invited.

This social event, usually occurring twice a year, can be a picnic, party, cook-out, dinner, or just about anything.

#### **WETTING DOWN:**

In the old Navy, an officer's commission was handwritten on parchment. The newly commissioned or promoted officer hosted a dinner for his shipmates.

Sometime during the evening, the new parchment was rolled into a cone with the small end folded to form a cup, which was then passed around the table for all to toast the new officer, thereby wetting down the newly commissioned officer. But because the document was signed and issued by the President and was considered of personal and legal value, this may be more of a rumor than an actual tradition.



Among other rumors, the wetting down party was once a rowdy affair. The officer would wear his new stripes for the first time and shipmates would christen the uniform and the officer by pouring a drink on the new stripe, thus rendering it the salty look in keeping with its older companion stripes. Tarnished braid was considered the salty hallmark of a seagoing man.

The custom may have begun when a newly promoted officer had his new insignia placed in a glass of "spirits" to "wet it down," thus giving it the tarnished look. He was then given the order to drink every drop until it was dry.

Today, the newly promoted officer usually orders a new set of stripes for his or her uniform, but still has a party in keeping with tradition. and may or may not get "wet down."

If the newly commissioned officer suspects his shipmates may wet him down, including being thrown into a swimming pool, chances are he or she will wear civvies since the price of gold braid does not come cheap!

#### **THE SOCIAL HOUR** - formerly known as "Happy Hour"

This event is somewhat of an honored institution, traditionally between the hours of four to six on Friday afternoons.

Each unit develops its own frivolous traditions and ceremonies during the Social Hour: feats of skill, skits, awards, and penalties are meted out. If other units are present, there may be competitions.



The Social Hour gives officers in the same unit or command time to spend together socially and informally.

The strict junior/senior relationship vital to conduct affairs during working hours is eased, but never forgotten.

Spouses were not traditionally invited to Happy Hour, but if attended anyway, the military spouse had to buy a "round of drinks." The new change to Social Hour welcomes spouses to join with no penalty.

If the officer enters the bar covered or places his or her cover on the bar or steps behind the bar, tradition has it, he or she buys a round of drinks. In most, if not all, a placard hangs on the wall in an obvious spot that reads:

"He who enters covered here  
shall buy everyone a round of cheer."



## **CEREMONIES**

A ceremony is a formal series of acts carried out in a manner prescribed by authority or custom. Details of formal ceremonies afloat are given in the Navy Regulations. Informal ceremonies are governed by custom and tradition. Ceremonies ashore follow the regulations for ceremonies afloat insofar as possible.

**REVIEW:** A ceremony at which a command parades for inspection in honor of a senior officer, other than its commander.

**PRESENTATIONS of AWARDS:** This ceremony follows, in part, the procedure prescribed for a review, except that the individuals being decorated receive the review.

**PARADE:** The ceremony at which the Commanding Officer of a battalion or larger unit forms and drills his entire command and then has them pass in review. The battalion parade is the most common form of ceremony on shore.

**ESCORT of the NATIONAL COLORS:** This ceremony is known in the Marine Corps as "marching on (or off) the colors." When the colors are used in a ceremony, they are ceremonially received by an escort, taken from their place of safekeeping, and returned.

**ESCORT of HONOR:** The ceremony in which a senior officer or other dignitary is escorted during an official visit or upon arrival or departure.

**MILITARY FUNERAL CEREMONY:** This ceremony is probably the most ancient in the profession of arms.

**INSPECTION of TROOPS:** A ceremony in which the general military appearance and condition of the individual uniforms and equipment of a command are determined.

**PRECEDENCE in PARADE or CEREMONIES:** Members of the Armed Forces of the United States take precedence during formation in which they participate, as follows:

Military Academy Cadets, Naval Academy Cadets, Coast Guard Cadets, Air Force Academy Cadets, Army, Marine Corps, Navy, Air Force, Coast Guard, Army National Guard, Army Reserve, Marine Corps Reserve, Naval Reserve, Air National Guard, Air Force Reserve, Coast Guard Reserve, veterans and other patriotic organizations.

### **OTHER CEREMONIES:**

Some of the most common are those held when crossing the equator, crossing the International Date Line, crossing the Arctic and Antarctic circles, and reaching the North Pole. The procedures for other ceremonies are not standard, and an innovative crew can make up its own.



### CHANGE OF COMMAND:

A ceremony held when the leadership of the command is passed from one person to another. This formal and memorable ceremony is a rich heritage of naval tradition designed to strengthen respect for authority.

All hands are paraded at Quarters and public reading of official orders stem from the days when movement of mail and persons was a slow process. This procedure was designated to ensure all aboard were aware that authorized officers held command.

A formal reading of official orders is read by both the relieving officer who states, "I relieve you, Sir/Ma'am," and the officer to be relieved responds, "I stand relieved."

This event takes place hundreds of times daily throughout the Navies of the world. It is a custom wholly Navy without an equivalent counterpart by other branches of the service, and they are by invitation only.

Be sure to fill in and mail the "Response Card" included with the invitation. Plan to be seated 15-minutes prior to the start of the ceremony.

Attire is usually service dress if you are an observer. Civilian ladies usually wear a tailored dress or suit and gloves; a hat is optional. The civilian male wears a suit.

An usher will give you a program and show you to your seat. The member conducting the ceremony will indicate when to sit and when to stand. A reception follows the ceremony.

### CHANGE OF OFFICE:

In the case of lesser positions of authority or command, it is called a Change of Office. Chaplains who are not in command, for example, have a Change of Office rather than a Change of Command.

### RETIREMENT:

This is a special occasion marking the end of a service member's twenty or more years of active military duty. The ceremony includes honors, remarks by distinguished guests, gifts to the retiring member, and reading of orders. A reception usually follows.

The invitation includes a Response Card; you must respond either "yes" or "no."

### SHIP CEREMONIES:

All ship ceremonies are daytime affairs, and attendance is by invitation only.



Keel-laying.....This ceremony is conducted by shipyard officials, including invited dignitaries, and suitable remarks.

Launching and Christening.....The second significant ceremony is when a ship is dedicated, named, and committed to sea. Dock hands knock away the last supports, and the ship glides down the ways to her true home.

Commissioning..... The third and most important ceremony. The ship is now accepted by the Navy (after her sea trials) entitling her to fly the commission pennant and be designated USS SHIP.

"And see! She stirs...She starts...She moves...She seems to feel the thrill of life along Her keel...and, spurning with Her foot to the ground...with one exulting...joyous bound...She leaps into the ocean's arms." Longfellow



Decom-  
missioning..... This ceremony terminates the active naval service of ships other than those lost. The ship is retired when her commissioning pennant is hauled down and her crew departs for the last time.

#### WHY DO WE CALL A SHIP A 'SHE'?

"A ship is always referred to as 'she' because it cost so much to keep one in powder and paint."

Fleet Admiral Chester Nimitz



We have a tendency to personify certain inanimate objects and attribute to them characteristics resembling living creatures.

Things without life are often spoken of as having a sex, some masculine, such as death (the Grim Reaper) or wintertime (Old Man Winter). Things that are more dear to our hearts are regarded as feminine, such as the sun (Mother Earth or a sunbonnet worn by young girls or women). Early seafarers spoke of their ships in the feminine gender because of the dependence they had on them for life and sustenance.

The ancient Egyptians and Greeks placed images of animals, renowned leaders, and the deities over the prow of their war vessels. It was originally a superstitious custom intended to propitiate the gods of storms. The early Greeks named their vessels of war after goddesses and had an image of the goddess aboard. Spanish galleons in the sixteenth century carried images of patron saints of ships.

Most of the early ships had heads of mythological monsters or patrons carved in the bow; hence, the term "**figure heads**," and the term, "**eyes of the ship**" followed from the eyes of the figures placed there.

Large eyes are still painted on the bows of Chinese junks. Sailors also believe that the eyes help them and their ships through a storm by magically seeing the right of way.

One particular **Sailor's tale** says that on the day before he was to sail, he bought his wife two beautiful, green emeralds for earrings. He was heart broken when she did not like them. So instead, he used them as the female figure head on the bow of his ship. His wife had a change of heart that night, and unbeknownst to her husband, removed the emeralds from the wooden figure. She planned to wear them upon his return, but he never did.

One day after sailing, his ship steered right in a typhoon and sank. Some say it was because the ship could not see, as his wife had stolen the ship's eyes. When the wife heard the news, she cried for days until she fell asleep. When she awoke, she was blind, and the two beautiful emeralds had disappeared.

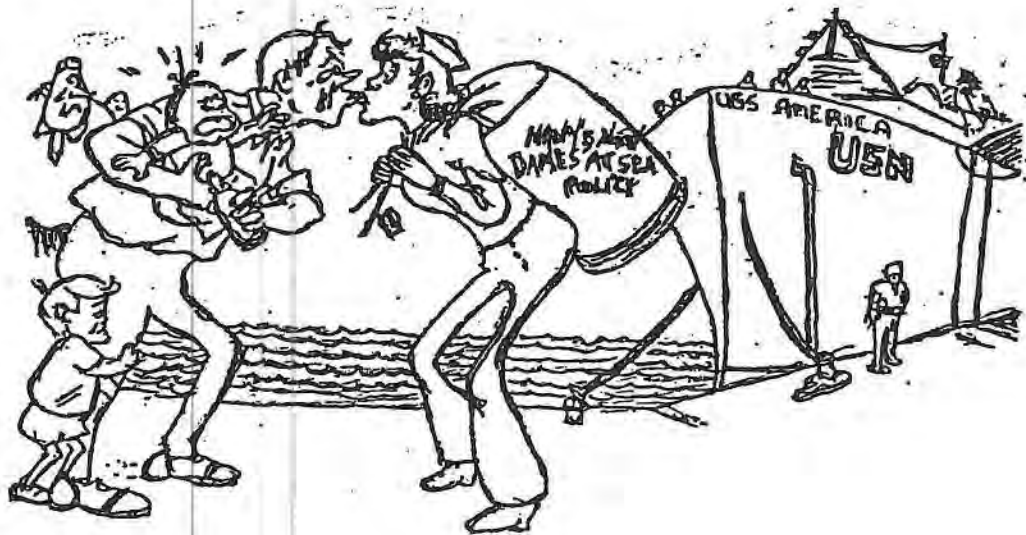
Another origin: At the time of the ancient mariners, even as far back as 500 BC, most were "married to the sea" due to their love of the ocean. The ships were their livelihood, their home, and their love.

As a compliment to the women they loved, they named their sailing vessels after them, saying it would remind them of the ones they left behind for months, and sometimes years, that they would be gone.

This caught on and thus was written into the annals of history. The "she" was also given for things of great beauty found in the sea, i.e., "Thar she Blows!" depicting the massive water spout seen by whaling ships of old which almost all had female names.

Even when ships stopped being given feminine names, they were still referred to as "she," but this analogy was due to a captain's love for his ships. "She's a fine ship, Captain."





GOODBYE, DEAR, I'LL BE BACK IN A YEAR.

## MISCELLANEOUS TYPES OF ENTERTAINMENT

Lavish days of formal teas when ladies wore hats and gloves, coffees with silver service, formal dinners with candlelight and wine, are more or less obsolete in today's Navy.

**Dinner:** The type of entertainment you do is entirely your choice. Much of it depends on your accommodations: the size and location of your home; what you can and cannot afford; and your serving dishes, etc. If you're concerned about not having china or silver, you can always have a cookout or picnic in the yard, using plastic plates and glasses. (See Dinner Invitation, page 102, for more details.)

**Coffee:** These little socials are held in the morning, and they give the spouses an opportunity to get better acquainted. Beverages, such as coffee, tea, and juices are served, as well as pastries, such as coffee cakes or donuts, and possibly a platter of mixed fruit; or they can be as elaborate as serving a variety of sandwiches and other substantial finger foods.

**Tea:** These are usually formal, using your best of everything, and often a special person is honored. If this is the case, she is greeted in a receiving line. Tea, punch and dainty finger foods are served. A hostess does not pour since she is busy welcoming guests.

If you are asked to pour, consider it an honor. Usually two kinds of food are offered: delicate sandwiches and a variety of sweet pastries suitable for eating from the fingers, though sometimes you may offer slices of cake. Invitations are issued, and you must respond one way or the other, "yes" or "no."

**Brunch:** A brunch is a combination of breakfast and lunch and may be buffet style or sit-down. Tomato, rather than orange juice, is served. Coffee is served from beginning to end. The menu should be a typical breakfast type (no salads or desserts).

If the invitation specifies 11:00, that means food will be served at 11:00 sharp, indicating a small party. If the invitation states "after 11:00" that means it will be a larger party, and guests may come at their leisure up to 1-hr past 11.00. Guests leave about 45-minutes afterwards. Dress is casual. (See **ATTIRE** for **CASUAL**, page 17.)

**Buffet:** Guests pick up their own plates and serve themselves from a buffet table and eat at appointed locations throughout the house. The hostess starts the service by asking a few of the guest to please come to the table. The hostess may pass food around, or you may return to the table for seconds. (See Page 105 for more on buffet.)

**Cocktail Hour:** This social, lasting no more than 50-minutes, precedes most official and some social functions. It is customary for each officer to greet the senior officer present and the guest of honor.

Cocktail Party: The cocktail party may be formal or informal, but has no receiving line, usually no honored guest, and the time limit is not as strict. But if there is a guest of honor, one usually sends flowers to the hostess, before or after the party, and all the guest are expected to say a few words to the guest of honor during the evening.

This is one of those rare parties where an invitation doesn't require a response, although one is always correct, especially a refusal with an explanation is considerate of the hostess' feelings if one doesn't show up.

Whereas an invitation to dinner should be declined if only one spouse can attend. If a couple is invited to a cocktail party, open house, or similar event, one may accept and the other may refuse.

This event is a useful affair for the young, low-salaried officer to entertain a large number of guests or may be given as a means of reciprocating. Sometimes, several members join together to give a common party.

These parties are generally for larger groups and can be used as Hail and Farewells. The standard food is a selection of small items that can be picked up by the fingers or on a toothpick (finger foods) or heavy or light hors d'oeuvres may be served, as well as alcoholic and non-alcoholic drinks; or you may serve only punch to avoid paying a bartender and to ease the financial strain.

Arrival and departure times are given on the invitation, lasting usually two hours. If the time is from five 'til seven, that does not mean you arrive by seven; it means the party is over at seven or not too long thereafter. You may arrive any time prior to the last half-hour and stay at least 30-minutes, regardless of when you arrive. Guest who arrive toward the end of the closing hour cannot expect the party to go on-and-on. No party should last more than 40-minutes after closing time, so do not overstay the closing hour unless the host and hostess wants to extend the length of time.

Dismaying to any hostess who has issued a five-to-seven invitation is the inexperienced guests who consider the dead line for arrival rather than departure.

Type of clothing is optional. You may drop in on your way home from work, or you may be dressed to kill because you are going out on the town afterwards.

Pot Luck: Everyone is asked to bring a dish. The hostess provides the beverages and eating utensils. It may not be a bad idea to ask what each person is bringing; otherwise, you may end up with 10-salads and nothing else! Or give the individual a choice of what to bring, and if too many people duplicate the same dish, you might suggest another one.



**At Home:** Commanding officers often use "at home" for the Social Call. This is simply a party asking guests to visit in your home. Refreshments and drinks are served. You may leave calling cards (See **SOCIAL CALLS**).

**Progressive Dinner:** Several homes are involved where you go from one house to the other. The first provides drinks and hors d'oeuvres; the main course at the second home; and dessert at the third. Since usually many families are involved, the others may want to chip in and help with those whose homes are involved.

**Open House:** An open house is a practical way to entertain a sizable number of friends without too much effort because refreshments can be anything from coffee, cookies, and doughnuts to an elaborate buffet spread. These events may span from four to five hours, but guests usually stay for an hour or so. These are popular over the holidays when decorations and home-baked refreshments add to the festivities.

Open house is by invitation, and though an answer is expected, it can be "provisional." By that, if you are not sure whether you can make it or not is acceptable by the hostess; whereas, other types of invitations must be a definite "yes" or "no," such as a dinner invitation. An invitation to an open house at the office, church, or club and so on, usually does not require an answer, although it is always nice to give one.

**Housewarming:** These are given to celebrate one's move to new quarters and are held at some time after the furnishings and decorations are complete enough to show off with pride -- usually within weeks or even months after the move -- and an inspection of premises is expected as part of the event. It may be a casual party with punch and cookies or something more elaborate.

If the invitation states a definite time, a definite response is required -- but if guests are invited to drop in between specified hours, a provisional answer is ok. A nice gesture would be to take a gift for the house.

**Reception:** A reception is a get-together lasting about two hours in honor of someone or some special event, such as a change of command, a commissioning, or a ship visit.

It may be held at anytime, but usually in the late afternoon or in the evening. It is ordinarily limited to about two hours, but the times are indicated on the invitation.

Receptions can vary in size from a few friends to a large number of guests and is either formal or informal. At afternoon receptions, women wear afternoon dresses or suits; men wear dark suits or uniform. For evening receptions, the type of dress is indicated on the invitation.

If possible, remain until the guest of honor and senior officer leave. If you can not, make excuses to both couples before leaving, but try to stay at least 45-minutes.

After the reception, thank the host and hostess. Though a thank-you note for large official functions such as a reception is not necessary, it is a thoughtful and appreciated gesture.

#### Receiving Line:

##### **A typical formation of a receiving line:**

Aide (also known as the announcer)  
Host  
Hostess  
Guest of Honor  
Guest's of Honor Spouse  
Male

Do not shake hands with the aide.

There should be a male at the end of the line, whose function it is to direct guests to the reception area.

Receiving lines usually satisfy the requirement for formal introductions and generally have from six to eight people in them. They afford the opportunity for you and your guest(s) to meet your official hosts and guest of honor for the occasion. Protocol dictates that you must go through the receiving line.

The receiving line is formed during the first 30-minutes of the reception. If the line has disbanded by the time you arrive, seek out the senior officer and guest of honor and greet them; you need not make excuses for being late.

Attire is formal or informal.

The military member (male or female) precedes through the line first with his or her spouse following.

In the Marine Corp, the female always precedes the male.

As they reach the head of the line, the military member gives his or her spouse's or guest's name to the aide. State name clearly, using title and last name only, such as "Mrs. Jones."

The aide will then introduce the spouse to the first person in line, "Captain Smith, may I present Mrs. Jones." Then the military member gives his or her name to the aide and is introduced to the first person in line. Those in line will continue the introductions throughout the line.

If no one is behind you as you go through the line, you may carry on a brief conversation; otherwise, a simple greeting is sufficient, such as "good evening" or "It's nice to see you again," or "It's nice to meet you," etc.



It is optional for a woman to remove her right glove or leave it on when either going through or standing in a line.

Men remove at least their right glove. At a very formal or official affair, men may leave them on throughout the receiving line; if dancing, leave them on, but remove them when eating or smoking. At less formal occasions, gloves, when worn by men, are removed.



## ATTIRE

### Formal

for Men.....Appropriate uniform as designated, usually dinner jacket; tuxedo or dark suit with white shirt and tie.



White tie, wing collar, and tailcoat. These most formal evening wear are worn for official and diplomatic occasions, but almost never required today.

Bow ties.....The most important rule about bow ties is that they must be hand-tied. See back of this booklet for illustration on how to tie. Clip-on bows are worn by waiters, valets, butlers, chauffeurs, and similar services.



### Informal

for Men.....Appropriate service dress uniform; coat/tie.

### Casual

for Men.....From an open-collar shirt or sweater to a sports coat with slacks. Casual means men are not required to wear a tie.

### Formal

for Women....Appropriate uniform as designated; long evening gown or tea-length gown. Traditionally, women in uniform do not wear corsages. Check with your commanding officer concerning his or her policy.



### Informal

for Women....Appropriate service dress uniform; dress of a dressy material; suit; long skirt and dressy blouse; or cocktail dress.

### Casual

for Women.....Skirt or blouse; or a dress so informal, it can be worn with sandals.

Casual can vary according to the event. You must use your judgement considering factors such as who is hosting the event, the type of event, the season, the time of day, or the geographic location.

Semi-formal is a word generally used to describe events (especially weddings) that almost rate the term "formal" with the exception of a few details. Semi-formal is not generally a substitute for informal, though this seems to be a popular consensus today.

The word can be found in newer dictionaries but not in older ones. There should be no such thing as a semi-formal invitation, but if you should receive one anyway, you might safely assume the attire will be informal.

In any event, if you are unsure what to wear to any occasion, ask the host or hostess when responding to your invitation, or if you are responding by mail, simply phone and ask.

**Shoes:** Should women not wear white shoes before Easter and after Labor Day?

This guideline is not "etched in stone." It is more or less a "word of mouth" assumption that during the summer months, women wear white shoes. Some areas have year-round summer months, so white shoes would be acceptable year-round.

Word of mouth also dictated at one time that women should not wear patent leather shoes after 6 pm.

If you want to get technical, women should not wear white shoes to work - period - but should wear plain pumps in a dark color, closed toe and heel; and though she may wear boots to work, she should change to pumps when she arrives.

"I was sitting on the sofa with my teenage son, discussing his day at school. 'Mom,' he said, 'There's going to be a dance Friday night and it's formal. Could I get a new pair of sneakers?'"

Contributed by Jean M. Hoffman

#### **Covers for Men and Women:**

Always wear your hat or cap when reporting outdoors under arms. Indoors, reports are rarely made under arms, but when necessary, headgear is kept on.

Aboard ship, junior officers uncover when passing through captain's or admiral's country, except when in evening dress uniform or wearing a sword.

Remain covered outdoors unless ordered to uncover or during religious services not associated with a military ceremony.

Remain covered during invocations or other religious military ceremonies, such as change of command, ships' commissioning and launchings, and military burials. The officiating chaplain will guide participants following the customs of his or her church.

In a duty status and wearing side-arms or a pistol belt, you may only remove headgear indoors when entering dining areas or where religious services are being conducted.

A military cover may be removed when riding a bicycle on or off base. A safety helmet is worn instead. You may remove cap or hat when traveling inside a private automobile.



when entering one, unless wearing the cap is impractical or hazardous.

Unless on watch, uncover upon entering a room in which a senior is present. Such formality is not observed in the mess room, but it is a good practice for all officers to uncover before entering the mess.

Do not raise your cap when greeting a man or woman in passing out-of-doors. Instead, give a hand salute. A man may accompany the hand salute with a slight bow, but the bow is not necessary.

Do not uncover when introduced to a woman out-of-doors; you may salute again when leaving.

Remove your hat in hospitals and sick bays. Always remove cover/hat when entering a restaurant. Remove your hat promptly when entering someone else's private resident, any government building, church, or hospital.

Removing one's head cover is optional when entering public buildings and commercial establishments, such as the exchange, commissary, movie theaters, train stations, commercial airports, hotels, banks, or shopping malls. However, upon entering a specific shop in a mall or a specific office in an office building, or when entering a restaurant from the airport or hotel lobby, remove cover.

Removing one's head cover is optional during public or government transportation conveyances, such as airplanes, trains, cars, troop carriers, etc.

You need not remove your cover in a crowded elevator, whether there are women passengers or not.

In apartment houses, a man removes his cover when a woman gets on an elevator, and he steps aside to let her go out first.

At formal official ceremonies, women cover indoors if military men remain covered, but if the military man removes his cover, so may the female. However, at some formal official ceremonies, such as memorial services or invocations at which military men uncover during the ceremony, women may remain covered.

Women do not wear hats in the mess hall. They may wear them indoors, following civilian social customs. Tiaras are appropriate for military courtesies outdoors and may be left on indoors.

Women uncover in dining rooms and cocktail lounges of officers' clubs. It is optional to uncover when making social calls and when making a long trip in a bus, train, or plane.

Women may wear or remove covers in conformance with local custom when meeting the commanding officer in his or her office and when visiting in hospitals and in other military buildings. Most women will remove their cover when meeting the commanding officer, and most commanding officers prefer they do remove them.



### Baseball Cap:

A baseball-cap is not a lady's hat. It is a unisex item of male origin, And therefore observes the removal-for-respect rule (such as during the National Anthem) even when worn by a female.

These caps should not be worn in restaurants, (although we should not be judgmental of those who do. Some people use caps or hats due to medical reasons). It is considered bad taste and offensive to most people for men to wear hats indoors at all.



Removing your hat while inside and in the presence of ladies is basic.



### Gloves for Men and Women:

If you should be introduced outdoors, you may remove your right glove if you have time. If you feel more comfortable removing your gloves before shaking someone's hands when outdoors, then that is fine. Generally, it is not necessary to remove gloves when outside in wintry weather. It's better to leave them on than to keep a person waiting, and you need not apologize.

There are exceptions. In other countries, it is considered very rude to leave gloves on when shaking hands, even if very chilly outside. It is important to know the customs and business protocol when visiting other countries.

Remove gloves indoors except when ushering at a wedding or a funeral or when you have official guard duty. Do not remove your gloves when introduced to someone during these occasions.

A woman does not remove her gloves except when being introduced to the president or with heads of state or church dignitaries. Then, she should remove her right glove. It is optional for women to wear gloves when going through the line at a formal reception.


It is optional for a woman to remove her right glove or leave it on when either going through or standing in a receiving line.

Men wear white gloves at a very formal or official affair. If dancing, leave them on, but remove them when eating or smoking. At less formal occasions, gloves, when worn by men, are removed.

In uniform, you wear or carry gloves as prescribed. If you should be introduced outdoors, remove your right glove, if you have time. It's better to shake hands with your gloves on than to keep a person waiting while you remove them. You need not apologize for leaving them on.







Your responsibility is to ensure introductions are made whenever appropriate. It is impolite and inconsiderate to fail to make necessary introductions. Never allow anyone to stand awkwardly silent because an introduction has not been made.

The person making the introduction always stands and when you are being introduced, stand if possible -- unless you are seated at a crowded table, and you would disrupt the table by standing.

When you are being introduced, and the person making the introduction falters on your name, you may help out by stating your name.

Men normally shake hands when being introduced unless they are sitting, which could be very inconvenient or awkward. Traditionally, women extend their hand to a gentleman first.

If you are in a situation where there is no one to introduce you, do so yourself: "Hello, I'm John Brown," but if in uniform, "Hello, I'm ENS John Brown."

When making introductions, smile, make eye-to-eye contact, and state names clearly. A comment is helpful since it gives the other person feedback in continuing the conversation; however, avoid personal comments.

Try to remember the person's name. Use it several times in your initial conversation so you will not forget it. If someone is introduced as Charles, don't assume you may call him Charlie or Chuck; and do not assume William is Bill; or Kimberly is Kim. Use the name that is actually said in the introduction.

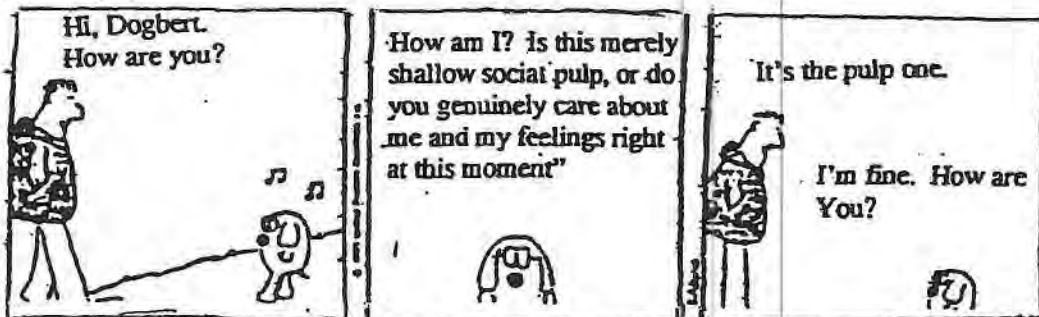
Make it clear if family members have different last names than yours.

#### Some Introductory Phrases:

..."May I present..." is the formal phrase.  
..."Allow me to present..." or  
..."I want you to meet..." are most commonly used phrases.

#### Some Responses:

..."How do you do" or  
..."It's so nice to meet you."



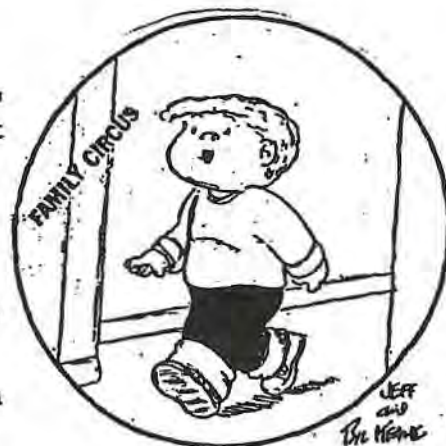


### Phrases to Avoid:

- ... "Please to meet you."
- ... "Meet Mr. Jones," or "Meet the Mrs."  
or "Meet the wife." Please, do not  
refer to your wife as "the" wife.

### General Greetings:

- ... "Good morning" is said before noon.
- ... "Good afternoon" is said after noon.
- ... "Good evening" is said usually at  
sundown.
- ... "Good day" has become a declaration  
of polite dismissal; it is not a  
greeting.
- ... "Hello" and variants, such as "Hi,"  
are most widely used among friends  
and contemporaries.



"Good morning, everybody! Or  
afternoon. I can't tell time yet."

Avoid the use of "my friend" as it suggests the other  
person who is not so described, is not a friend.

A person's name first in an introduction is shown  
respect. He or she is the principle, but a guest's of  
honor name is always mentioned first, regardless of  
age, gender, or rank.

As a general rule, a man is presented to a woman:

"Woman, may I present man."

### Exceptions are:

- ... The president of any country - "Mr. President, may  
I present female."
- ... King or a VIP - "King Phillip, (or Senator Jones)  
may I present female."
- ... A dignitary of a church - "Chaplain Smith, may I  
present female."
- ... A Junior woman officer is officially presented to a  
senior male officer - "Senior Male, may I present  
Junior Female."
- ... A Guest of Honor - "Guest of Honor, may I present  
female." (Traditionally, the Guest of Honor  
outranks the host at an official function).

Young people are presented to older people.

"Older man or woman,  
may I present younger person."

When there is no appreciable difference in age or rank  
between two persons, question of priority is ignored.  
Mention the person's name first whom you wish to honor  
or with whom you are better acquainted. Close  
relatives are always mentioned first in this case.

"Mother, this is Mrs. Jones."  
"Mrs. Jones, this is my mother."

(If your mother's last name is different from yours,  
state it.)

To introduce a latecomer to a small group, the easiest way is to announce to all present:

"Everyone, this is Jane Brown."

Then the names of those present are stated in rotation around the room if it is a small group; or, in a larger crowd, you would take that person to small groups, and hopefully, someone will include the newcomer in conversation.

Guidelines for Women:

Traditionally, she makes the first gesture toward a handshake with a man, but it is no longer necessary for the man to wait for a woman to offer her hand first. An older woman usually makes the first gesture toward a handshake with a younger woman.

When she introduces herself, she never refers to herself by title, such as Mrs., Miss, or Ms, but uses her first name, Jane Smith; but when answering the phone officially, she would use her title, Mrs. Smith.

When seated, the younger woman rises when introduced to the wife of a senior officer or an older woman and remains standing until that woman is seated. It is optional to rise for an introduction to a contemporary, although a military woman rises when the contemporary is her senior.

Unmarried ladies are presented to married ladies:

"Mrs. Jones, may I present Miss Smith."

When a young person is introduced to an older person or someone of authority, if in doubt, address them by Mr., Mrs., or Ms. If they tell you to call them by their first name, you may, if you are comfortable doing so.

In Response to a Survey on Manners, One Lady Wrote:

"No one has the right to address you by your first name without your permission. I've earned the right to be called Mrs. Carter. I'm a taxpayer. I vote and pay my bills, a sure-enough citizen."

Children should address adults by their titles, never by their first names unless given permission to do so; hopefully, an adult will not give permission. Judith Martin (Ms Manners) and Marjabelle Steward, both etiquette experts, are adamant on this.

More and more children address adults by their first names, and most adults hate it.

A Letter to Dear Ann Landers:

"I am originally from Oklahoma but moved to Minnesota two years ago. Here, children not only are taught, but encouraged, to call adults by their first names. When this happens to me, I correct them immediately and say, 'You may call me Mrs. Jones.' I get blank looks from the kids.



"I had lunch with a business associate last week, and she related an incident that ended with 'This woman wanted my kids to call her Mrs. Smith.'

"Can you imagine? I certainly do not want my children looked after by someone who is so rigid and stuck-up.' She could not believe it when I told her I agreed with Mrs. Smith.

"Since when is using a title of respect rigid and stuck up? And it is not ok for strangers or telemarketers to use my first name, either. I try to be polite, but they don't have much chance of selling me anything if they use my first name. In my opinion, the world has become entirely too casual."

#### Another Letter to Ann Landers on the Same Subject:

"I was born in Germany and have been in the United States for over 30-years. I hate it when every Tom, Dick, and Harry call me by my first name. I did not play with them in the sandbox, and we are not related.

"Once, a salesman on the phone called me by my first name, and he had no idea if I am 15 or 85.

"Young people who call older adults by their first names are being disrespectful. If I want people to use my first name, I ask them to do so. Sales people who ask prospective customers how they would like to be addressed are much more likely to get my business."

#### Unnecessary introductions:

- ...when two people who meet only in passing and who are unlikely to see each other again;
- ...when a companion stops briefly for a word with another friend, unless there is some special reason to do so, but if the conversation is prolonged, an introduction should be made; and
- ...for a hostess to introduce a guest who is leaving a party to one who is just arriving, unless there is a particular reason to do so.

#### Military Introductions and Forms of Address:

In 1973, changes made in Navy Regulations (Article 0810) state that every officer in the Naval service shall be designated and addressed in official and verbal communications by the title of grade preceding his or her name. Prior to 1973, officers below the grade of commander could be addressed as Mr., Mrs., or Miss.

When addressing officers, do so by their rank and surname, such as LT Jones, rather than the impersonal "Sir" or "Ma'am."

Warrant Officers are addressed in the same manner as officers. Midshipmen and aviation cadets are addressed as "Mister" or "Miss or Mrs." and officer candidates as "Officer Candidate."



male officers, the junior to the senior. Rise when being introduced to senior officers.

If seated, men rise to acknowledge an introduction and remain standing while other members of the party are being introduced to one another.

A military woman rises when her contemporary is her senior.

Female officers who are married generally observe the same customs as men do. Their military titles are used on correspondence and invitations in similar fashion. They may choose to assume the role of spouse whenever they want to. (See CORRESPONDENCE).

When introducing married officers who are man and wife, introduce the senior first: "CDR John Jones and his wife, LT Jane Jones." If the female is married to a civilian: "Mr. John Jones and his wife, LT Jane Jones." If she has chosen to retain her maiden name for professional purposes, introduce them as "CDR John Jones and his wife LCDR Jane Brown."

By law, officers in the armed forces, male and female, are of equal rank and are so addressed. Address a woman officer by rank as you would a male officer.

When addressing an officer whose grade includes a modifier, the modifier may be dropped: Commander instead of Lieutenant Commander or Lieutenant instead of Lieutenant junior grade. But if you are the officer with a modifier and you are identifying or referring to yourself, you may not drop the modifier. In introductions, don't use the modifier; use the officers correct name and full rank. But the officer himself or herself does not drop the modifier.

An officer in the Medical Corps and Dental Corps and those officers of the MSC and the nurse corps having doctoral degrees, may be addressed and referred to as "Doctor" until he or she becomes a commander, unless he or she prefers to be addressed by his or her current rank.

A chaplain of any grade is called "Chaplain" until he or she becomes an admiral. He or she is then referred to or addressed by rank. A Catholic chaplain may be addressed as "Father," a Jewish chaplains a "Rabbi", a Moslem chaplain as "Imam," etc.

All grades of admiral are addressed and introduced as "Admiral" with the exception of a formal presentation when the full grade would be stated.

By tradition, the commanding officer of any ship or station, no matter what his or her rank, is addressed and referred to as "Captain." In some ships, it is customary to address the executive officer as "Commander," even though he may be of lesser rank. In introductions, however, use the officer's correct rank and name. Other captains or commanders in the same command should be addressed by rank and name.

The commanding officer of a smaller aviation command, such as a squadron, is traditionally addressed as "Skipper."

The commanding officer of the non-aviation community or the black shoe community, as it was previously known, is addressed as "Captain," regardless of his or her rank. However, the designation of the "black shoe" and "brown shoe" communities is now obsolete, and officers of any community may wear either brown or black shoes.

When not in uniform, but wish to identify yourself as being in the Navy, say: "CDR Smith, I'm Mary Jones, an ensign stationed at..."

When telephoning an officer socially, say: "CDR Jones, this is Mary Smith," but when telephoning officially, say, "CDR Jones, this is ENS Smith."

If you are a junior addressing a senior, you should introduce yourself unless you are certain the senior knows you by sight.

#### **General Guidelines:**

It is unforgivable not to accept a proffered hand, no matter how old, no matter what sex, and no matter how senior or junior.

A good handshake is at elbow level. Avoid a handclasp that crushes or is too limp. Do not hold another's hand too long and do not pump it up and down. When shaking hands, look at the person you are greeting.

Traditionally, a woman makes the first gesture toward a handshake with a man, but it is no longer necessary for the man to wait for a woman to offer her hand first.

A woman does not remove her gloves except when being introduced to the president.

When women shake hands, the younger waits for the older or higher ranking one to extend her hand first.

Senior officers and older men extend their hand first to junior officers and younger men.

In uniform, you wear or carry gloves as prescribed. If you should be introduced outdoors, remove your right glove, if you have time.

It is better to shake hands with your gloves on than to keep a person waiting while you remove them. You need not apologize for leaving them on.

Remove your gloves indoors except when ushering at a wedding or a funeral or when you have official guard duty. When introduced to someone during any of these occasions, do not remove gloves.



Excerpts from a letter written by a physician to "Miss Manners" whose advice column appears in newspapers around the country:

"The handshake is an anachronistic, male-originated custom, started as a peace sign proving there were no weapons in the hand. As a physician, I can assure you it is needlessly transmitting germs, and although I try to decline, I usually yield to the social pressure. Someone starts a tradition and someone can begin the slow process of changing it. How do I go about this the least painful way?"

Miss Manner's response, in part:

"A smile and the quick comment, 'Oh, I'm so sorry, I can't shake hands' would excuse you from the gesture you so disdain."



If at all possible, accept all invitations, and do so with enthusiasm, but if you must decline, thank your hostess and give a brief explanation. If you wish to accept but are unsure of your schedule, explain your situation and ask if you may call later with your reply. But if it is a formal sit-down dinner and your hostess must know the answer, it is best to decline so she will have time to invite someone else without their feeling they were second choice.

Do not let anything prevent your attending, other than an emergency, such as illness or if any other unexpected and unavoidable conflict develops at the last minutes. If you must cancel, contact your hostess as soon as possible.

For Candidate Officers only:

Following is an example of the invitation to be issued to the Commanding Officer for the Officer Candidate's formal luncheon.

The Class of 00-01  
request the honour of your presence  
at their luncheon  
Wednesday, the twenty-third of December,  
eleven-thirty  
in the  
Wardroom Mess

Note: On invitations to official guests, the proper phrase is "...request the honour French spelling) of...". An invitation to personal guests, you will "...request the pleasure of..."

Deliver the Captain's invitation to his secretary.

Official Invitations:

An official invitation is extended by the position: "The Commanding Officer of....request the pleasure of your company..." These are usually command performances, so you must attend. If for some reason you cannot, you should write your department head or executive officer a memo or e-mail asking to be excused.



The military member, rather than spouse, should assume the responsibility to answer official invitations because it reflects on his or her attention to duty if there is no response. The spouse may respond to all other invitations.

If a meal is involved, you must respond within 24-hours. If a meal is not involved, respond within 48-hours.

If the receiving line is disbanded when you arrive, seek out your host or hostess and the guest of honor to offer your greetings. Do not apologize for being late and missing the line.

Never leave before the senior officer or guest of honor, if possible, but if you must, excuse yourself from the senior.

You are not required or expected to write a thank-you note or telephone to express thanks, although a thank you note is never out of order and is always appreciated.

#### Social or Formal Invitations:

A social or formal invitation is extended by the individual: "Captain and Mrs. John Doe request the pleasure of your company..." You are not required to attend, although you should make an effort to do so. No explanation need be given when refusing a social or formal invitation, although a simple, "I'm so sorry, we won't be available that evening" would be nice.

Usually, it is the wife's or military bachelor's responsibility to answer social invitations. If a meal is involved, respond within 24-hours; if not, respond within 48-hours.

You must telephone or write a thank-you note within 48-hours to express your pleasure of the occasion. However, most etiquette experts recommend a thank-you note rather than a phone call.

You must reciprocate in kind, no matter how senior your host is in rank, position, or age.

#### Example of a Formal Invitation:

*Commander and Mrs. John Fisher  
request the pleasure of your company  
at dinner  
on Friday, the twelfth of December  
at half past eight  
Army Navy Country Club*

These are usually for weddings, receptions, dances, and dinner parties. They may be engraved, semi-engraved, or handwritten, but worded in the third person.

They must always be replied to "by hand," using black ink.

#### Example of accepting a Formal Invitation:

*Ensign and Mrs. John Paul Jones, Jr.  
accept with pleasure  
the kind invitation of  
Commander and Mrs. Fisher  
for dinner on Friday, the twelfth of December  
at half past eight  
Army Navy Country Club*

In accepting, specify the date, time, and place if other than the hosts' home. But if the occasion is away from the host's home, specify the place.



### Example of declining a Formal Invitation:

*Ensign and Mrs. John Paul Jones, Jr.  
regret they are unable to accept  
the kind invitation of  
Commander and Mrs. Fisher  
to dinner on Friday, the twelfth of December*

In declining, you need not mention the hour or location. They must be replied to "by hand," using black ink.

### Informal Invitations:

These are usually for luncheons, dinners, cocktail parties, buffets, etc., and may be extended by a personal note, phone call, or an informal card or invitation.

Responding to informal invitations are generally to the hostess only.

Generally, an informal invitation is issued by the hostess by telephoning or writing to the female or bachelor, and the female or bachelor responds. An explanation must always be given when refusing an informal invitation, although you need not go into details. A simple, "I'm sorry, we won't be free that evening" is sufficient.

If a meal is involved, respond within 24-hours; if not, respond within 48-hours.

### Telephone or Written Invitations:

These are correct, even for formal functions but mainly for smaller affairs.

When giving a verbal invitation, do not put the prospective guest on the spot by asking, "What are you doing Saturday night?" or "Are you free Saturday?" This demands the prospective guest to give an accounting of her plans, which is of no concern to you.

It is best to say, "We'd love to have you over for dinner next Saturday." This gives the person being invited a chance to refuse if that person has no desire or cannot attend for whatever reason.

It is crude, tacky, improper, and outrageously nervy to phone and ask for an invitation to the event if you have not received one; and even tackier and more impolite to call and ask if your failure to receive one was an "oversight."

An invitation addressed to a specific family or person does not mean you may bring a guest.

It is impolite to call and ask if it is ok to bring a date or guest; it generally is NOT o.k.



Excerpt from a letter to Ann Landers:

"Some invited guests cannot attend the wedding and have passed the invitation to their grown children and grandchildren, and these people want to bring their children, etc. A woman I work with informed me she is bringing her two grown children.

"And another co-worker who was not invited cornered my fiance and had the nerve to ask him for an invitation. People keep inviting themselves.

"It's not that we don't like these people, but the guest list is getting totally out of hand. We wanted our wedding to be small and intimate, and couldn't even invite people we would have preferred over these guests who had the gall to invite themselves, who have now added to additional expenses which we could not afford."

Ann's response:

"Since you've already told those people they could come, you cannot tell them they are no longer welcome.

"And now for the lesson: Unless you replace that macaroni where your spine should be, you are destined to have this sort of trouble all your life. When someone informs you they are bringing extra guests, the response should be, 'So sorry, we simply do not have the space.' You must learn to say NO."

---

Letter from Annie's Mailbox:

"My daughter has 15-children in her class, many with younger siblings. Some parents seem to think it's o.k. to bring the younger brothers and sisters to classmates' birthday parties. Since most parties are outside of the home, this creates an added expense.

"These places have a set fee per child. At my daughter's last party, we had ten extra children, resulting in an additional \$80.00. And then the parents expect these extra siblings to receive party favors as well. Last year, I bought only enough for the children who were invited and several parents complained rather loudly. Any ideas?"

Annie's Response:

"Before the party, inform the likely perpetrators that you cannot accommodate siblings. If they show up with an extra child, stop them at the door and say, 'I'm sorry, but we did not reserve space for more than the invited guest'."

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"How do I tell my sister-in-law that an invitation to my son's wedding does not automatically extend to her children, their spouses and their children? My son is not close to any of his cousins and will not be inviting them. Auntie thinks if she's invited, she should be able to bring the whole family. We're not talking youngsters here. The 'kids' are all in their early 30's and have their own families. They all live within blocks of one another and never have completely cut the apron strings.

"When my daughter married a few years ago, Auntie and Uncle brought four people we weren't expecting, and she was completely oblivious (or indifferent) to the extra hassle.

"How can I prevent unwanted guests without saying so on the invitation? Please help!"

Annie's Response:

"Since Auntie has done this before, it merits a personal phone call to say, 'We are so sorry we cannot invite all the cousins. We have a limited guest list and will not be able to accommodate your children and their families.' "

=====



The invitation say says,  
"Sorry, no children or cellular phones.



Letter to Ann Landers:

"Every year, I host a 'Ladies Only' party in my home, and every year, I go through the same aggravation. I invite 20 women, have live music, and a fine caterer.

"When I mail out the invitations and receive the response cards, there are invariably several people who want to bring a sister, a cousin, or a friend. If these extra guests were my friends or relatives, I would have invited them, but it is never anyone I know. They are all strangers.

"I feel ill-at-ease having people in my house that I am not close to. I plan my parties for the maximum number of guests I can comfortably accommodate. The group of women I invite all get along great. Why do they need to bring other friends?

"When I am invited out, if the invitation doesn't say 'and guests,' I would never dream of asking if I can bring someone. Tell me how to turn down these requests tactfully."

Ann's Response

"These people are behaving boorishly. If they send back a response card saying they are bringing extra people, phone immediately and say, 'So sorry, but I simply do not have room for one extra person'."

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Advice from DR Dave and DR Dee:

"I, my husband, and his parents were invited to Mary's, an old family friend, for dinner. My in-laws wanted to ride with us. However, when we picked them up, my mother-in-law had invited her best friend, Jane, to join us.

"Jane did not receive an invitation, and I felt funny taking an uninvited guest. I said to my in-laws we ought to let Mary know we are bringing Jane so she will be prepared.

"My mother-in-law replied that it didn't matter since there were going to be 22 people anyway, and what's one more.

"I called Mary anyway to let her know there would be another guest and to see if it would be alright. I could tell Mary was not very happy, but of course stated it was fine. When I told my mother-in-law about my having talked to Mary, she was furious with me to insult her in that way and felt humiliated that I had called, and decided to stay home. My father-in-law did not want to go without her, and Jane, of course, wasn't going either. Everyone, including my husband, is mad at me for making an issue out of bringing Jane. Was I totally out of line?

Response:

"First, your mother-in-law broke an etiquette rule of inviting an uninvited guest to someone else's home.

"Second, she broke another etiquette rule of canceling at the last minute without good cause. It is clear your mother-in-law was not going to call and let Mary know there would be another guests, so it was acceptable that you let Mary know.

"All hosts appreciate knowing about extra guests, or less guests, so they can adequately prepare.

"It's too bad you're being made the scapegoat. Your husband needs to be more supported of you."

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RESPONDING TO INVITATIONS  
RESPONDING TO INVITATIONS

From "The Times Magazine" (10/7/85):

"I HAVE A DREAM, AND IT IS THAT SOMEDAY I'LL SEND OUT INVITATIONS AND THE DAY OF OF THE PARTY EVERYONE WILL HAVE RESPONDED. SOUNDS IMPOSSIBLE? WELL, MAYBE. BUT IT COULD COME TRUE, EVEN IN THIS LIFETIME."

NOT RESPONDING TO AN INVITATION REQUIRING ONE IS THE EPITOME OF RUDENESS!!!

It is 100% unacceptable behavior not to respond to an invitation! An acceptance is a word of honor promise to appear; and like any promise, it should not be broken except for a real emergency.

Respond promptly! The host or hostess must make arrangements based on the number attending. Replies to dinner or lunch must be made within 24-hours; invitations not including a meal must be answered within 48-hours. Once you have accepted a dinner invitation, you are committed over all others, except duty, serious illness, a death in the family, or other very important reasons.

Some events may be held at a club or a restaurant, and each guest is asked to indicate acceptance and pay his or her own way. The people in charge of making arrangements will have obligated themselves to the club for a certain number of people and will have to pay even for the no-shows.

If something comes up to prevent your attending, contact the person in charge that you will not attend; and if you haven't already paid, make arrangements to do so -- unless you canceled before the deadline date required by the club, in which case you were not charged.

A written invitation to a cocktail party, open house, tea, or a similar party does not require an answer unless one is requested. But out of consideration to the hostess' feelings, a refusal with an explanation is a nice gesture. Answering an invitation is always correct, whether required or not.

If you have to cancel, let your hostess know immediately. A matter of hours, either way, accepting or refusing; can make a lot of difference to a hostess. An early refusal to an invitation will allow her time to invite another guest without that guest feeling it was a last minute invitation.

Excerpts from a Letter to Ann Landers:

"This is about a couple who didn't bother to show up at a wedding because it was raining. They were shocked when they later received a bill from the bride and groom for the cost of their meals."





"Chances are the bride and groom are only able to invite a portion of the people they want. If someone doesn't attend, it is not only disrespectful to the couple and costs them money on food and drink, but it has also prevented them from inviting someone else who would have enjoyed the celebration, even in the rain.

"Weddings are a huge emotional event, as well as financial investment. Lousy weather is no excuse to drop out at the last minute."

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Another excerpt:

"My husband and I had four couples who never bothered to RSVP, and two others who sent back reply cards saying they would be there with bells on and then didn't show up. None of them called or wrote to apologize for their rudeness, and of course, they never sent a gift."

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A Bride Writes to Ann Landers:

"We had 17 no-shows and five surprise guests. This means we wasted \$300 for 13 meals that nobody ate. The extra guests turned out to be no problem because of the no-shows, but generally, surprise guests are not welcomed. What if those 17 had shown up, and we didn't have enough dinners for the four surprise guests. It's simply good manners to let the hostess know if you are coming or not."

---

The Mother of a Bride Writes:

"We sent out engraved invitations and enclosed stamped addressed envelopes one month before the event. All the guests had to do was put an 'X' in the proper space to let us know if they planned to attend.

"A week before the wedding, we spent nearly \$50 on long distance calls asking people who had not returned their response cards whether or not they were coming.

"The caterers required a head-count 48-hours before the event. Each dinner costs \$36, and 32 people who said they were coming did not show up. We had to pay \$1,152 for meals that were not served.

"Please tell your readers once more that if they change their mind or if something comes up that makes it impossible to attend, they should take a moment to call the hostess and let her know. We are hurt and angry that so many people thought so little of our invitation."

"These no-shows neither had the common decency or courtesy to phone in advance to cancel or offer to pay for their meals."



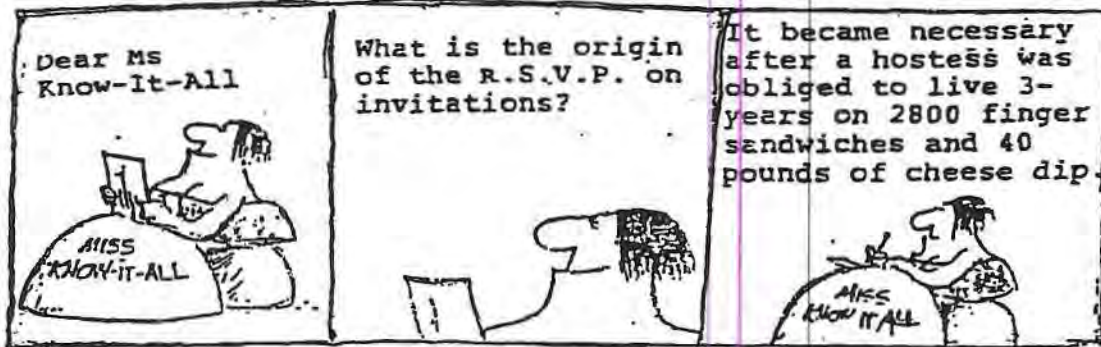
"Unfaithfulness in the keeping of an appointment  
Is an act of clear dishonesty.  
You may as well steal a lifetime money as his time."  
Author unknown

The time written on an invitation should be respected. You need to know where you are going and how long it will take to get there. Avoid being late or early. If you arrive early, do not head for the door or park in front of the house to wait. Park around the corner until it is time.

If delayed more than 15-minutes, a thoughtful guest, especially a dinner guest, will phone and call the hostess.

#### RSVP:

RSVP is French for "repondez s'll vous plait," meaning "please reply." If a phone number is not listed, a written answer is expected and may be written with the same degree of formality as received. These cards come with a stamped envelope addressed to the sender.



One of the most common etiquette errors or just plain tactlessness committed by people is a failure to RSVP an invitation. Some people think not to RSVP means it is taken for granted by the hostess that you are or are not attending. So, which is it? Respond either "yes" or "no."

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#### A Letter to Annie's Mailbox:

"Our son is getting married soon. When the RSVPs were returned, we noticed that some people included their children in the number of people attending. These children were not invited. What should we do?"

#### Annie's Response:

"It is perfectly OK to phone these inconsiderate clods and say, 'We're so sorry, but we cannot accommodate your children at the wedding.' If they protest and say they won't come without the kids, reply, 'We'll miss you'."

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### Another Letter to Annie's Mailbox:

"Has the term, 'RSVP' lost its meaning? I recently threw a party for my husband's birthday, and half the guests never responded to the invitation. They apparently don't know that RSVP means, 'I need an answer,' because I had to phone people to track them down.

"Do people not realize that when you hold a catered event, the host must pay for each person expected? I had to pay for six no-shows because the restaurant had prepared food for them. Cancellations are only accepted in advance.

"These people are upper-middle class and college-educated, so it can't be ignorance. Am I too rigid, or are my friends inconsiderate?"

### Annie's Reply:

"People are lazy, and they often do not realize it is inconvenient when they fail to respond or bow out without notice, or show up with extra guests.

"Please folks, if the invitation says 'RSVP,' please respond promptly, bring only the number of people whose names are on the invitation or on the envelope and do your best to follow through!"

=====

### Favor of Reply:

Favor of Reply is a small card included with the invitation, known as a "Response Card". Mark either "will attend" or "will not attend" and sign your name on the line provided. If you do not have a legible signature, print your name.

<input type="checkbox"/>	will attend
<input type="checkbox"/>	will not attend
<u>Captain and Mrs. Carlton Smith</u>	
No. Attending: _____	



These cards usually come with an envelope already stamped and addressed to the sender. How much easier can it get?

"Number attending" does not mean you are free to invite as many to join you as you'd like. It means those whose names appear on the envelope.

If the invitation is addressed to ENS and Mrs. Doe, either one or both may attend.



If the invitation is addressed to ENS and Mrs. John Doe either one or both may attend. If it is addressed to ENS and Mrs. John Doe and Children, either or both may attend, including number of children. If it is addressed only to ENS John Doe, only he or she may attend. If it is addressed to ENS John Doe and Guest, he or she may attend and bring a guest.

There was a time when enclosing a 'Favor of Reply' card in a wedding invitation was unacceptable. Today they are a desperate, though not a particularly successful, way to make up for the rudeness of people who do not take the time to inform their hosts whether they will attend an occasion to which they have been invited.

A person receiving the invitation was expected to respond by writing a card of acceptance, but since so few people bothered, the Reply Card seemed to be the only answer.

Should you receive a wedding invitation without a Reply Card, since some people still consider them tacky, you must respond in writing.

#### Regrets:

Regrets on an invitation mean respond only if you are not attending. If you are attending, a response is not necessary. If your hostess does not hear from you, she will be expecting you.

#### To remind:

Telephone invitations followed by a 'To remind' card are popular since people have such busy schedules, they may forget.

*Just A Reminder* 

## CORRESPONDENCE

Traditionally, the wife takes care of correspondence; however, for official functions, the male or female officer should assume the responsibility because it reflects on his or her attention to detail.

A senior sends "compliments" to a junior; the junior sends "respects."

In writing correspondence, the senior may "call attention," but the junior may only "invite attention."

When submitting a solution to a particular problem, the senior "recommends" while the junior "suggests." Similarly, a senior "directs" a junior while a junior "request" action of a senior.

In writing, a senior officer subscribes it "respectfully;" a junior, "very respectfully."

The signature of an officer is his or her bond. Signed to a letter, it signifies that the ideas expressed are the signer's, unless stated otherwise.



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### EXAMPLE OF A PERSONAL BUSINESS LETTER USED IN WRITING ONE'S NEW COMMAND

(Your return business  
address here):

Officer Indoctrination School  
Naval Air Station  
Pensacola, FL 32508  
19 October 1987

(Your Reporting Address here):

Executive Officer  
USS DAHLGREN 9DDG 43)  
FPO New York 09567-1261

Dear Commander (or if you know his name, Dear Commander Jones)

I have received order to report to USS DAHLGREN as relief for LTJG Johnson, the Fire Control Officer. Although my reporting date is not until 20 November, I anticipate being in the Tidewater area on ten day's leave beginning 02 November after graduating from LDO/CWO indoctrination and IMET schools.

My wife Liz and I will be staying at our home at 1437 Power Mill Road in Williamsburg, VA 23491, while I am on leave. Should you need to contact me, our phone number is 468-2124.



As a Chief Gunners' Mate - Technician, I supervised 38 technical personnel in the Special Weapons Intermediate Maintenance Facility at the Naval Weapons Station, Yorktown, Va. I also have served ...etc...etc..

These billets have given me a wide range of experience, including etc...etc.. I also feel that this assignment to USS DAHLGREN will give me the opportunity to use my supervisory and technical experience and offer many new challenges in my career. I anticipate no problems in reporting aboard and starting work.

Liz and I have two sons, aged eight and seven, and a daughter who is six.

John Paul Jones  
ENS, USN

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Certain types of informal letters may be typed, but others must be written by hand, such as thank-you notes, letters of congratulations and condolences, and "bread and butter" notes.

When you have been a guest in a home overnight or longer, you must write a "Bread and Butter" note thanking your host for his/her/their hospitality. This note is generally left on the table with an inexpensive gift for the house, such as a set of hand-towels or a pretty candle - but nothing personal.

An officer's wife or the female officer renders appropriate acknowledgement for every courtesy and kindness extended. If the officer is unmarried, he or she must extend this courtesy.

A thank you note for a dinner you attended should be written from female to female. The envelope and salutation are addressed to the wife only (or the CO if she happens to be the female hostess); however, in the body of the letter, both husbands may be mentioned. For example:

The Envelope:

"Mrs. John J. Jones," not  
Captain and Mrs. Jones...

The Salutation:

"Dear Mary" or "Dear Mrs.  
Jones", not Dear Captain and  
and Mrs. Jones.

The Body of the Letter: "Jim (the wife's husband) and I enjoyed being in your lovely home...etc... Please tell CDR Jones how much we enjoyed the delicious steaks he grilled, (or how much we enjoyed his sea-stories) etc."



(Sign your name).

Bachelors still need to write a thank you note to the wife or the female commanding officer who had him in her home.

If you, as a couple, are given a farewell gift upon departing your command, and the gift is from the command personnel, the wife or the bachelor or single female writes a thank-you note to the commanding officer at his business address, since he is in the position to share the note with all the officers who contributed toward the gift.

#### Addressing the Envelope:

Write the rank/name in full unless the envelope is small.

Write out names rather than using initials.

In addressing an envelope to a boy twelve or under, use 'Master,' rather than 'Mr.' If there is more than one boy, use 'Masters.' For older boys, 'Mr.' may be used. The plural form is 'messrs.'

A young girl is addressed with no title, such as Mary Jones, until she reaches her teens, then she becomes 'Miss,' although it isn't incorrect to use 'Miss' at an earlier age. 'Miss' changes to 'Ms' when a young unmarried woman reaches the age of 18.

Use 'Ms' if you don't know if the lady's title is 'Miss' or 'Mrs.'

#### From Letitia Baldrige, Etiquette Expert:

"If you're sending a formal invitation to a couple and the wife's job carries more rank, put her name before her husband's. Professionals who have worked hard to earn titles deserve to have them observed by others. In an informal letter or invitation, the man's name goes first."

When two last names are involved, put both names on the same line if they are married, and even if the last name is hyphenated, for example Jane Doe-Smith, it is still considered a separate last name:

Ms. Jane Doe and Mr. John Smith  
Ms Jane Doe-Smith and Mr. John Smith

#### Letter to Annie's Mailbox:

"When I married, I kept my own name, and everyone who knows me is aware of this; yet, some of them still think it's correct to address correspondence to 'The Smiths,' or worse yet, 'Mr. and Mrs. John Smith.'



"How do you think John Smith would feel if he were addressed as 'Mr. Mary Jones?' I would not dream of addressing anyone who chooses to change her name by her former name. I cannot understand why people think it's o.k. to negate my choice not to.

"We should be addressed as 'John Smith and Mary Jones,' or 'The Smith and Jones Family.' "

**Annie's Response:**

"The correct formal form of address for a couple when the woman has chosen to keep her maiden name is 'Ms. Mary Jones and Mr. John Smith' all on the same line. Informally, it's o.k. to write 'Mary Jones and John Smith.' "

If they are not married but living together, then put their names on separate lines:

Ms Jane Doe  
Mr. John Smith

For the husband and wife where only the man is an officer:

Captain and Mrs. John Smith

If both are officers of the same rank:

Captains John and Jane Smith

If different ranks, the senior spouse is listed first:

Commander Jane Jones, USN  
Lieutenant Tom Jones, USN

A married military woman, if invited in her official capacity and if her husband is a civilian, should read:

Lieutenant Mary Smith and Mr. Tom Smith

**Signature:**

For casual notes with first names being used, the wife's name comes first. If using titles such as Doctor or Reverend, then the person with the title comes first.

When closing the casual note using first names, the wife's name comes first, although it would be o.k. if your husband wrote the note and signed his name.

A married woman's legal signature is her given name, her maiden name, and her husband's last name: "Mary Johnson Green."



A lady does not include her title with her signature.  
She signs:

"Mary Johnson Green" or she may precede it  
by "Mrs." in parenthesis,  
"(Mrs.) Mary Johnson Green" or

"Mary Johnson Green" with her husband's  
name underneath:

"Mary Johnson Green"  
(Mrs. John Anthony Green)

The civilian husband may be written first in civilian  
correspondence, but the wife is still addressed by  
title on the line below.

DR John James  
DR Jane James, MC

In military correspondence, she is listed first and  
then her husband beneath:

DR Jane James, MC, USN  
DR John James

#### Divorce or Separated:

If she is separated, a woman remains Mrs. John Anthony  
Green until the divorce is final.

She then ceases to use her former husband's given name,  
John Anthony.

She either takes back her maiden name (by court  
permission) and becomes Miss Mary Johnson or she may  
substitute her given name and become Mrs. (or Ms) Mary  
Green Johnson; or she may use her mother's maiden name  
(Jones) and become Mrs. Jones Green.

#### Widow:

After her husband's death, a woman does not drop his  
first name and become Mrs. Mary Johnson.

She continues to use her married name and mail should  
be addressed under that name: "Mrs. John Anthony  
Green."

It really depends on how traditional you wish to be.  
Although commonly seen, addressing an envelope for a  
widow as Mrs. Jane Doe is not really proper. However,  
you can put Ms. Jane Doe. If using "Mrs." For a widow,  
the proper format is Mrs. John Doe.





## SOCIAL CALL

The purpose of the Social Call is for the senior couple to become acquainted with the newly arrived officer in a relaxed and informal atmosphere and to welcome you to the unit in a social way. The newly arrived officer should call at the homes of the executive officer and department head, as well. As an old-timer once said, it is a method used to "break the ice."

When reporting to a new duty station, you will determine the wishes of the senior regarding the social call, or you may check with the officer you relieve. If the senior does expect you to make the call, make a definite appointment, perhaps with his or her secretary or yeoman.

Arrive promptly during the designated hour at the residence of the commanding officer. The usual calling hours are from 4:00 to 6:00.

A spouse accompanies the married officer for the call.

The call usually last 20- to 30-minutes and should not be prolonged. The conversation exchanged should be pleasant, positive, and cheerful.

At some convenient break in the conversation, rise and take your leave -- do so smoothly and expeditiously, expressing pleasure at the meeting. If your hostess insists you stay longer, do so, but do not overstay your call.

You and your spouse, in turn, are also given the opportunity to act as host and hostess in receiving formal visits in your home from the commanding officer and his or her spouse, usually within two weeks after you have made the Social Call.

If you are a single officer, chances are the senior officer will respond by including you in their future social affairs.

On the other hand, senior officials now rarely return calls in kind. Most prefer to acknowledge the courtesy with a party or a reception and will state on the invitation that the event will cover "calls made and returned" or "calls made and paid".

But if the commanding officer and his or her spouse do return the call to your home, you are expected to serve refreshments, and the call should not last more than 20-minutes.

Unless a single person is very senior and has quarters of his or her own, it is not necessary for married couples to return his or her call; however, if done, only the husband leaves a card. The civilian wife does not leave a card to a male commanding officer.

This conforms with the inviolable rule of polite society that ladies do not call on gentlemen. However, the wife would leave a card for a female commanding officer.



### Calling Cards:

Although the use of calling cards have declined in late years, some Commanding Officers expect you to observe the custom. They are left when making a first Social Call only; don't leave more if you're invited to the same home again.

A receptacle for cards, generally a silver dish or tray, is located on a table in the foyer or on the coffee table. Cards are no longer left at receptions unless a card tray will be evident in a conspicuous place.

A card on which "To inquire" is penciled is left at the house of a friend who is too ill to receive callers.

When a death in the family has occurred, usually only intimate friends are received, but others should leave a card on which "Deepest sympathy" is written in pencil at the top or bottom of the card, or you may write the initials **p.c.**, signifying **pour condoler (to condole)** in the lower left corner.

The following are other standard abbreviations often penciled in the lower left corner of visiting cards to convey formal messages and which are appropriate to certain occasions:

...**p.r.**, **pour remercier** (to thank). This card is to be mailed to a person who has sent a card inscribed with **p.f.** or **p.c.**

...**p.f.**, **pour feliciter** (to congratulate). Cards so inscribed are generally mailed or delivered to arrive on the day being celebrated.

...**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. You would send these cards if calling in person is not possible. They are generally sent to all officials and acquaintances by whom you have 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. If you receive such a card, you should immediately send cards or call on the person so introduced.

You may purchase a supply of envelopes the size of the card, but they do not usually conform with postal regulations, so you will have to insert them in a larger envelope.

### Number of Cards to Leave:

Both male and female officers leave a card for his or her commanding officer and for each female adult over 18-years of age residing in the house; never leave more than three. Your spouse will need calling cards as well.



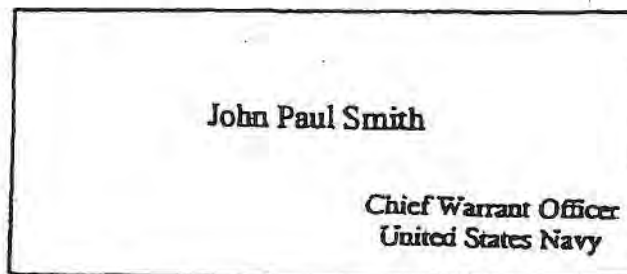
A civilian wife leaves a card for each adult female over age 18. Like her husband, she never leaves more than three. A civilian lady never leaves a card for a male -- not even the president. Although at one time, only commanders and above used the joint card, it is now properly used by lieutenants and above. One such card may be used along with any additional individual cards.

A silver or pewter dish for the cards is usually found on a table in the foyer or living room. If there is no dish available, it means the commanding officer doesn't require cards, but it is o.k. to leave them on the table anyway. Never hand the cards to a person.

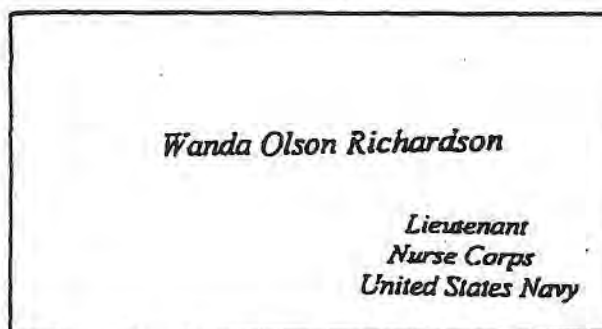
(Continued on following page)

Card Dimensions:

Male Officer.....Approximately 3-1/8 inches long and 1-5/8 inches high. The length of your name and title will determine the exact dimensions.

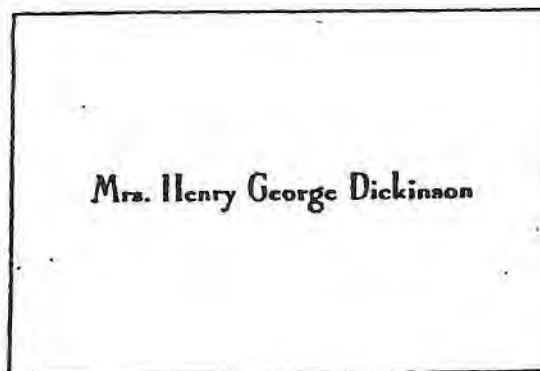


Female Officer...Approximately 2-7/8 inches long by 2-inches high with slight variation allowed for long names or titles. The card reflects precisely the same information, similarly positioned, as that of a male officer of similar rank.



Civilian

Wives.....Approximately the same length as a male officer's card but wider. The customary size is about 3-1/8 inches long by 2-1/4 inches wide, but the size varies slightly according to the length of name. It's considered good taste to match her husband's in color, style, and type of engraving, though not required.





**Civilian**

**Husband.....**Though no dimensions are given for the civilian husband, you might feel safe to assume they be the same as the male officer.

William Paul Orr, III

**Two Married**

**Officers.....**When this is the case, the wife may opt to continue the use of her individual card. If the woman retained her maiden name, she can then opt to have her own personal card with either Mrs. Carol Ann Batker or Mrs. Carol Ann Batker Smith, or if she's in the military, she may use her rank, such as Ensign instead of Mrs.

Ensign Charles Henry Smith  
Ensign Carol Ann Batker

**Joint Cards.....**These are usually about 2-1/2 by 3-1/2.

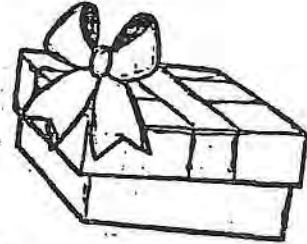
Ensign Charles Henry Smith  
Ensign Carol Ann Batker

Earl Edward Young  
Ensign Judy Lynn Young

Lieutenant and Mrs. John Jones

Their Uses...

...constitute record of a call;  
...sent with flowers or gifts;  
...as reminders of an event;  
...to send messages of condolence or  
congratulations; and



...as informal invitations to informal parties,  
as well as being used to respond to invitations, as  
shown below:

<i>Friday, December 22</i>	
John Anthony Jones	
<i>Cocktails 6 O'clock</i>	
<i>Olus 24-4</i>	Ensign
<i>7205 Pensacola, Florida</i>	United States Navy



"Whoops! This is a blank page."

## COURTESIES

The cardinal principle of etiquette is thoughtfulness. Just by keeping this in mind, you can save yourself and others embarrassment in many situations.

Times have changed, but courtesy is not dead, contrary to popular belief. Good manners and personal dignity are based on loyalty and consideration for others, and they still remain the hallmark of officers. Military courtesy is important to everyone in the Navy. You will make favorable impressions and display a self-assurance that will carry you through many difficult situations. Acts of respect and courtesy are required of all members of the naval service.

Femininity is still more attractive in a woman than masculine capability and in no way denies the fact that her helplessness is a thing of the past.

Robert E. Lee's mother taught him courtesy meant a person who is always considerate of others.



Give the people you love the same respect you give strangers and acquaintances. We lie to our friends to spare their feelings and are nice to people we hate, but we do not show these same courtesies to the ones we love. "Familiarity breeds contempt."

Be willing to compromise; give a little to get a little. Try to accommodate other people; and by doing so, they will be more willing to accommodate you.

Be sensitive toward the other person's feelings; offer understanding. Accept people as they are, including their shortcomings, as well as their good points. You probably have as many, if not more, shortcomings. "The pot doesn't call the kettle black."

Be patient. Allow the other person to sort out his or her feelings. Endure the other person's good and bad traits without being critical of the bad. Take time to understand the other person's feelings, and don't make fun of them, regardless of the circumstances.



Refrain from lying, cheating, or stealing, and do not tolerate those who do. When you state an opinion, people need to know you really mean it in order to have faith in your view.

"A lying tongue hates those  
it hurts, and a flattering  
mouth works ruin." (Proverbs 26:28)

Conduct yourself in such a way that your friends will have confidence and belief in your honor and integrity.

"To thine own self be true."

Do not repeat sensitive comments about a person to another person.

Be thoughtful, courteous, and considerate. Offer to help someone in need or in a bad situation. Return a favor or show appreciation for favors or good deeds extended to you.

Be reliable. Return borrowed items in good shape and on time. Stick to your plans when you make them.

Try to be understanding and sympathetic to the misfortune of others. Forgive people of small offenses without their having to justify their actions.

Anger can force you to lose control of yourself and make you lose sight of reason. It is a natural and common emotion, but learn to control it. Talk things out. Give yourself time to think about it rather than losing your cool.

"Kind words turneth away wrath." Proverbs

Respect others; consider their worth. Use the magic words, please, thank you, you're welcome, excuse me, etc. It is so easy to say these words. Why have they become so rare?

Gossip cheapens the one who gossips more than the one gossiped about.

Call a person by his or her name and use it often in conversation.

Differences are bound to occur and can be resolved if conflict is managed in a polite manner.

If you are given to making run of someone, be sure it is of yourself.

A smile does not cost anything and pays big dividends. Not only does it make you feel good, but it makes everyone else feel better, too.

Be the first to say, "Hello! Good to see you."  
Communicate cheerfulness.

Be genuinely interested in others. Get them to talk about themselves.

### The Golden Rule:

The Christian command, "Do unto others as you would have others do unto you" and in the Taoist command, "As you deem yourself, so deem others," and in the Hindu, "This is the sum of duty, that you do nought to others which if done to you might cause you pain" are what courtesies are based on.

Following are some "golden rules" taken from industrial psychologists and author, James E. Fisher, Jr., PHD.

"To have a friend, you must be a friend, starting with yourself."

"The greatest hunger a person has is to be needed. Help create that feeling in others."

"The greatest virtue is kindness. You can't love everyone, but you can be kind to everyone."

"Don't try to impress others. Let them enjoy impressing you."

"Be responsible; you must be accountable for your actions."

"Be enthusiastic. Nothing of consequence was ever achieved without enthusiasm."

"Be positive. Positive people attract others, while negative people repel."

"You have greater impact on others by the way you listen than by the way you talk."

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### Quotes:

"A smile is the shortest distance between two people."  
B. Borge

"Kindness is a hard thing to give away. It keeps coming back to the giver." Ralph Scott

"Modesty is a wonderful thing; it doesn't cost a cent and makes you look like a million." Anonymous

"No one is useless in this world who lightens the burden of another." Charles Dickens

"There is no tranquilizer in the world more effective than a few kind words." Pearl Bailey

"The bee is more honored than other animals, not because she labors, but because she labors for others."  
St. John Chrysostom

"If you love yourself too much, nobody else will love you at all." Ancient Proverb

"The wise course is to profit from the mistakes of others." Terence



"It is useless to pray, 'Deliver us from evil', while we park our car just outside the door of it."  
Anonymous

"Do unto others as though you were the others."  
Anonymous

"Some folks escape criticism by doing nothing."  
R. Brewer

"Example is not the main thing in influencing others. It is the only thing." Albert Schewitzer

"Good example has twice the value of good advice."  
Anonymous

"We can often do more for other people by correcting our own faults than by trying to correct theirs."  
Anonymous

"What you dislike in another, take care to correct in yourself." Thomas Spat

"Conscience is the inner voice that warns us that someone might be looking." H. L. Mencken

"The person who gives everyone a piece of his mind ends up with a vacuum." H. V. Prochnow, Jr.

"What you dislike in another, take care to correct in yourself." Thomas Spat

"Ceremonies are different in every country, but true politeness is everywhere the same." Anonymous

"Some people pay a compliment as if they expected a receipt." Kim Hubbard

"You can't help a person uphill without getting closer to the top yourself." Anonymous

"Before you get hot about somebody else's faults, take time to count ten -- of your own." Anonymous

"The greatness of a man can nearly always be measured by his willingness to be kind." G. Young

"Rudeness is a weak person's attempt at strength."  
J. Casey

"No one is more confusing than the fellow who gives good advice while setting a bad example." Anonymous

"A polite man is one who listens with interest to things he knows all about, when they are told to him by a person who knows very little about them." Anonymous

"It is getting harder and harder to find a courteous person who isn't trying to sell you something."  
Anonymous

"Every time you turn green with envy you are ripe for trouble." Anonymous

"What the world wants is not advice, but examples. Most any fool can talk." Anonymous

"Better a little kindness while living, than an extravagant floral display on the grave." Anonymous

"Be careful how you live. You may be the only Bible some people ever read." Anonymous

"It's hard to say who brags more, the reformed smoker or the guy whose car gets 30-miles to the gallon."  
James Alexander Thom

"Kindness is never wasted. If it has no effect on the recipient, at least it benefits the bestowed."  
Anonymous

"Life is not so short, but that there is always time for courtesy." Emerson



## MANNERS

Peggy Post, great-granddaughter-in-law of Emily Post and the author of the 75th anniversary edition of *"Emily Post's Etiquette"* says:

"Despite all the complaints we make -- and hear -- about lack of civility, etiquette is back in style. Etiquette isn't necessarily about the niceties of which fork to use. It's a code of behavior based on consideration and thoughtfulness of others."

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Bernice Kanner, author of *"Are you Normal"* wrote the following based on data from countless surveys:

### MANNERS COULD BE BETTER

"Most of us swear an average of 16 times a day.

"Three out of every five of us from time to time spit on public streets.

"A quarter of us see a long line and try to cut it.

"Fewer than three out of every four of us think being polite is really important and even less regard good tables manners as something to strive for.

"When seeing a pregnant, elderly, or handicap person on the train or bus, 28 percent avoid facing them, rather than give up their seat.

"And 77 percent of us have resorted to trying to save an extra seat for ourselves, most often covering the seat with a coat or other sprawling item.

"Almost one in 10 of us admits to occasionally sticking gum on furniture, and of course, the bottom of theater seats.

"More than half of us grab the last helping of stuffing or slice of peach pie without asking.

"A third of us admit that given the opportunity, we'd poke around in other people's medicine cabinets or steal a glance of other people's mail.

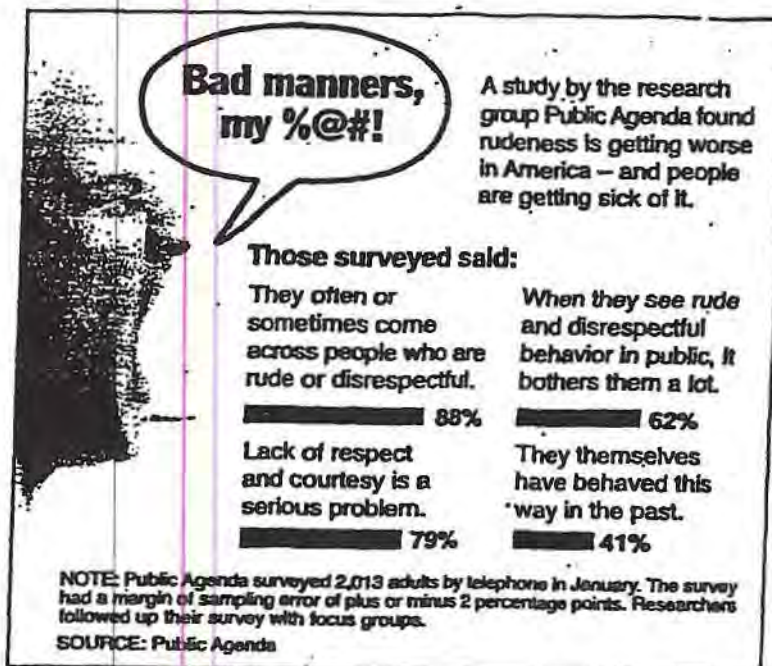
"Almost half of us confess we sometime read documents that don't relate to us at work.

"And more than seven of 10 of us say we eavesdrop.

"Half of us could not resist reading someone else's diary.

"Some 84 percent of men say they typically step back to allow women to get off the elevator before them, and 77 percent say they open a car door for a lady.

"And just 28 percent of people would risk offending someone by asking him or her not to smoke."



Associated Press

*Excerpts from The Associated Press:*

"People say you're rude. You walk around bleating into that cell phone as if you're the only person for blocks. You curse like Madonna or Letterman. Your kids think the world is their personal playground, and you drive like a maniac.

"Respondents to a national survey said a lack of respect and courtesy in American society is a serious problem. Things have gotten worse in recent years.

"They say the majority of Americans are pretty anxious about those issues. People think this is an area of the society that they would like to see some improvement on.

"Poor customer service has become so rampant that nearly half of those surveyed said they have walked out of a store in the past year because of it. Half said they often see people talking on cellular telephones in a loud or annoying manner. They regularly see other people driving aggressively or recklessly.

"The use of foul language split significantly among regions of the country. While three out of four Southerners said it is always wrong to take God's name in vain, half of those surveyed from the Northeast said there is nothing wrong with it or that it falls somewhere between right and wrong.

"Many people admitted to rude behavior themselves. More than a third said they use foul language in public. About the same percentage confessed to occasional bad driving.

"Some people blamed overcrowding in malls, stadiums and other public places. Others said Americans' increasingly busy lives are making them ruder.

"Solutions? When confronted with rude behavior, the right thing is to respond with excessive politeness; or to point out the bad behavior; or to just walk away.



A letter to Ann Landers:

"Too many people these days are rude, crude, unprincipled and just plain boorish. No manners, no decency, no consideration for others. It's depressing. Please print the following on behalf of old-fashioned civility:"

CLASS

- ...Class never runs scared. It is sure-footed and confident it can handle whatever comes along.
- ...Class has a sense of humor. It knows that a good laugh is the best lubricant for oiling the machinery of human relations.
- ...Class never makes excuses. It takes its lumps and learns from past mistakes.
- ...Class knows that good manners are nothing more than a series of small, inconsequential sacrifices.
- ...Class bespeaks an aristocracy that has nothing to do with ancestors or money. Some wealthy "blue bloods" have no class, while some individuals who are struggling to make ends meet are loaded with it.
- ...Class is comfortable in its own skin, never putting on airs
- ...Class never tries to build itself up by tearing others down. Class is already up and need not strive to look better by making others look worse.
- ...Class can "... walk with kings and keep its virtue and talk with crowds and keep the common touch." R. Kipling

Everyone is comfortable with the person who has class because that person is comfortable with himself.

If you have class, you have it made. If you do not have class, no matter what else you have, it does not make any difference.

In response to a survey on manners appearing in the Pensacola News, the following letter was written by Mrs. Helen M. Coleman, age 78, of Pensacola:

"Senior citizens are constantly being criticized and sniped at for every conceivable deficiency of the modern world, real and imaginary.

"Upon reflection, I would like to point out that it was not senior citizens who took the melody out of music or the beauty out of art.

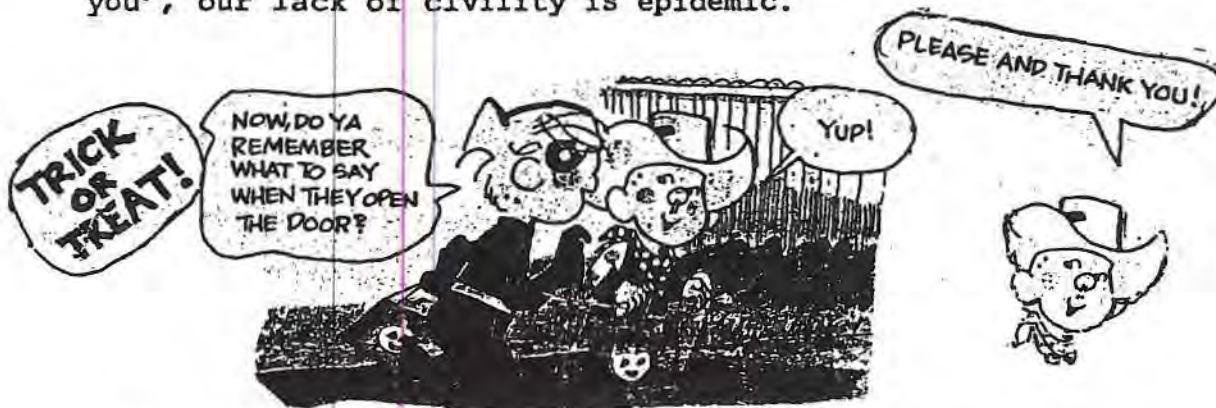
"Neither did we take the pride out of appearance nor the romance out of marriage, the responsibility out of parenthood, togetherness out of family, learning out of education, loyalty out of Americanism, service out of patriotism, civility out of behavior, refinement out of language, dedication out of employment, ambition out of achievement."



## WHERE ARE OUR MANNERS?

Excerpts taken from the Pensacola News Journal, by Craig Wilson and Maria Puente, USA Today.

A recent US News & World Report study found that 89 percent of Americans feel civility has hit a new low and that we're ready for a change. From cell phones in restaurants to the absence of 'please' and 'thank you', our lack of civility is epidemic.



"Civility is the WD-40 of life. It lubricates everything. Manners are about self-respect and respecting others and making people feel comfortable. But somewhere along the way, we got too busy and self-absorbed, and it's certainly showing in our kids.

"Like a lot of people, I've been stunned by the collapse of civility," said Alex Packer, author of 'How Rude! The Teenagers' Guide to Good Manners, Proper Behavior, and Not Grossing People Out.' I lay the blame at the feet of the adults. Manners are taught.

"Good manners, it appears, has gone the way of white gloves, top hats and Sir Walter Raleigh. Like men in capes, they have become a thing of the past.

"Remember the guy who used to wave in his rear-view mirror when you let him edge his car in line in front of you? Whatever happened to him?

"Remember the blushing bride who used to send thank you notes for every gift received? What aisle is she walking down now?

"And what about the guy who used to stand up on the bus to give the pregnant woman his seat? Did he leave the country for kinder, gentler climes? One wonders.

"And don't get me going on people who talk in movies or carry everything they own onto planes.

"Recently, in the Virginia suburbs of Washington, DC, what would have been unthinkable a few years ago, happened: A man was laying on his horn to clear traffic out of his way. The traffic was a funeral procession.



"Spend any afternoon at the mall watching teens trample slow-moving senior citizens, and you have to ask:

"What happened to the gracious days of 'please' and 'thank you' and 'excuse me.'"

"Meanwhile the Amtrak Metro Liner between New York and Washington has turned into nothing more than a phone booth on tracks, with cell phone abusers holding the other passengers hostage to their conversations.

"Please and thank you are important! 'Thanks.' 'I appreciate it.' 'That's great.'"



"These are not the fanciest words in the English language. In fact, we often learn to say 'thank you' before we're even potty trained. But they're powerful words. Words that can turn a workplace around, make employees willing to go that extra mile every day, willing to even forego more money if they just hear 'thank you' often enough and sincerely enough from a boss or co-worker.

"It seems simplistic to think that we would respond so strongly to appreciation by another human being. Yet, if you look at workplaces with severe morale problems, they often began when a boss forgot to say 'thanks.'"

"Punctuality is polite. Wouldn't it be great if all your meetings and appointments started on time because nobody was late. Punctuality is just good manners."

Sue Fox, head of Etiquette Survival, Inc, a business consulting firm and author of "Etiquette for Dummies" said one of her clients insists on interviewing candidates for executive jobs over a meal, just to see how good their table manners are. She tells the story of a man in New York who recently knocked her over to get to the door of a deli first.

"I wasn't even shocked, and that's what's so sad about all this." A more disconcerting thing happened in downtown Minneapolis earlier this month when an elderly woman fell on the sidewalk. A group of middle age men gathered to stare, but only after more than 30-seconds did a young woman dressed in Gothic garb, step forward to help."

"Sounds like in some ways, many of us have the manners of a snake."



Philadelphia, "The City of Brotherly Love" - The "City of Brotherly Thugs is more like it. You be the judge:

The city has become a victim of its sports fans whose unruly, even criminal, behavior has stained the city's reputation. Fans on at least one occasion booed Santa Claus at sporting events.

Fans at Veterans Stadium fight in the stands, get drunk, and throw things at one another and on the field. Once, someone sent a flare soaring across the stadium.

In 1999, local fans cheered lustily when it appeared an opposing player had been paralyzed. UNBELIEVABLE!!!

Nancy Tuckerman, who with Nancy Dunnan, recently updated "The Amy Vanderbilt Complete Book on Etiquette," says,

"The pendulum always swings, and things go back to the way they were. I think when people realize you can get a lot further in life with good manners, they'll go back to them."

A Letter (in part) to Ann Landers Concerning Airline Etiquette:

"People seem to forget everyday courtesies the moment they walk through airport security. On a recent flight, the woman sitting next to me changed her baby's dirty diaper on the seat between us.

The following are guidelines for our fellow travelers:

- Do not be afraid to use the washrooms on the plane. Use a paper towel and wipe the basin after you splash water on it
- Teeth flossing, nail clipping, makeup applications, nasal sprays, tweezing and changing diapers should be done in private. We do not want to watch you.
- By all means, you may remove your shoes, but keep your feet on the ground. No one wants to smell them.
- Treat the people in the middle seat with respect. Do not grab both armrests.
- Be mindful that not everyone wants to be engaged in conversation. Some of us prefer to work or sleep.
- If you have children, please do not let your four year old run up and down the aisle screaming. It is o.k. to tell your child to stop kicking the seats and making noise.



for a Limited Duty Officer in the Aviation Community with 19-years in the U. S. Navy. These are his opinions:

BECOMING AN OFFICER, AND WELL. . . . .

"It hasn't been, but it seems like centuries (roughly the length of a Major League Baseball game) since I wore Chief's anchors. While it's not been all smooth sailing in the ward room, I have no regrets.

"This being said, the fact that I was enlisted is a source of pride to me; I think I'm a better officer for it. I believe we 'Mustangs' bring a unique perspective to the officer community.

"We know what it's like to shiver on a dark pier armed with a nightstick that's as effective as a can of Silly String. And we know that scrubbing toilets feels as career-enhancing as being a marriage counselor for the royal family. We also know that, without good Sailors and a good Chief, our divisions would run as well as the Russian economy.

"I've learned there are many differences between officers and enlisted. Beyond the obvious - saluting, living conditions, pay and benefits - there was one thing hardest for me as a former enlisted to learn: military etiquette.

"Don't get me wrong. I've always worn pants to dinner and opened doors for ladies who don't have more facial hair than I. But there's more to being an officer -- things that weren't required of me before.

"Knife and Fork School provides initial instruction for the Limited Duty Officer and Chief Warrant Officer. It's there that we learn neat stuff like SOUP 101 (never slurp), introductions - never refer to our wives as our 'old ladies', never eat chicken with our fingers (they're always eaten separately) and never pick our teeth with paper clips (at least at the table).

"Then we head to the fleet to put our new skills to use and learn what it means to be a member of the mess (and why the ice cream is called 'dog').

"Most of our skills are honed in the ward room, and since dining is meant to be refined, it's incumbent upon each officer to observe proper decorum at all times.

"When entering the ward room, it is never proper to loudly question, "What died in here?" Neither is it acceptable to appear dressed in civilian clothes, overalls or clogging outfits.

"You must ask permission to join a meal in progress. While this is usually accomplished before actually sitting down, you can sneak to the table while the senior man is at the salad bar. Upon his return, you can deny him permission to sit at "your" table. It's kind of a hoot. Dainty butter balls sit on china plates, drinks are served in crystal and the food ain't exactly Salisbury steak on Kaiser rolls.



"On aircraft carriers, the alternative for those who don't care for the above is the 'dirty shirt' which places less emphasis on the finer points of protocol. Observing only a 'no shirt, no shoes, no service' policy, it can get a bit raucous.

"Initially seeking solidarity with my fellow airdales, I used to eat there. But after some helicopter guys 'pantse'd' me and took my lunch money, I swore never to return.

"A 'Dining Out' is our chance to treat our spouses to a fancy banquet while 'Dining In' are primarily social soirees that involve only officers and usually degenerate into the ceremonial 'Wearing of the Chocolate Mousse.'

"Most confusion centers on silverware. Like a surgeon, we must carefully choose our instruments lest we reveal ourselves to be culinary bumpkins.

"Hmmm, start outside and work my way in. I'm eating salad first, so I look for my salad fork. Hey, what's this little deal with the tongs bent outward? Either Uri Geller has been playing with the forks or this is for something beside salad.

"Improving, I create a disturbance by knocking over the malt vinegar (does anyone ever use that) and deftly dropping pseudo-fork to the deck.

"As stuffy as this sounds, it's nothing compared with the XO's dinner. Promptly at 1800, a curtain is hurriedly drawn, thus segregating the ward room into one section for the fork-dropping rabble and one for the XO and his guests whom I've never seen.

"The rules of proper etiquette seem endless. When introducing oneself, the senior extends his hand to the junior, unless, of course, he's from the medical corps at which time, he will extend a small tube and some forms to fill out.

"But I don't mind. The social graces are, after all, what set us apart from the beasts and those at monster truck pulls. I've grown comfortable with my role as a gentleman and believe I conduct myself appropriately most of the time.

"Now, if only someone can tell me what type of wine goes with macaroni and cheese, I'm all set."

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### Who Goes first:

When a man is with a woman, she traditionally goes first, except...

- ...when at official occasions, the senior male officer precedes a junior female officer;
- ...when going through a receiving line, the military member, male or female, precedes his or her spouse and makes the introductions. In the Marine Corps, the lady precedes the man, and he makes the introductions;
- ...when there is no hostess to seat you at a table in a restaurant, the man goes first to find a table and the woman follows. If there is a hostess, the hostess leads, the woman follows, and then the man;
- ...when there is no usher at a theater, the man leads the way down the aisle, and the lady follows. He finds a row of seats, steps aside, and the lady enters. If there is an usher, the usher goes first, the lady, and then the man;
- ...when there are two couples going to the theater, for instance, one man should enter the row of seats first, followed by the two women, and finally the other man, since a man should sit on the aisle;
- ...when in the case of a man and woman alone, she goes in first, and he follows, sitting on or nearest the aisle.
- ...when in a crowd, a man will clear the way by taking the woman's hand and leading; or when she is walking over rough ground, he leads the way;
- ...when assistance is needed, such as when a woman is stepping down from a bus or train, a man extends his hand, palm up, and puts the other gently behind her back; never put both hands on her. He should be the last one in the car and the first one out. If a doorman is present, he performs the duty;
- ...when going down an escalator or stairway, the man goes first, but going up, he follows her;
- ...when entering a revolving door, a woman steps ahead of a man if it is already moving or if there is a partition in such a position that he can push it to start the door turning; otherwise, he steps in first and starts the door moving slowly so that she may step in the section behind him; and
- ...when turning into a dark street or alley, the man precedes the woman;

### Seating:

When practical, a man assist a woman to his right with her chair when she sits down to the dining table and when she rises, although there is no established rule to which side. She should make the final adjustment to her chair. If a waiter is present, he assumes these duties.



A parent in a waiting room or lobby should keep a very young child on his or her lap to allow another person to have the child's seat, if there are no other seats available.

A man who has worked all day is just as tired as the woman who may be standing in the aisle of a bus, so he need not offer a lady his seat unless he wants to or unless the woman is elderly, pregnant, or laden down with bundles.

A woman may offer an elderly gentleman her seat under these same circumstances. Regardless of gender, offer a handicap person your seat.

**"A polite man offers a lady his seat  
when he gets off the bus."**

From Henry Youngman's One-Liners

A man or a woman would offer an elderly or disabled person his or her seat.

A young child should offer a handicap person or an adult, regardless of age, his or her seat.

A man rarely sits while ladies in his company are standing.

A man should not sit down before a lady, such as at a church, restaurant, movie theater, etc.

#### Holding coats:

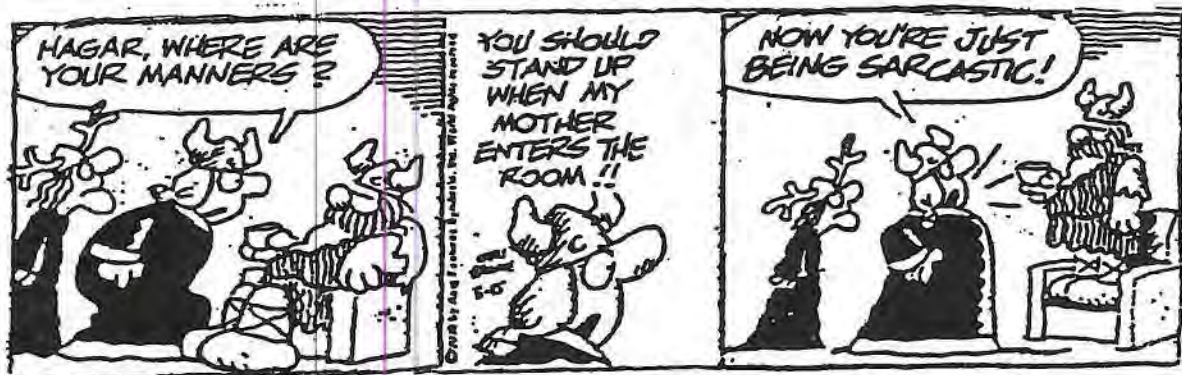
When a man helps a woman with her coat, he holds the coat with the armholes at a comfortable height for her to slip her arms into them, careful not to mess her hair or drag her coat on the floor.

It is the man's responsibility to ensure her coat is hung up or folded properly on a chair until she needs it.

#### On your feet:

**"Rise in the presence of the aged,  
show respect for the elderly..."**

Leviticus 19:32





When a woman, senior officer, or elderly person approaches a table in a restaurant, men stand or at least half-rise if awkward to stand. Common sense will dictate how long you stand if that person continues to stand and keeps all the men on their feet.

In actuality, she should say, "Please keep your seat," or if he has already risen, she should ask him to please sit down.

A man should stand when a hostess initially enters a room, but is not expected to rise every time she leaves or reenters. A woman should also stand, especially if it's the spouse of her commanding officer -- and she may also stand if she's being introduced.

Whatever your sex, you rise when a superior or an older person, whether male or female, enters. You don't rise when a co-worker of either sex, older or younger, approaches your desk, unless it is for an introduction.

If a senior approaches your desk to discuss a matter, you should stand out of respect for the senior.

When a woman goes to a man's office on business, he should stand to receive her, offer her a chair, and remain standing until she is seated. When she rises to leave, he should rise and stand until she has left. A woman may extend these same courtesies when a man or another woman goes to her office.

If seated, a man rises when introduced to anyone and upon the departure of anyone. Women should also stand if that person is elderly. As a matter of fact, some of the State of the Art etiquette books suggest that women should also stand when making an introduction or when being introduced.

A woman should stand when being introduced to the wife of her husband's commanding officer.

A junior female officer stands when introduced to a senior officer, male or female.

At the movies, if someone is sitting in a mid-row seat and needs to get out, stand if you don't obstruct the view from the person in back of you or at least move your legs sideways to make room for the person to squeeze by.

"In olden days, men stood up for women,  
but there were no buses then."  
From Henry Youngman's One-Liners.

Following is a series of letters to Ann Landers:

"While I was pregnant, I took a 40-minute ride to work. By the time I waddled onto the train, most of the seats were taken. The commuters were mostly men and women wearing neat business attire and carrying briefcases. It was obvious I was very pregnant, but rarely was I offered a seat. Most people pretended not to see me.



"Pregnant women will tell you it is difficult to keep her balance with swollen feet and when she is carrying all that extra weight, which also causes back pain aggravated by standing.

"Occasionally when I was offered a seat, it was never one of those "gentlemen" who stood up -- in fact, they were usually the ones who pushed past me to grab the last seat. Sad! Invariably, those who gave up their seats were women, construction workers or young kids who looked like gang members.

"People say chivalry is not dead, but I can tell it is in very poor health. Unfortunately, those who need to read this probably have their eyes locked onto the financial pages of the newspaper while they ignore the pregnant, disabled, and elderly."

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"Pregnant and elderly aren't the only ones who aren't offered seats. I spent several months on crutches with my leg in a cast. No one offered me a seat on a bus or a train. Once when I felt faint, I asked a middle-age male if he would please give me his seat. He said, 'I'm tired, too,' and hid behind his newspaper.

---

"I've traveled the world and no where else do men sit while pregnant women, the handicapped, and the elderly stand. In Paris, every time I got on the subway, a young adult or teen jumped up and offered me a seat. That doesn't happen often in the States. Once in NY, a young man got up and gave me his seat. I said, 'You're not an American, are you?' He replied, 'No ma'am, I'm a tourist from Mexico City'."

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"During my aunt's pregnancy, she found herself standing on a military shuttle bus with her mother. All the seats were taken by healthy G.I.'s. My grandmother rose to her full height and said in a loud voice, "Well, chivalry may be dying, but at least it's not dying on its feet!" They promptly got seats".

---

"Once, my mother and I grabbed the last two seats on a bus. Two nuns in habits soon boarded. I still have the bruise where my mother poked me with her elbow because I didn't jump up fast enough to give up my seat. It was a lesson in manners this Jewish boy will never forget."

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"I was standing on a train when a blind man boarded with his seeing eye dog. Not one person offered him a seat, and he and his dog were left to stumble through the car. How did we become so rude and callous?"

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"My husband was in Chicago traveling on the train from the airport. A pregnant woman boarded, and my husband, always the Southern gentleman, tapped her on the shoulder and offered her his seat. She jumped so high, he was afraid she would go into labor. The woman turned to my husband and said, "You're not from around here, are you?"

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From another reader to Ann Landers:

"I read those letters about able-bodied folks who refuse to give up their seats on buses and subways for those in need. Years ago, I was standing at the rear of a full bus that remained at a standstill for a long time. Finally, the bus driver shouted, 'This bus ain't movin' until the lady carrying the baby is seated'. Within 10-seconds, the bus was moving. How's that for a solution?"

---

It is common courtesy to offer your seat whenever you see someone who can use it more than you - an elderly person a shopper with an armload of packages, a pregnant woman or someone who is disabled.

But what should you do when you can not determine if a person is a senior citizen or expecting?

When you're unsure and don't want to offend someone, get up and say that your stop is coming up. Your kind gesture will certainly be appreciated whether it is accepted or not.

Opening doors:

Opening the door for a person is simply a matter of respect. Always open the door for the elderly and disabled.

In all usual circumstances, a man opens a door for a woman and lets her enter first. All things being equal, a man may resent it when a woman reaches for every doorknob. By the same token, any gentleman who refuses to accept such a courtesy gracefully from a lady is guilty of treating a polite gesture as if it were an affront.

Giving up your seat





A man should stand aside and allow a woman to pass through an open door ahead of him, although when approaching a closed, heavy door, it's easier if he pushes the door open and goes through first, then holds the door while she follows. If the door opens toward them, he pulls it open and allows her to go through first. This applies to the elderly and disabled, as well.

An apartment elevator is considered a part of each tenant's personal quarters. Therefore, a man takes off his hat when sharing an apartment elevator with a woman, even a stranger unless he is so burdened with bundles that it would be absurd to do so. Men stand aside and let women on and off first unless the elevator is so full that this routine politeness would be senseless.

Excerpt from an article by Lewis Grizzard:

"I was entering a building recently and a lady walked up behind me. I opened the door, stood back and allowed the lady to go first. She smiled and said, 'Thank you.'

"I followed behind her and we came upon another door. I waited for her to go ahead, but she just stood there. I was puzzled at her delay. Then it occurred to me: she was waiting for me to open the door for her again, which I promptly did. Again, she smiled and said 'Thank you.'

"How refreshing! I think I can speak for most American men and say we are terribly confused in this day of liberated women. We're not sure if women want us to treat them in the old mannerly way or not."

Here's a different outlook:

"This is about a well-intentioned-person who doesn't just walk through the entrance, holding the door for me to follow, but who opens the doors, steps aside, and gestures me to enter first.

"Her question to Ms Manners: 'Although annoyed at this behavior, I smile and offer my thanks because the motive is sincere. Once inside, do I insist that the door-holder take a place in front of me in line, or assume that if it's perceived that opening a door is not easy for me, perhaps standing in line also is not?'"

Ms Manners response:

"How nice that you want to use your strength and health to knock out the pitifully few remnants of courtesy we have left. Ms Manners is at least grateful you smiled, pretended to be pleased, and suggested offering a return courtesy, which is a good idea. She just wants to make sure you don't go around spoiling things for those of us who hope to live to be not as strong as you are."



### From Reader's Digest:

"A husband held the door open for his wife as they were entering a restaurant. He noticed another lady coming, and extended her the courtesy of holding the door open for her.

"She very indignantly said, 'Humm -- you're opening the door for me because of my sex?' His response, 'No, ma'am, because of your age.' Or, she could have said, 'You're opening the door for me because I'm a lady?' and he could have responded, 'No, ma'am, because I'm a gentleman'."

When a man's arms are full of bundles, a sensible woman opens and holds the door for him.

Regardless of gender, any courteous person holds a door open for the person following, unless that person is a far distance behind; never slam a door in someone's face.

A junior officer opens the door for his or her senior, stands aside for the senior to pass through, then follows.

To be militarily proper at official occasions or in his office, the senior male officer does not hold the door open for the junior female, nor would he follow her through the door. Unofficially, common courtesy prevails. If the senior male prefers to hold the door open for the junior female, she should graciously accept the honor and not insist that she hold the door open for him, or that he should precede her.

A woman steps into a revolving door ahead of a man if it is already moving or if there is a partition in such a position that he can push it to start the door turning; otherwise, he steps in first and starts the door moving slowly so that she may step in the section behind him.

A man should open any door that leads onto a dark street, and precede the woman through it.

### Walking Outdoors:

Custom demands that officers be meticulous about their personal appearance. The average civilian thinks of an officer he remembers seeing in a parade. In the civilian's mind, an officer, to be an officer, must be on parade. Your uniform signals you out from the populace. Officers and cadets are constantly on parade before civilian population. Every day, you represent the United States Navy, and everyone who sees you forms an opinion by your behavior and appearance.

Public showing of affection, such as hand-holding, embracing, etc., or smoking, eating, or drinking beverages is considered inappropriate. Ladies, if your husbands are in uniform, hands off completely. This type of behavior detracts from his military bearing and smartness.



A man may take a woman's hand to lead her through a crowd, however; or take her elbow to assist her on a rocky path.

You should not make physical contact while in uniform, walking down the street.

Lovemaking is a personal matter and should be done in private.

A casual affectionate kiss or hug when you greet each other from a return trip or when saying goodbye is acceptable.

Displaying of affection, such as embracing and kissing, is strictly taboo. Explain this military custom to your spouse or date as tactfully as possible so he or she may understand your position. You must maintain traditional military standards of dignity at all times.



When passing a senior approaching from the opposite direction, salute well in advance. When overtaking a senior, pass to the left, if possible, salute and say: "By your leave, Sir or Ma'am". Don't proceed until the senior says, "Carry on". When the officer returns the salute and says, "Very well" or "Permission granted, drop your salute and continue past.

If enlisted personnel and officers are standing together and a senior officer approaches, the first to see the senior should call out, "Attention", and all should face the officer and salute.

When two service members are walking together, the junior walks on the left of the senior. The junior keeps in step with the senior setting the pace.

The place of honor is on the right. When a man and woman, both in uniform, are walking together, the man may insist that the woman walk on the right side, even though she is junior. If so, she should accept the honor.

When in uniform and encountering civilian men and women outdoors, the military greeting is a salute, which is equivalent to tipping one's hat.

When walking with two women, a man may walk between them, especially when crossing the street, if both ladies are elderly or are in poor health and need assistance.



Hands in pockets, smoking, chewing gum, eating, or drinking beverages while in uniform as pedestrians detracts from military smartness, and as such, is considered inappropriate. Do not be loud, boisterous, or display conspicuous conduct in public.

The old rule of a gentleman walking on the curb side no longer stands today, although out of habit, most men still do, and most women feel more feminine and cared-for when their escorts follow this old established pattern. Years ago, a man walking on the outside curb was considered necessary in order to protect a woman from runaway horses or horse-and-buggy carriages splashing her with water. But in large crime-filled cities, maybe men feel they should walk on the inside to protect the lady from muggers or purse-snatchers who lurk in doorways.



#### Offering your Arm:

A man does not offer his arm in the daytime unless a woman needs help over rough ground or in a crowd. A man or a woman may offer his or her arm to assist an elderly or disabled person.

A man offers a woman his right arm as an escort at a formal dinner; he doesn't offer his arm at a luncheon.

When a guest at a wedding, a woman takes the usher's right arm. The man follows the usher, unless he is elderly or an invalid and needs assistance. You may exchange casual remarks with the usher at a wedding, but never at a funeral.

An usher at a funeral does not extend his arm to a lady; he leads the way, and she follows him, as does the man, unless either is elderly or disabled and needs assistance. Avoid talking to the usher at funerals, if at all possible.

Military women, either in uniform or in civvies, do not hang onto a man's arm.

#### Hands:

When walking or standing, your hands should be in a relaxed position at your sides.

Avoid stroking your chin, picking at your ears or head or face, or drumming on a table. Do not wave them around when talking. These things show a lack of poise.



Avoid awkward positions with your hands at all times, such as locking them behind your head, thrusting them into your pockets in unattractive bulges, or standing with hands clasped behind your head or pressed together steeple-like in front.

#### Chewing Gum and Tobacco:

While in uniform and when walking from point-to-point, it is inappropriate and detracts from military smartness for personnel to be smoking or using tobacco products. Chewing tobacco is a tobacco product and should be used in a command-designated area.

Never chew gum while in uniform, in public, or at social gatherings.

Do not chew gum with your mouth open; do not smack, crackle, pop, or blow bubbles. This can be annoying to the other person.

Some people chew gum for therapeutic reasons or are trying to break the smoking habit. Then, do it quietly and obtrusively.

When you are through chewing, wrap it in a piece of paper and dispose of it in a trash can, your pocket, or your handbag until you find an appropriate receptacle. Do not toss it where anyone can step on it, and don't stick it under furniture.

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#### A Letter from Annie's Mailbox:

"I work in an office with 22 people, and they pop their gum and stir their coffee by beating the cup with a spoon until I think I will go insane.

"Also there are 22 phones playing all kinds of rings, going off all day long. And then there's the nose-blowing while standing at my desk. I feel quiet disgusted by it.

"Where has the respect for the other person gone? Is there a rule of etiquette in reference to these situations?"

#### Annie's Response:

"This isn't a simple etiquette problem. It has to do with proper office behavior. Using personal cell phones during business hours, popping gum or banging spoons is simply unprofessional.

"Talk to your supervisor about the gum and the office policy on cell phones which should be set on vibrate or silent. At the least, either you or the boss can ask the spoon-bangers to go easy on the china."



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A letter to Ann Landers:

"I realize that public gum-cracking is not the end of the world, but it is terribly annoying. I'm tired of sitting in theaters and having my entertainment ruined by these infernal gum-crackers. Ditto for clerks in stores who crack gum in your face. Gum-crackers, like smokers and women who use heavy perfume, do not have the slightest idea that they are irritating. Ann, please support a national campaign to urge people to stop cracking gum in other people's faces."

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Perfume:

Perfume and men's colognes can cause debilitating health problems to those who are sensitive to them. They can penetrate the skin and have been found in fat tissue and breast milk. They can also trigger asthma attacks, cause migraines, and contribute to rheumatoid arthritis.

As a rule, only women wear perfume, but men are catching up with women with their colognes. Overpowering perfume does not take the place of regular hygiene; soap is the cheapest perfume on the market.

Use perfume very sparingly during working hours, if at all! An office with the blast of botanical gardens can be very nauseating. A waitress wearing heavy perfume can kill one's appetite.

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A Letter to Ann Landers:

"Please print a letter concerning the proper use of perfume. Too many women don't realize how strong some perfumes are. I had to leave church last Sunday because the woman who sat next to me overdid it. I started to sneeze and could not stop.

Ann's Response:

"Ladies, please, a dab behind each ear or on both wrists is perfect. The subtle use of scent can be a love plus. Too much perfume, cologne, or after shave can be a disaster."

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Prejudice:

When you hear an ethnic joke or name-calling, do not feel you have to laugh to be one of the crowd when you totally disagree with what is being said. To do so is pure hypocrisy!

Say you do not go along with such, or you do not appreciate other people being belittled, or you may just leave. If you belong to a minority group, ignore the situation and be thankful you are not on their same low level.

#### **Umbrella Etiquette:**



Be mindful of where you put your drippy umbrella. Do not put it on a seat where someone will sit or in a heap on the floor where the puddle of water could make someone slip. Keep them out of walkways so people do not trip on them.

When entering a building, shake the rain off, then close it before entering. Find a coatroom, umbrella stand or corner to store your umbrella. Some stores and businesses provide plastic bags.

Be alert when walking with your umbrella, mindful that an edge can poke someone's eye. Try to raise it above people

#### **Smoking:**

Some people feel so strongly about their guests not smoking in their homes or feel uncomfortable about asking them to go outside, they simply don't invite them; or at least, they wait until summertime when they can entertain outside.

Whatever you feel personally about smoking, as a host or a hostess, it is not your calling in life to submit your friends to a smokeless evening; nor is it your calling to try to reform smokers. They have heard it all.

In a private home, do not ask your hostess if she minds if you smoke. Simply excuse yourself and go outside, unless she says it is o.k. for you to smoke inside.

If someone ask you if you mind if he or she smokes in your home, and you do mind, say something like, "I'm sorry, smoke really does bother me..." If you're entertaining, take them outside where you already have a small table with ash trays, as well as a chair or two, for their comfort.

It is appropriate for a gentleman to light a lady's cigarette. Light hers' first if you have a lighter. If you are using a match, light yours first so as to take the noxious fumes that erupt when a match is struck.

Do not smoke in a sickroom at home unless the patient is smoking or specifically says that you are welcomed to do so.



Never carry lighted cigarettes to the table. If ashtrays are in place, you may smoke between courses, but if no ashtrays are present, do not.

This rule is somewhat obsolete since smoking is discouraged, but some hostesses and host have no objection to smoking at the table.

**"A well-bred man steps on his cigarette  
before it can burn the carpet."  
From Henry Youngman's "One-Liners"**

Some Do's and Don'ts:

- ...Don't light a cigarette from a candle.
- ...Don't lay a cigarette on the edge of a table or other pieces of furniture.
- ...Don't toss a cigarette out of a car window.
- ...Don't strike a match toward someone; the head may fly off and cause a burn.
- ...Don't leave a burning cigarette in the ashtray to burn itself out, making others ill from the smoke.
- ...Don't smoke in a church or any religious service or ceremonial proceeding.
- ...Don't smoke in hospitals.
  
- ...Do carry your own cigarettes; don't bum from others.
- ...Do offer the person next to you a cigarette when you are about to smoke; you need not pass them any further.
- ...Do observe the "No Smoking" sign.

Gambling, Drinking, and Drug Use:

If you must gamble or drink, do it in moderation.

Avoid all drugs anywhere, anytime. Drugs can be deadly. Drug use is not tolerated. The consequences of use are out of proportion to the temporary pleasure you might get from drugs.



If someone else is using a drug, leave. Report the incident to your Commanding Officer as soon as possible. If you do not, and it comes to the attention of your Commanding Officer by other means, you will be in trouble for failing to report a crime.

Do not be concerned about having made the report; the person who uses drugs in your presence has no concern for your welfare and deserves no consideration. Possession is a federal offense, and you have sworn to uphold the Constitution and the laws deriving from it.

If you refuse urinalyses, you are subject to disciplinary action and court-martial.

### Sexual Harassment:

Sexual harassment is not an amusing or trivial issue. It negatively affects the morale and productivity of service members and results in negative consequences for team building and mission accomplishment.

It may also be a violation of many articles of the Uniform Code of Military Justice. The Navy's "Equal Opportunity Manual" defines sexual harassment as following:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when...

- ...submission to such conduct is made either explicitly or implicitly a term or condition of a persons' job, pay or career;
- ...submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting the person; such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment; and
- ..deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work-related environment.

And who knows what happened  
when the handsome prince  
kissed Sleeping Beauty?

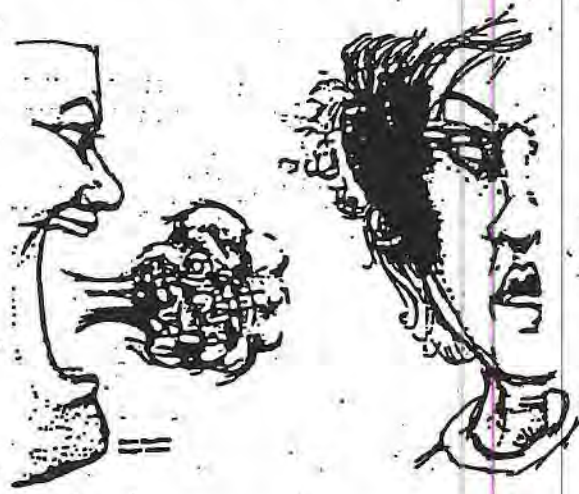


He got busted for  
sexual harassment.



CURSING  
(Most people swear by it!)

# What @&\*?!c\*!



Blasphemy, an obscene and profane language, is not the mark of a true Sailor man. In Queen Elizabeth's reign, blasphemy was punished by burning the offender's tongue with a hot iron.

## BEETLE BAILEY



Rudeness and cursing are the beginning of an escalation toward violence. Words, our words, are like our hands. They can soothe and heal, but they can also strike, which means they can hurt?

Correct and dignified speech, coupled with a capacity for interesting and intelligent conversation, is one of the assets a person can have. While a limited use of slang adds salt to American speech, overuse betrays a deficient vocabulary.

One who swears or uses obscene words lacks the ability to use proper language.

Throughout this decade, communities in MA, PA, NJ, GA, OK, and OH either began enforcing laws against cursing or enforcing laws to create them, most aiming to curb crass behavior by muzzling crass talk.



Cursing has an adverse reflection against your character and can be very offensive to the listener.

Cursing implies you have a restricted vocabulary and is considered by many to be the mark of someone with an inferiority complex and not appropriate for people who expect to be considered professionals.

Swearing does not make you more "manly" or "one of the guys." If anything, it is a sign of immaturity.

From the WARDROOM, published by the Bureau of Naval Personnel (NAVPERS 10002A)

"Obscenity, vulgarity, and off-color tales don't belong in an officer's conversation at any time, especially in the wardroom. Offensive language and filthy stories are considered out of place in the presence of superiors or subordinates."

At social or official functions (or anywhere for that matter), you are forbidden to use profanity or indulge in jokes that are off-color or which are detrimental to guests. It is beneath the conduct of an officer to make any comment that might possibly, in any form or fashion, offend anyone.

Keep in mind there are guests present who are judging the entire Naval Service by the manner in which you conduct yourselves.

From UCMJ, Article 117-Provoking speeches or gestures:

"Any person subject to this code who uses provoking or reproachful words or gestures toward any other person subject to this code, shall be punished as a court martial may direct."

Four-letter words are every where, and we do not mean L-O-V-E. Prime time TV is peppered with them and movies are worse. There is no cuss-o-meter to monitor public discourse, but 81% of us admit to swearing sometimes, and 36% say we have done so in public, according to a recent survey by Public Agenda, a nonprofit research firm. Will we ever return to the age of the civil tongue?

What the  
#@\$%\*?!

Mobile, Alabama:

County school board members in Mobile Alabama, have enacted a plan that would mean expulsions for students caught repeatedly cursing on campus. Board members have received letters from parents complaining about the language used by students and faculty members, especially at practice for sporting events.

Superintendent Harold Dodge sent a letter to principals banning profanity in Alabama's largest single school district, which has about 66,000 students.

Two arrest were made when parents cursed on school campus.



"Off-color tirades are grating on more than one last nerve, and there's a move afoot to stamp them out. Some among us are saying, 'Quit yer cussin!'

"A Michigan canoeist was fined \$75 and was ordered to do four-days community service because he broke a 102-year-old law by swearing within earshot of two kids. However, a judge later overturned the conviction."

"A Virginia convenience store customer was ticketed in 1998 for using an expletive upon finding an empty shelf where the hot dogs were supposed to be. (No word on whether she swore while paying her \$269 fine)."



PENSACOLA  
**News Journal**  
TUESDAY, AUGUST 1, 1999

■ A Michigan canoeist is fighting charges that he broke a 102-year-old law by swearing within earshot of two kids.

■ A Virginia convenience-store customer was ticketed two years ago for using an expletive upon finding an empty shelf where the hot dogs were supposed to be. (No word on whether she swore while paying her \$269 fine.)

**Watch your mouth!**  
Profanity is falling out of vogue for many

A coach in Michigan was fined \$100 and spent 60-days in jail for swearing in front of his Little League players. Two arrests were made when parents cursed on school campuses.

In Sarasota, Florida, police arrest two women for swearing in front of kids (including some of their own). They spent eight hours at the county jail before they posted \$120 bail each and face up to 60-days in jail and a \$500 fine if convicted. Police said there have been other arrests under the laws.

In Russia, people caught cursing are fined \$150. They are collecting a lot of money in Russia.

Harvard Law School is considering a ban of offensive speech.

**American pays fine for making obscene gesture:**

San Paulo, Brazil

An American paid a hefty fine for making an obscene gesture during fingerprinting procedures for U. S. citizens in Brazil.

group after paying \$17,200 for raising the middle finger when he was fingerprinted and photographed.

An American Airlines pilot was arrested on the same charge after making a similar gesture when he was fingerprinted. He returned home after paying a \$1,750 fine.

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Excerpts taken from *THE PENSACOLA NEWS JOURNAL* from an article by Ovetta Sampson from *THE GAZETTE*:

"People rarely do it in front of their parents or with their kids in the room; and doing it in church is beyond blasphemous, so, why do folks feel free to curse, swear, and say the most foul four-letter words in public?"

"That's the question asked by Chicagoan James O'Connor. He decided to take action by opening the 'Cuss and Control Academy' in his hometown, aimed at helping people curb their appetites for bad words.

"One way to control your swearing is to control your emotions, and if you can control your emotions, you're going to be a more content person."

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James O'Connor, founder of the Cuss Control Academy in Lake Forest, ILL, and author of "Cuss Control: How to Curb Your Cursing," says:

"Swearing is one of those things you tell your kids not to do, but you do it anyway." "It's a very serious problem. Our society seems to have come to the comfort level where the f-word, the s-word, and any kind of four-letter word is o.k.

While he understands that there's a time and place for cursing (Like when hammer meets thumb), O'Connor offers this advice for addicts looking to clean up their acts:

"Swear words are not just harmless colloquial expressions of a free and modern society. Select one word to replace your favorite expletive. After all, 'shoot' is only one vowel away from what you'd really like to say."

"The crusade against public swearing is about the good of society. We cuss because we fuss.

"And cussing can lead to anti-social behavior, including road rage, fights and even physical violence. Take cursing away and people can learn to communicate better.

"But can clipping the bad lip make you a happier person, win friends, and help you influence people? He reached his conclusion after interviewing non-religious people who don't curse. All were calm, rational people who rarely got mad.



"And if they did, well, the worst that came out of their mouths were such expressions as 'darn' and 'phooey.'"

"Children have always said the darndest things. But these days, plenty of curse words are punctuating talk in the classroom, on the playground, and even at the dinner table. This classroom and play ground cussing is bad, very bad, the assumption goes, another sign that civility is dead or dying."

More advice by Mr. O'Conner:

"What's wrong with swearing?" It can be an act of aggression or at least an act of disregard of others' sensibilities."

"Towns such as Raritan, NJ, are enacting laws to curb profanity in public places. Others, as in the case of a Michigan man who issued a stream of obscenities when he fell out of his canoe, are enforcing dusty old laws with new vigor.

"Schools, with the support of the American Federation of Teachers, are adopting zero-tolerance policies to cover foul-mouth students. Louisiana requests school children to puh-leeze mind their manners.

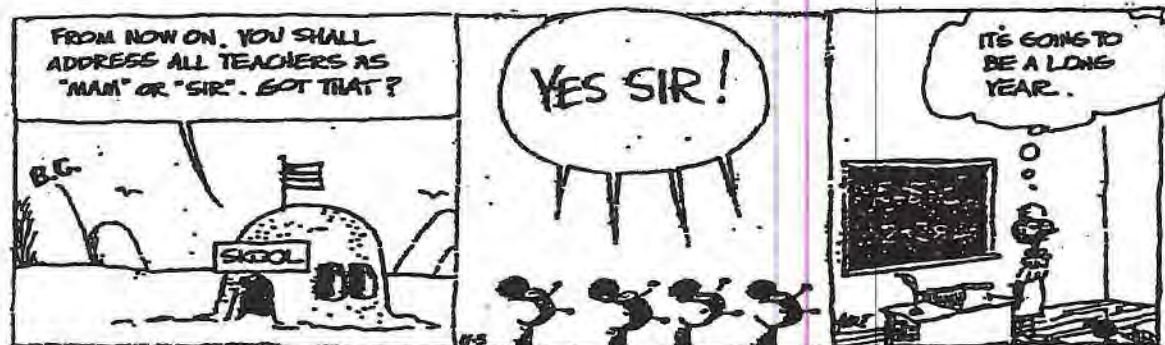
"Louisiana is also requiring their children to use the 'Yes Ma'am/Sir', 'Miss', 'Ms', and 'Mr.' words to instill respect in our children.

"We ignore it in the beginning. If that fails to elicit kinder words, we tell the child it's not appropriate to speak that way. It's harmful."

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Bad manners have gotten under the skin of more than a few Southern legislators, too. Lawmakers in Alabama, South Carolina, and Georgia are considering legislation, already in place in Louisiana, that required elementary school pupils to address their teachers as stated in the above paragraph.

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from James O'Conner:

1. Recognize that swearing does damage: Swearing doesn't get you hired, promoted, romantically connected or invited back to anything except maybe the "Jerry Springer Show".
2. Start by eliminating casual swearing: Pretend your sweet little grandmother or your 5-year old daughter is always next to you.
3. Think positively: A positive mental attitude not only eliminates swearing, but it also brings contentment and brightens your personality.
4. Practice being patient. If you're stuck in traffic, don't curse -- be cool. You have no control over the situation, so use the time productively. Plan the rest of your day or do the thinking you never have time to do. (If the two soccer moms had remained "cool" instead of going into road rage, one would be alive day and the other would not be in jail -- they parked their cars -- one got out and went to the window of the other mom, and shot her dead!)
5. Cope, don't cuss: Consider even the smallest annoyance a challenge and feel proud of yourself for taking care of it cheerfully and efficiently.
6. Stop complaining: Avoid complaining about matters that you and the people with you have no control over. For all other complaints, try to offer rational solutions.
7. Use alternative words: Use your mind, a good book, Thesaurus books, and clever TV shows to draw up a list of alternatives to nasty words. Convert "B.S." to bunk, baloney, balderdash, and "S\_\_\_\_" to shucks, etc.
8. Make your point politely: Take time to make your point in a mature and convincing manner.
9. Think of what you should have said: Over time, these exercises will train you to think and act differently.
10. Work at it: It takes practice, support from others and a true desire to be a better person -- not only by controlling your language, but also the emotions that prompt you to swear.

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Linda Hill, director of Colorado School of Protocol and Etiquette in Denver, says brave to O'Connor. She plans to add a class on the subject to her etiquette school. She says"

"Cursing is something that ladies and gentlemen just don't do."

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Excerpts from the PENSACOLA NEWS JOURNAL:

"Off-color tirades are grating on more than one last nerve, and there's a move afoot to stamp them out.

"Some among us are saying, 'Quit yer cussin!'

"A Michigan canoeist was fined \$75 and was ordered to do four-days community service because he broke a 102-year-old law by swearing within earshot of two kids. However, a judge later overturned the conviction."

"A Virginia convenience store customer was ticketed in 1998 for using an expletive upon finding an empty shelf where the hot dogs were supposed to be. (No word on whether she swore while paying her \$269 fine.)"

Excerpts from Mark O'Brien, THE PENSACOLA NEWS JOURNAL:

"We're cursed by a plague of swearing, cussing, and just plain foul language. Profanity is the fashion for people too inarticulate or too lazy to come up with better words to express themselves.

"Blame it on the media, or blame it on yourself.

"There's the Osbourne family, the biggest bleepers on TV. Even Bono, a great musician and supposed international economics expert, had to give a four-letter shout-out at the recent Golden Globe awards ceremony.

"Women are often as tacky-tongued as men. Someone asked a middle-aged executive how she felt now that she had a cold. "Like dog s\_\_t" she said.

"Thank you for sharing that image, ma'am; and pardon us if we don't stick around to extend more sympathy.

"Chronic swearers may claim a right to free speech, but too many four-letter words aren't priceless they just lack value.

"People like to complain about kids these days, but maybe they ought to take a look at parents. How else do we get so many whacked-out kids? They either inherit it or they learn it.

"Take for example the two sisters arrested in Sarasota for swearing in front of children. They got into an argument with police who were looking for a third sister. They cussed up a storm within earshot of as many as 15 children, including some of their own tykes, so the cops took the women to jail. The sisters spent eight hours in jail before they paid \$120.00 bail each. They face \$500 in fines and six months in jail, if convicted.

"I'm a newspaperman, so I believe in freedom of speech, but that doesn't mean it has to be uncivil.

"It wasn't so long ago when people, especially women, did not swear, at least in public. Men generally confined their public cussing to well-chosen expletives when they missed a nail and hit a thumb while hammering.

"Once we were a society where we said, 'The family that prays together stays together.' Now, it's 'The family that does crimes together does time together.'"

"Traditional cuss words have been used and abused that they have lost their pop and sizzle. Plus, they are tacky and passé, and they just show that the user is inarticulate.

"Cussing, of course, is hardly new, so let's not blame it on kids today, Generation X, and other scapegoats. It's sad that even a great comedian like D.I. Hughley is promoting his new TV show by bragging that it will include cussing and drinking.

"Profanity also creates problems for business where employees are offended by their co-workers toilet tongues. Too much swearing can create a hostile workplace, leading to unhappy employees and lawsuits.

"James O'Connor who operates the Cuss Control Academy of Northbrook, ILL, helps companies put a lid on low rent language on the job.

"But my favorite solution is closer to home and simpler. I learned it years ago at a Pensacola Christian College (PCC) basketball game. Other fans might cuss a ref whose calls they dislike, but two PCC students in the stands showed more class.

"When they disagreed with the ref, these young men merely called out, "Praise the Lord." Those three words put the situation into perspective and showed that praying is better than cursing."

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Wednesday, October 6, 2004

Associated Press

A slip of the tongue on television cost Dale Earnhardt, Jr., first place and \$10,000, penalties imposed by an increasingly image-conscious NASCAR.

Washington

Associated Press

In 2002, one of their officers ticketed a wheelchair-bound cerebral palsy patient for cursing when he was unable to find a working elevator to leave a station. Unflattering publicity eventually led the police to void the ticket.



## MILITARY ETIQUETTE

(Most military etiquette is stated throughout this entire booklet. The following are a few miscellaneous ones not previously addressed).

Every naval officer should acquire, as early in his or her career as possible, a thorough understanding of military courtesy, honors, and ceremonies. These courtesies are soundly based on custom and tradition, and their strict observance is an important factor in the maintenance of discipline.

Like loyalty, military courtesy operates from senior to junior as well as from junior to senior. Consideration and respect for the junior are necessary attributes of any senior.

Military behavior is a very important component of both your fitness report and your service reputation. Do not be misled by the feeling that superior academic ability or technical qualifications can substitute for courtesies. They cannot.

Officers must be open and direct in all contacts with others. Command, duty, and watch must be considered prime responsibilities.

When you have been ordered to perform some task, report back promptly to the officer issuing the order upon completion of the task. If it is not completed, report the reason why and state when it can be.

There is only one proper response to an order: "Aye, aye, Sir or Ma'am." This reply not only means "Yes", but "I understand and will obey." "O.k." or "Alright" are taboo.

If enlisted personnel and officers are standing together and a senior officer approaches, the first to see the senior should call out "Attention," and all should face the officer and salute.

When passing a senior approaching from the opposite direction, salute well in advance. When overtaking a senior, pass to the left, if possible, salute, and say: "By your leave, Sir or Ma'am." Do not proceed until the senior says, "Carry on." When the officer returns the salute and says, "Very well" or "permission granted," drop your salute and continue to past.

When a senior says "I desire" or "I wish," the expressed desires or wishes of a senior are, by tradition and custom, the equivalent of an order.

Juniors should avoid keeping seniors waiting. When told a senior wants to see you, proceed immediately to his or her location.

When two service members are walking together, the junior walks on the left of the senior. The junior keeps in step with the senior setting the pace.



Do not be loud, boisterous, or display conspicuous conduct in public. The following letter is a good example of how not to act:

A letter appearing in the PENSACOLA NEWS JOURNAL:

"Being that my grandfather served in the Navy during Vietnam, I had a respect for the Navy. However, while watching a movie, three women who were not in uniform were sitting behind me. They spoke loud enough for everyone in the theater to know they were military. One girl spit her drink on me and, all three began to laugh. They then proceeded to harass me until I got up and left the theatre.

"I know my grandfather would not want to see people like this representing the Navy."

"Is this the new Navy? If it is, I don't like it."

---

Give complete, accurate, and pointed answers to questions. If you do not know or cannot give correct answers, be open and direct in your reply. "I do not know, sir/ma'am, but I will find out and let you know" is much better than an inconclusive or evasive reply.

The place of honor is on the right. When a man and woman, both in uniform, are walking together, the man may insist that the woman walk on the right side even though she is junior. If so, she should accept the honor.

Hands in pockets, smoking, chewing gum, eating, drinking beverages while in uniform as pedestrians detracts from military smartness, and as such, is considered inappropriate.

The rule for entering boats, airplanes, and vehicles is the senior in last and enters out first. The reason is that the captain should not have to wait in a boat for a less senior person to amble down the accommodation ladder. This is a mark of respect from juniors. (See **BOAT ETIQUETTE**)

When a junior reports to the office of a senior, he or she should announce himself or herself through the orderly if one is stationed or by knocking on the door.

Upon entering, hold cap in left hand, proceed directly to the officer, announce your rank and name, and state your business. If the officer knows you well, it is not necessary to announce your name.

All military commands should be given firmly, but impersonally. A pleasant tone affirms the respect to be rendered to the person passing.

"Very well" is proper when spoken by a senior in acknowledgment of a report made by a junior, but a junior never says "Very well" to a senior.



"Sir" or "Ma'am" should be used as a prefix to an official report, statement, or question addressed to a senior. It should be used when addressing an official on duty representing a senior.

For example, the OOD, regardless of grade, represents the commanding officer, and should be addressed as "Sir" or "Ma'am." "Sir" and "Ma'am" are words always used after "yes" or "no" when conversing with senior officers and officers on duty. Many senior officers use it when addressing their juniors as a matter of courtesy downward.



Junior Officers do not leave messages for senior officers to call them unless it is important to communicate immediately; then apologize to the senior for asking him or her to return your call.

Never interrupt an officer while he is speaking. Always wait until he is through talking before you begin to speak. Do not use slang when speaking to an officer.

A junior does not extend his/her hand first to a senior - wait until the senior extends his/her hand for a handshake.

Never criticize the Service in the presence of "outsiders."

If addressed by a senior officer, a naval person should stand at attention until the conversation is finished or the officer gives the command, "at ease" or "carry on." Rise when a senior approaches.





"Going over the head of a superior" is like the child's trick of asking Father for something when Mother has said no.

Servility, "bootlicking," and "apple-polishing" are quickly detected and condemned.

Criticism of superiors in the presence of their subordinates is unacceptable. Military men do not criticize the president in public. An officer does not make derogatory comments about another officer in the presence of that officer's subordinates.

It is considered bad taste to discuss a lady's virtue, or rather, her lack thereof, in the presence of gentlemen.

When an officer enters a facility (office, mess hall, barracks, etc.) where he/she out-ranks the senior officer present, the first person recognizing him or her will call personnel in the room to "attention" or "at ease" if at work or eating.

In the sea services, "Attention on Deck" is the command normally used to call service members to attention. Unless specifically entering the facility to address the group, the senior officer should immediately respond with, "As you were," and then proceed with his/her business.

A work party engaged in work will continue to work when approached by a senior officer. The leader of the work party, if junior to the approaching officer, will come to attention and salute.

If the work party is at rest, the junior officer will call the party to attention before saluting by issuing the command, "attention."

The senior officer will normally return the salute and call out, "as you were," to the group.

When telephoning an office socially, say, "CDR Jones, this is Mary Smith," but when telephoning officially, say, "CDR Jones, this is ENS Smith."

**Examples of mistakes that could be detrimental to your career:**

1. While standing in front of a senior's desk, looking at the papers on the desk.
2. Looking at one's watch or clock on the wall, thus giving the impression you have more important things to do.
3. Shaking hands with a limp hand; don't crush, either.
4. Chewing gum.
5. Appearing in less than perfect dress.
6. Publicly criticizing your boss.
7. Making unflattering comments about others in the organization.
8. Sitting down in the presence of a senior before being given the invitation to do so.
9. Not rising when a senior enters room.
10. Running down the service of others you come in contact with.
11. Becoming drunk at any time.
12. Becoming involved in an altercations whether in or out of the service.
13. Being overweight.
14. Being or impolite while talking on the phone.
15. Not providing an answer to an RSVP.



16. Failing to send a thank you note after attending a social event. 17. Using foul language. 18. Making excuses when you have failed to do something; live up to your mistakes; correct them; be responsible. 19. Displaying bigotry with relation to racial, cultural, and sexual differences. 20. Accepting a social invitation and then canceling the day before, only remembering to cancel because you have been reminded; or not canceling at all and standing up your hostess. 21. Yawning with an open mouth or not covering your mouth. 22. Losing papers that have been loaned to you or failing to remember to return them. 23. Not keeping a copy of material submitted so that if the original becomes lost, the work has to be repeated. 24. Not holding the door open for someone following you, male or female. 25. Passing up litter in the yard or passageway and not picking it up. 26. Letting a speaker know by facial expression or shaking your head that you disagree with what he or she is saying ...

...and the list goes on and on!

## SALUTING

A required act of military courtesy is the salute. It is a time-honored demonstration of courtesy among all military personnel, and it expresses mutual respect and pride in the service.



The hand salute probably originated in the days of chivalry, when it was customary for knights dressed in armor to raise their visors to friends for the purpose of identification. Because of strict gradations or rank, the junior was required to make the first gesture.

Another legend traces the salute back to a custom at the time of the Borgias. Assassinations by dagger were not uncommon at that time, and it became the custom for men to approach each other with raised hand, palm to the front, to show that there was no weapon concealed.

### BEETLE BAILEY



Personnel should never resent nor try to avoid saluting persons entitled to receive the salute.

Juniors salute first. Hand is held in position of salute until the salute has been acknowledged or until the senior has passed or has been passed.

When passing a senior approaching from the opposite direction, salute well in advance. When overtaking a senior, pass to the left, if possible, salute, and say: "By your leave, Sir or Ma'am." Do not proceed until the senior says, "Carry on." When the officer returns the salute and says, "Very well" or "Permission granted," drop your salute and continue to past.

Navy custom permits left-hand saluting when a salute cannot be rendered with the right hand. Army and Air Force customs permit only right-hand salutes. Army and Air Force policy, unlike the Navy's, is to salute when uncovered; therefore, render them this courtesy.

If you are carrying something in both hands and cannot render the hand salute, look at the officer as though you were saluting, and render a verbal greeting.



Always salute a senior when he leaves you after a conversation or at any other time. And always salute just as soon as the senior makes the first move to leave.

Remove a pipe, cigar, or cigarette from your mouth or hand before you salute. Salute properly and smartly. Avoid saluting in a casual manner.

Except when walking, one should be at attention when saluting. Head and eyes are turned toward the person saluted unless it is inappropriate to do so, such as when a division in ranks salutes an inspection officer on command.

When walking, the hand salute is rendered when six paces from the person saluted, or at the nearest point of approach, if more than six paces. Thirty paces is generally regarded as maximum saluting distance. The salute should be held until the person saluted has passed or the salute is returned.

If you are standing by or walking with a senior officer, and the occasion for a salute arises, do not salute until the senior does.

The hand salute is accompanied by a word of greeting. The junior stands at attention, looks the senior straight in the eye and says, depending upon the time of day, the following:

From rising 'til noon:	"Good morning...."
From noon 'til sunset:	"Good afternoon...."
From sunset 'til turning in:	"Good evening..."

It is preferable to call the senior by grade and name, "CDR Jones," rather than the impersonal "Sir" or "Ma'am." But if the senior is engaged in conversation, the junior may salute, but omit the greeting.

A salute is rendered to a senior officer whenever he or she is recognized, whether covered or not, in uniform or in civilian clothes. A junior, uncovered, stands at attention until a senior has passed. A senior, uncovered, usually bows to a junior, or speaks to him to acknowledge the salute.

Women officers and women enlisted personnel render salutes in accordance with established customs and rules of military courtesy. Outdoors, when she is wearing a hat, she will always salute a senior officer.

The rendering of official salutes takes precedence over the usual social customs established between men and women. The only exception is that women do not remove their hats indoors, as do men, and do not salute, even though covered, in an indoor area where men would remove their hats or caps.

While encountering civilian women or gentlemen outdoors, you may salute if in uniform, which is the military greeting equivalent to tipping your hat.

Salutes can be given to almost anyone as a matter of courtesy. It is the equivalent of a gentleman raising his hat to a lady, or perhaps to any person you might normally raise your hat to.

Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

Persons in formation shall salute only on command.

Persons guarding prisoners will not salute. Persons at work or engaged in games shall salute only when circumstances warrant.

## WHEN NOT TO SALUTE



When uncovered  
(without head dress)



When in ranks.  
(If addressed, come to attention)



At oars in a pulling boat.



When engaged in games or athletics.



When carrying articles  
in both hands



In public conveyances  
when obviously inappropriate.



At mess, if addressed  
by officer, sit at attention.



At public places where inappropriate  
(theater, hotel, restaurants, etc.)



When part of a detail at work.



## ON SHORE



Men and officers salute all senior U.S. and allied officers they may encounter.



Upon approach of officer, one calls attention, all salute.



When officer meets detail ashore or afloat, man in charge salutes for detail.

*(Courtesy of All Hands)*

## IN GENERAL



Enlisted men salute officers and junior officers salute seniors when meeting, passing near, when addressing or being addressed.



When several officers are saluted, all shall return it.



When overtaking a senior, the salute shall be given when abreast with "By your leave, Sir."



Officers and all enlisted men not in formation, salute during honors to the flag or playing of National Anthem.



When reporting (covered)



Guards salute all officers passing close aboard.

## VEHICLES



Passengers in cars render and return salute (driver: no, if safety is involved).



When colors are sounded, man in charge of detail salutes; others at attention.



Render salutes due them to all officers in vehicles (if safety permits).

## ABOARD SHIP



Sentries at gangways salute all officers going or coming over side, passing close aboard.



On first daily meeting, enlisted men salute all officers; junior officers salute senior.



On every occasion salute the Captain, officers senior to him; senior officers from other ships.

## IN BOATS



When officer passes near, officer or petty officer in charge salutes if none present, men do.



Officers rise and salute when a senior enters or leaves.



Enlisted men rise and salute when an officer enters or leaves.



## BOAT ETIQUETTE

The basic rule in Navy manners, as in civilian life, is to make way for a senior quickly, quietly, and without confusion.

Clear gangway while waiting to board.

If you are senior to the boat officer and other officers and eligible for command at sea, identify yourself to the boat officer.

Junior officers enter boats first and move as necessary to give following seniors room astern. The idea is that the captain should not have to wait in a boat for anyone. The senior gets out first because normally his business is more important and pressing than that of the men under him.

You normally uncover once seated.

When a senior officer is present, do not sit in the stern seats unless asked to do so. Senior officers rate the most desirable seats. Always offer a seat to a senior.

Junior officers leave last, unless a senior gives an order to the contrary.

Stand and salute when a senior officer enters or leaves a boat if safe to do so; however, this is not normally done except for the commanding officer or flag.

Keep your hands and arms inside the boat.

Step carefully on spaces provided and avoid walking on thwarts, decks, and other varnished areas.

Get in the boat a few minutes before the boat gong; do not make a last minute dash down the gangway.

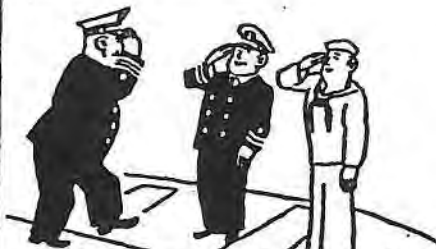
Do not change a coxswain's orders except in an emergency and if you do, be prepared to substantiate your decision to the Officer of the Day (OOD) upon your return to the ship.

If the boat is too crowded and you are a junior officer, catch the next boat.

# BOAT ETIQUETTE



Entering Boats, juniors go first, leaving boat, seniors go first.



Always stand when a senior enters or leaves a boat



When a senior officer is present, do not sit in stern sheets unless asked to do so.



Seniors are accorded most desirable seats.



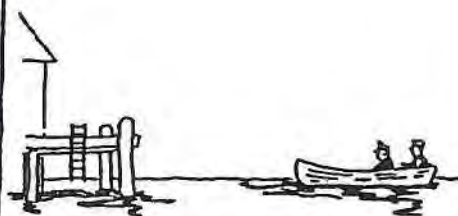
Always offer a seat to a senior.



Get into boats before last boat gong. Do not make last minute dash.



If boat is too crowded and you're a junior, catch next boat.



Haul, clear of landings and gangways while waiting.



Don't cross bows, crowd or ignore presence of a senior.

Reprinted from July, 1944 Allhands





### QUARTERDECK COURTESIES

The minute you enter the quarterdeck area of your first assigned ship or station, you will also enter the Navy world of honors and ceremonies.

Never appear on the quarterdeck unless in the uniform of the day, except in crossing to enter or leave a boat as your duties may require.

Never stand around the quarterdeck for any length of time in civilian clothes.

Never smoke on the quarterdeck

Salute the quarterdeck every time you come onto it. This applies particularly to large ships that have a quarterdeck with defined limits.

Never engage in recreational athletics on the quarterdeck unless sanctioned by the captain, and then only after working hours.

Refrain from horseplay and other unmilitary conduct on the quarterdeck.

Never walk on the starboard side of the quarterdeck or other area reserved for the flag officer or commanding officer unless on official business or by invitation of those officers.

Never stand on the quarterdeck with your hands in your pockets. This pose is unmilitary in any area, but even more so on the quarterdeck.

The Officer of the Day, regardless of grade, represents the commanding officer, and should be addressed as "Sir" or "Ma'am." "Sir" and "Ma'am" are words always used after "yes" or "no" when conversing with senior officers and officers on duty. Many senior officers use it when addressing their juniors as a matter of courtesy downward.



## DINNER INVITATION

If you receive an invitation for dinner by your commanding officer, it is not mandatory to accept; however, a thank you and a sincere and simple explanation would be in order if you decline.

As a general rule, an invitation to dinner should be declined if only one spouse can attend. But if you both accept, do so with enthusiasm.

To decline: "I'm so sorry, we can't make it because my wife/husband will be out of town."

Your hostess may respond:

"I'm sorry, we'll make it another time", or "Won't you come anyway?"  
Then it is your decision.

Don't let anything prevent your attending, other than an emergency such as an illness or if any other unexpected and unavoidable conflict develops at the last minute. If you must cancel, contact your hostess as soon as possible, and even if one partner of a couple can't attend, cancel for both, with an honest explanation and sincere apology.

At formal dinners, married couples customarily do not sit together. The man is told which woman will sit to his right. He seeks her out when dinner is announced and escorts her to the table. In some cases, upon entering your host's home, you will be told "Your card is on the table."

The card is inserted in an envelope with your name on it, and on the card is the name of the lady with whom you will sit. Continue with your cocktail hour, and when called to dinner, seek her out and extend your right arm and escort her to the dining area. After dinner, escort her back to her partner.

If you are single, do not assume you can bring a guest unless invited to do so nor do you ask if you may bring a guest.

If you have house guests, and you do not want to leave them alone, you may not ask your hostess to include them; however, there are ways to leave the door open for the hostess to invite your guests without putting her on the spot.

For example:

"I'm sorry, we can't make it because my mother is visiting from out of town, and we don't want to leave her alone."

Your hostess may respond:

"I'm sorry, we'll make it another time," or "By all means, bring your mother along."



Unless the invitation states, "Bring your children", do not; nor do you ask if you may. If you do not have a sitter or can not leave your children for whatever reason, explain the situation to your hostess and decline. She will understand and may even ask you to bring your children. (See CHILDREN, Pages 122-139)

Forget the dog -- no matter how well-behaved it is, unless the dog has been specifically invited, leave the dog home.



=====

A Letter from Annie's Mailbox:

"May I sound off on a pet peeve? Please, dog owners, when guests arrive at your home, put your animal in another room or outside. I like dogs, but I do not appreciate being jumped on, licked, sniffed, followed around or yapped at. Do you have any idea how annoying it is to try and visit while your dog is climbing all over me, especially when it is the size of a small horse?

"Owners seem to think we find their pets as endearing as they do. We don't. Thanks for letting me sound off."

Annie's Response:

"Many people also are allergic to animals. Considerate owners will ask if you have a problem with dogs. If you have friends who insist on letting the dog climb all over you, offer to visit them at another location.

=====

Dinner guests should arrive at the designated time. Be prompt. If you are unavoidably 15- or 20-minutes or more late, call your hostess and let her know. On the other hand, a sensible hostess allows at least 15-minutes leeway for guests who meet unavoidable delays. But do not be early.

The best gift you can give your hostess is the "Gift of Time." The last 30-minutes before the occasion belongs to her.

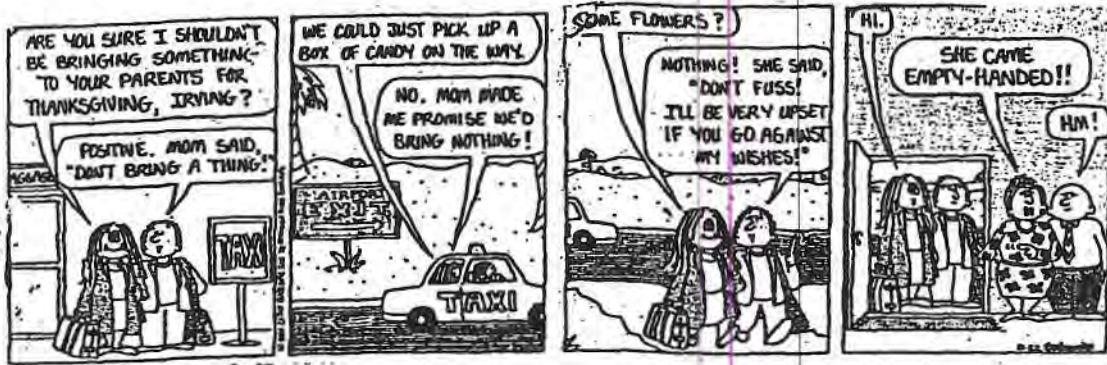
Some invitations might state the time of the cocktail hour and dinner, such as: "Cocktails at 7:00, dinner at 8:00." This is nice for guests who may not enjoy a prolonged cocktail hour and may arrive a few minutes before dinner. It is also a help to the hostess who can count on serving dinner at the hour she planned, knowing all of her guests are present.

There are some sections of the country, generally in big cities and their suburbs, where guests are not expected to arrive until fifteen minutes to half an hour after the stated hour. If you are new in an area, you will find this out the first time you arrive a half hour before anyone else.



It is considered a nice gesture to take a gift, although this is not a requirement nor is it expected.

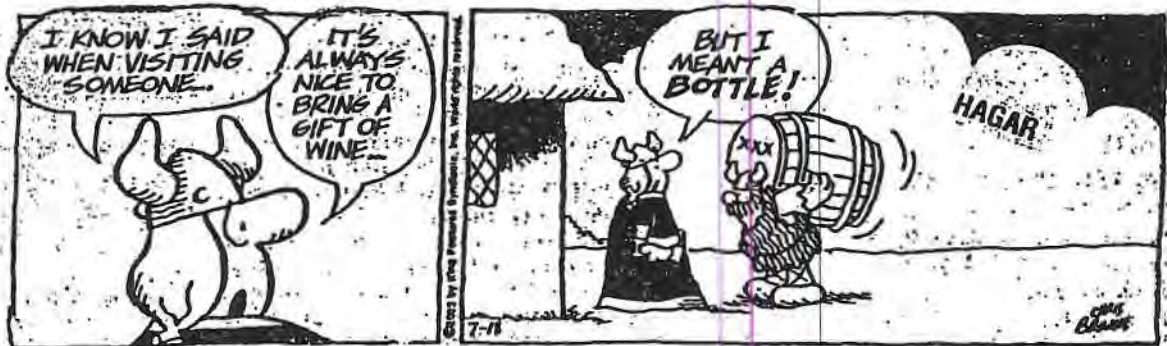
CATHY



You may take a small box of candy or after dinner mints; a basket of fruit; a potted plant; or flowers.

If you choose to take flowers, make sure they are already in a vase, since your hostess will probably be too busy to take care of them.

You may take a bottle of wine, which is considered a "gift for the house," but will more than likely not be served since your host has probably already selected a dinner wine, but make sure you know your host and hostess allow alcoholic beverages in their home.



Do not take a favorite dessert or any kind of food that you expect to be eaten during dinner. Your hostess has a complete meal planned.

It is better not to take a gift at all to a larger or formal party, especially if you do not know the hostess well.

If a party is given in your honor, you should send flowers to your hostess beforehand as your way of expressing your appreciation for all the time, trouble, effort and expense she is going through to honor you.

When dinner is announced, full attention should be given to the host or hostess and follow directions provided.



put down your glass before entering the dining hall. unless your hostess tells you to bring it with you. Liquor should not be on the table before Grace is said.

You will either see name cards or receive instructions as to where to sit. Men remain standing behind their chairs until asked to be seated, but ladies may sit beforehand, unless all are asked to remain standing until Grace is given.

At a buffet, the hostess starts the service by asking a few of the guest to please come to the table. Do not wait for someone else to start when your hostess says "dinner is ready." People are somewhat shy about being the first, but your hostess will appreciate your initiative, and the others will be relieved and gladly follow.

At a buffet, guests pick up their own plates and serve themselves from a buffet table and eat at appointed locations throughout the house. The hostess may later pass food around, or you may return to the table for seconds. Do not overload your plates - always use the serving utensils provided - do not use your fingers to grab foods - and do not eat while standing in the buffet line. Always get a clean plate when going back to the buffet for seconds.

Be courteous to other guests at the table; talk, but do not monopolize the conversation.

"Turning the table" is a conventional term used in reference to the time when a hostess shifts her conversation from the guest at the left to the one at the right. When adhered to, this polite old custom occurs about halfway through dinner and should be a cue for other guests to follow suit.

At formal dinners, you should not ask for second helpings. If dishes are passed a second time, you may help yourself. At more informal dinners when serving dishes remain on the table, you may ask someone to pass them to you.

Vegetarians and dieters need not feel obliged to eat meat or food not conducive to their diet. It is best not to mention this to your hostess when accepting an invitation because she will feel obliged to change her menu or prepare something special for you. Let her know when you arrive that you are a vegetarian and wanted her to know why you will not be eating the meat. If you feel you will not get enough to eat, you can always have a snack at home beforehand. Some etiquette experts suggest you may even bring a dish for yourself, prepared according to your diet.

Teetotalers need not refuse parties or dinners where liquor is served. Simply say "no, thank you" when offered a drink.

Most hostess have non-alcoholic beverages available. If you prefer not to be around alcohol for moral or religious reasons, simply decline all invitations, without expressing disapproval.



Do not follow your hostess to the kitchen to gab or to help her (unless asked to do so) while she is making preparations; this will distract her.

At the end of the meal when all rise from the table, if practical, pull your hostess' chair out for her.

You may want to offer to help your hostess clear the table and wash the dishes. If she refuses, do not insist. It is best to let the dishes go until the company leaves.

When to leave: Traditionally, the female initiates departure. It is impossible to state exactly how much time one should spend as a guest in someone's house.

Customarily, three to three-and-a-half hours is usually the time to stay. The maximum depends on the other guests. One can always leave after one or two couples have done so. As an acquaintance rather than a friend of the hostess, it is wise to depart while there are still one or two couples left.

But regardless of when you attempt to leave, if the host or hostess insist you stay longer, stay another 30-minutes, at most. And if they continue to insist you stay longer, and if you wish to do so, then use your own judgment as when to eventually leave.

If a guest of honor or senior officer is present, protocol dictates you remain until they leave, but if you must leave before, make your apologies to the senior officer before departing.

Within 48-hours, write a thank-you note. This is done from female-to-female or from bachelor-to-female. See example below:

Example:

Dear Mrs. Jones:

Thank you so much for having me in your home during these very lonely times away from my family. Being with your family was like being with my very own.

To say the food was delicious is an under statement, but how did you know apple pie (or whatever) was my favorite.

Please tell CAPT/CDR/LT (or whoever) how much I enjoyed his sea stories (or whatever may have impressed you about him.)

Sincerely,  
Sign your name.

Writing a thank-you note is simply a mark of good manners. Not to do so is a reflection against you as a Naval officer, or more bluntly put, it is considered the epitome of rudeness.

On the other hand, you may prefer to phone your hostess instead. This is not totally unacceptable, although a thank-you note is more appropriate. But if your hostess has entertained more than five- or six-couples, a thank-you note, rather than a phone call, would be more appropriate since she doesn't want to spend a lot of time the next day or so receiving phone calls.

If the dinner was given in your honor, and the command collected funds to buy you a farewell gift, then the spouse of the member or the female member or bachelor writes an additional thank-you note for the gift to the Commanding Officer at his or her business address since the Commanding Officer is in the position to read it to all who were generous enough to chip in or will post it on the bulletin board for all to see.





### A FEW MISCELLANEOUS HINTS FOR GUESTS

Get the phone number of your hostess; you may need it.

Once you have made a dinner commitment, you must keep it unless an emergency arises; then call your hostess immediately and let her know.

Be punctual at meals and do nothing to upset the routine. If you are going to be more than 15-minutes late, call your hostess and let her know. If you are early, park around the corner until it is time.

It is typical for the host or hostess to welcome guests at the door. After exchanging greetings, guest should move on into the party so the next guests can be met at the door.

Wipe your feet before entering; do not prop them on the furniture; and do not tip chairs back on their rear legs while sitting at the dining room table.

When your hostess enters the room, stand up to acknowledge her presence; if she leaves and reenters, you need not stand up again. Open the door for her, if practical.

If you are offered an alcoholic drink and you do not indulge, a simple 'no thank-you' will suffice. If you are offered a non-alcoholic drink, do not say you prefer a beer or "something" in it.

Use coasters or a napkin for your drinks and ashtrays for your cigarettes.

If you must smoke, do not ask (to smoke in the house); excuse yourself and go outside.

When dinner is announced, give your full attention to the host or hostess and follow directions provided.

If practical, a man assist the hostess (or any woman to his right) with her chair when she sits down to the dining table, although there is no established rule to which side. She should make the final adjustment to her chair.

Men remain standing behind their chair until asked to be seated, but ladies may sit beforehand unless you are all asked to remain standing while Grace is being said.

Be courteous to other guests at the table. Talk, but do not monopolize the conversation.

You should not ask for second helpings. If dishes are passed a second time, you may help yourself. If serving dishes remain on the table, you may ask someone to pass them to you, but do not ask for second helpings of anything that is not on the table since your hostess may not have more of that particular dish left.



If a maid is serving each individual, and you do not like a particular food, you may say 'no thank-you.' But if the hostess is serving, it is best to take what she offers, and then rearrange it in your plate or go through the motions of eating it; other wise, she may feel badly that no one liked the Brussel sprouts.

On the other hand, it is not incorrect to say 'no thank-you' to the hostess if you prefer, but do not give a reason, such as 'I'm on a diet,' or 'I'm allergic' to whatever is being offered.

The dinner may be buffet style. When our hostess says, 'dinner is ready,' do not wait for someone else to start. People are somewhat shy about being the first, but your hostess will appreciate your initiative, and the others will be relieved and gladly follows. (See both buffet paragraphs on page 105.)

When you are an overnight guest, leave your bathroom neat, especially if you are sharing it with someone else. Fold towels neatly and use only those allotted to you.

Wipe off the basin in the powder room with your hand towel and fold it loosely so others will know it has been used. No matter how fancy or delicate the guests towel is, use it! That is what it is there for. Whether you use it or not, it will end up in the washing machine.

Wipe shaving-soap rings off the basin and rings off the bathtub -- leave them as clean as possible. (In public rest rooms, take a paper towel and do the same).

Do not leave cosmetics or shaving equipment all over the place. Leave the toilet seat and lid down!!!

As an overnight guest, if you must borrow anything, be sure to return the article as soon as you no longer need it, in as good condition, or better, than when it was lent to you.

Strip the linens, wash them if possible, fold and leave them on the bed. Do not make the bed; your hostess may want to use other linen. If it's not feasible for you to wash them, leave them in a neat pile on the bed.

If you accidentally burn furniture or the carpet, or break an item, or if you do any other kind of damage, apologize immediately and not only offer to replace it, but do so if possible, or pay for repairs if not possible.

#### A Letter to an advice column:

"I'm staying with a cousin for a week, and I would like to be a hassle-free houseguest. I know I should make my bed each day, but at the end of my visit, should I strip the bedding or leave it on?"



Response:

"Why don't you simply ask here what she'd like you to do with the sheets? If she wants you to remove them, offer to remake the bed with fresh linens and bring the used ones to the laundry room. If you don't feel comfortable asking, you can remake the bed without the sheets. Cover the mattress with just the bed spread and pillows, and place the neatly folded bed clothes at the foot of the bed or take them to the laundry room."

If you are a guest for several days, it might be a nice gesture if you offer to take your host and hostess out to dinner; or at least, perhaps order a pizza!

Never stay longer than the period for which you are invited.

A "Bread and Butter" thank-you note for an overnight stay or a more lengthy stay is written promptly and usually accompanied by an inexpensive small gift for the house, such as a set of hand towels or a serving dish, or a pretty candle, etc., but nothing personal.

The note and gift are left on a table and not handed to the hostess or mailed. (You might even purchase the gift before hand since you may not have an opportunity to do so at the end of your stay.)

## LIVING WITH OTHERS

This might require that you change some of your behavior, but never your principles. Remember, it is you and not the organization that must change. The following rules should apply aboard ship, as well as if sharing an apartment or a house.

Set up rules ahead of time, such as who takes out the garbage and other household chores.

Avoid thoughtless offenses and be considerate of those with whom you associate.

A cheery greeting and a smile will motivate your roommate and help you get started with the day.

Avoid complaining. If there is anything to complain about, do something to rectify the situation or keep quite. Criticize your roommate only when absolutely necessary, and be kind when you do so. Meanwhile, be generous with compliments.

Pick up after yourself. Do NOT leave your personal belongings in the bathtub or around the sink unless space has been set aside just for you. Clean the sink and tub after every use.



Share household and yard work. Help out with routine household chores. Do at least your fair share, and whenever possible, do more. It will be appreciated.

Do not leave your clothes in the washer or dryer for someone else to remove.

Share expenses fairly. Pay your rent and utility bills on time or early. This will improve your credit and prevent costly late charges.

Keep your bedroom,, car, and workspace clean and orderly. People notice these and you will be admired and respected.

Apply miscellaneous hints as listed on page 108.

You and your roommates would all get along so much better if you did these simple things.



## RECIPROCATING

An officer renders appropriate acknowledgment for every courtesy and kindness extended. It is rude to accept hospitality without expressing appreciation, and it is selfish not to reciprocate social favors accepted.

Within a couple of weeks, reciprocate "in kind." If you attended a cocktail party, reciprocate by having a cocktail party; if you attended a dinner, reciprocate by having same, etc.

If you are reciprocating by inviting the commanding officer and his or her spouse, and if they can not accept, the cycle is broken -- you do not have to ask again. In large commands, it is almost impossible for a commanding officer to accept from so many individuals.

The single officer can entertain just as readily by using the officers' club to do the catering or by taking the couple who entertained them out to dinner. Regardless of your status, good manners dictate reciprocating in some way.

You may not be equipped to return entertainment on the same pace in which you were entertained. Reciprocating is not a matter of matching expenditures; it is the sharing of the best one has, no matter how elaborate or simple that may be.

You are not expected to provide beyond your means. Serve only what you can afford and do what you can, but do it well.

If you are of moderate circumstances, you are not expected to return on a money-basis the entertainment extended to you by wealthy friends and acquaintances.

But within the limits of your resources, you must acknowledge the hospitality you accepted by a personal thanks, by sending an inexpensive gift, or by offering in return the same or similar courtesy or one which, even though of an entirely different nature, is equally enjoyable.

It is typical for the host or hostess to welcome guests at the door. After exchanging greetings, guests should move on into the party so the next guests can be met at the door.

If you have invited people with their children, you should have a sitter who will lead them in games or take them outside to play. Provide refreshments for them.

If guests are not bringing children, but you have your own, provide for their care while you are entertaining. Do not allow them to disrupt your dinner or social activity.

It is rude to ask guests to help clean up. If they offer, I think it is best to decline and let the dishes go until the company leaves.



If your guests ask if you mind if they smoke in your house, and you do mind, say something like, "I'm sorry, I'm allergic to smoke" or "smoke really bothers me," and then invite them outside to where you already have set up a small table with ash trays and a chair or two for their comfort.

How do you get lingering guests to go home? Judith Martin ("Ms Manners") suggest you say, "I so enjoyed having you here; it was wonderful of you to come," then stand up and remain standing until your guests do also. (I think I would prefer something like, "Shall we call it an evening?" This is a touchy one.)



#### Letter to Ann Landers:

"What should I do about friends who make more money than I do, but don't reciprocate when it comes to social invitations? These same people are always happy to accept my invitations for dinner and an evening of watching videos, but they never offer to bring food or pay for the movie rental. How should I handle this?"

#### Ann's Response:

"You can take seriously that Ann Lander's admonition, 'Nobody can take advantage of you without your permission.' When you invite friends for supper and a video, tell them it's 'potluck' and suggest that they bring a casserole, potato salad, fried chicken or a dessert. In other words, give them the opportunity to reciprocate. Some people need this kind of help. If they refuse to pitch in, cross them off your guest list because they are not guests, they are freeloaders."



Letter to Ann Landers:

"My friend, "Lulu" and her son just spent a week visiting. I paid for and prepared all of my guests' meals. I also paid for transportation and entertainment. Lulu never picked up the tab for anything. Then she and her son went out for ice cream one evening, came back with two cones and ate them at our dining room table. She did not bring back anything for the rest of us.

"Lulu used my computer to check her e-mail and made long-distance calls without asking. She never reimbursed me for anything. I feel that she used me. Am I overreacting?

Ann's Response:

"Your friend, Lulu, is a little short on social graces. You were not overreacting. She was under-acting.

I hope she brought a lovely gift when she arrived or sent something elegant when she returned home, but I'll bet she didn't. I hope you won't invite her to visit again.

## THANK-YOU NOTES

The social grace which seems to have disappeared from the face of the earth is the thank-you note.

"An ungrateful man is like a hog  
under a tree eating acorns  
but never looking up to see where they come from."  
(Timothy Dexter)

Society still expects thank you-notes. Write a note of appreciation, telephone, or send flowers (optional) within 48-hours after a dinner invitation. A thank-you note instead of a phone call is the preferred method.



An officer and his or her spouse render appropriate acknowledgment for every courtesy and kindness extended.

Thank-you notes should be sent as promptly as possible, whether it be for a gift or for entertainment. This is simply a mark of good manners.

A thank-you at the front door is not enough. It is a cop-out for a spouse to say she is just "too busy" to drop a note in the mail or to phone her appreciation to someone who was not too busy to put a lot of time, effort, and expense into entertaining.

On the other hand, if the dinner party was a very large one, a thank-you note, rather than a phone call, would be more appropriate since a barrage of phone calls would drive the hostess to distraction.

Thank-you notes are usually written from female-to-female. The civilian wife writes the hostess or the female officer writes the hostess. Bachelors are not excluded. They, too, would write the hostess.

Address the envelope and the salutation to the hostess only. Mention both spouse's names in the body of the letter. The wife signs her name, as does the military officer and the bachelor.

### Example:

Dear Mrs. Jones (or Mary),

Bill and I are still talking about the delightful dinner and the wonderful time we had last night. We both enjoyed CAPT Smith's sea stories so much. Perhaps when Bill has been in the Navy a few more years, he will have some of his own to share. We are looking forward to seeing you both again soon.

Sincerely,  
Jane



On the other hand, you need not mention both husband's names in a thank-you note for a luncheon.

Dear Mrs. Jones (or Mary),

Thank you for inviting me/us to your luncheon. The combination of a beautiful table, delicious food, and interesting conversation was just perfect. It was such fun being around special friends once again and to talk about old times. I am/we are looking forward to seeing you soon.

Sincerely,  
Jane

If the party was in your honor, call a florist and have flowers sent ahead of time. This expresses your appreciation for your hostess' time, trouble, and expense.

If the command collected funds to buy you a farewell gift, the spouse or the single person writes an additional thank you note to the commanding officer at his or her business address, since the commanding officer is in the position to read it to all who have chipped in, or he or she may post it on the bulletin board.

A "Bread and Butter" thank-you note for an overnight stay or a more lengthy stay is usually accompanied by an inexpensive gift, such as a set of hand towels or a pretty candle, etc., but nothing personal. This should be done promptly! When extending thanks, be sure and express appreciation for the hospitality, as well as for the food. These are left on the table and not handed to the hostess or later mailed.

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Excerpt from "Dear Ms. Manners":

"My teen daughter spent a weekend with a friend's family, taking a hostess gift and homemade cookies. At the end, she thanked them 'profusely,' in her words. I asked her to follow up with a written thank-you note. She claims that today, it's not necessary to write one. I believe they have never gone out of style."

Ms. Manners' Reply:

"Why is it that when people unilaterally declare rules of etiquette to be obsolete, the rules always turn out to be ones that would cost them a bit of trouble? Why isn't your daughter arguing that today, it is not necessary for other people to show her hospitality? As long as such kindnesses are performed, showing gratitude for them will be necessary."

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Letter to Ann Landers (in part):

"I own a small business...have been giving bonuses for 16-years...only two employees ever said 'thank-you.' They are no longer with me; one died and one retired. I'm telling the rest of my employees there will be no more bonuses because none of them have ever thanked me..."

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The height of rudeness is not to acknowledge wedding gifts, other gifts, acts of condolences, or even a good deed or a favor done for you by a friend or a relative.

The proper way for newlyweds to thank a gift-giver is with a thoughtful, hand-written thank-you note. Thank-you notes should be sent as soon as possible after the gift arrives - preferably within two or three weeks from receipt of the gift. Etiquette experts recommend plain notes instead of notes with "Thank-You" printed across the front.

All naval officers, and particularly commanding officers, before or just after leaving port, must never neglect the amenity of writing notes of thanks, of appreciation, and of farewell to those clubs, societies, officials, and individuals who rendered courtesies and favors to his or her command. In fact, it is all the thanks that some received for their many courtesies and their kindness to officers of the fleet.

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Excerpt from a letter to Miss Manners:

"Dear Ms Manners: I am told newlyweds have three years to send thank-you cards. My nephew got married seven months ago. I am still waiting. Now they are expecting a baby. Would I be within the boundaries of proper etiquette if I don't send a gift? This would save me time, money, and feeling insulted when they don't acknowledge a gift and save the new parents the apparent hassle of saying, 'It got here, thanks'."

Ms Manners Reply:

"If their presents seem to be such a nuisance that the recipients feel it is best to ignore them, no further annoyances should be attempted. Now, there is no such rule about having three years in which to write a letter of thanks and there never has been. Your nephew and his ilks made that one up. Three minutes is more like it."

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A letter to Ann Landers Ann:

"I've had it up to here with some of your 1955 ideas of what is right and wrong. Your 'hula-hoop' advice is so dated, you make me laugh. Why don't you hang it up? I'm referring to your stand on thank-you notes. I'm a 16-yr old student who has received tons of birthday and Christmas gifts and have never written one thank-you note, and I don't plan to."

Ann's Response:

"Writing to express appreciation for a gift is nothing more than good manners, and good manners are not 'hula hoops.' They never go out of style. Have you ever sent a gift, received no acknowledgment and wondered if it was received? If not, it's bound to happen somewhere down the line, and then you will know what this ancient relic is talking about."

---

To Ann:

"I genuinely enjoy sending gifts to my family and friends, but my enjoyment is diminished when I have to guess whether or not the gift was received. I know I'm a fool to continue sending presents to people who fail to thank me, but giving is such a pleasure; I hate to give it up. What possible excuse is there for people who don't acknowledge gifts?"

Ann's Response:

"People who fail to acknowledge gifts are slobs, and I can think of no excuse that is good enough. Those who hate to write can pick up the phone. To continue to send gifts to people who don't bother to say 'thank you' makes very little sense. Many worthy charities would love to hear from you."

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This Story Appeared in the Pensacola News Journal:

"The following is an excellent example why it pays to say 'thank-you' and 'please.' This story is about two strangers, Carolyn and Julia who fought over toilet tissue in a rest room. While standing in line waiting for a stall, Julia became overly aggressive and started to nudge Carolyn who told Julia: We aren't going anywhere because there are people in front of us who have also been waiting quite a while.' They finally found empty stalls next to each other.

"Carolyn's stall had no tissue, so she knocked on Julia's wall and said, 'Excuse me, may I have some toilet paper?' No response. She tried again, 'Excuse me, but I'm out of paper; can you pass some under the stall?'

"Julia shouted back: 'Well, you certainly are rude. You didn't say please. You need to be taught some manners'.

"When Carolyn stepped out of the stall, Julia charged up to her, put her face in hers, and screamed, 'You need to be taught some manners.' With that, Julia head-butted Carolyn and broke her nose in three places. An onlooker yelled at Julia: 'You're a psycho.' Julia screamed back, 'Oh, yeah? Do you want to be next?' Julia was arrested and served time in jail while awaiting deportation back to Great Britain."

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"The British have long been perceived as being a bit more cultivated and better mannered than the rest of us. Apparently, manners still count a lot over there, according to a newspaper article:

"In Liverpool, England, a pedestrian who failed to thank a motorist for permitting him to cross the street was beaten severely with an iron pole. The motorist slowed up so the man could cross. When the man failed to express gratitude, the driver got out of his car and broke the man's cheekbone, screaming, 'Next time, say thank you'."

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To Ann:

"My brother and his new bride have been so busy, they failed to get their thank-you notes out promptly. One of our elderly relatives was upset when he did not receive a note immediately. He has told my brother they are not welcome at the family vacation home this winter.

"I think this relative is being too harsh. How much time does a person have to write a thank-you note after a wedding?"

Ann's Response:

"If the wedding was in December, the thank-you note should have been written and sent no later than February."

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To Ann:

"At the end of an article about the marriage of two local people, it said, 'In lieu of sending thank-you notes for gifts the couple made a donation to the American Cancer Society.

"Is this the lazy way out or what? Aren't people who send wedding gifts entitled to a written thank-you note? Is this a new trend or what?"



Ann's Response:

"No, it's NOT a new trend. It's an attempt to escape the job of writing thank-you notes, and in my book, inexcusable. Anyone who takes the time and spends the money to send a wedding gift is entitled to a written note of appreciation. Anything short of that is a cop-out and unacceptable."

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Letter to Ann Landers:

"The daughter of a friend was married at an elaborate wedding. My husband hates putting on a tuxedo, but he consented. We sent a lovely gift which made a dent in our budget.

"It has been almost a year since the event took place, and we have yet to receive an acknowledgment that our gift was received. We checked the store to make certain it was sent; it was. We sent it certified mail and have the signed receipt. What do you suggest we do now?"

Ann's Response:

"It's apparent your friend's daughter is lazy and has no social graces. Drop her a note and ask if she received your gift. Enclose a self-addressed stamped envelope. If she is embarrassed by your not-so-subtle reminder, fine."

Have you ever tried to figure out how an envelope can self-address itself? ☺

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When you receive a group gift from two or three people who do not live in the same household, you should send separate thank-you notes. You need not mention the other contributors' names.

If the group gift is from a large group, such as a whole classroom of students, then individual thank you notes are not necessary. Verbal thanks to each student is sufficient or one thank-you note to the person who instigated the gift-giving.

Thank-you notes for cash or checks are the same as for any gift. Always let the gift-giver know how much you appreciate their gift, and let them know for what purpose you will be using the money. If you are not sure, say you are saving the money for college or a trip or a new appliance, or other future event or item. It is always nice to end the note by thanking for their thoughtfulness and generosity.



"My husband and I are retired and live off his small pension. My nephew was in town and asked if he could spend the night with us. I said sure. He came with his wife and two teenage children. We fed them lunch when they arrived, took them out to dinner, and fed them breakfast before they left the following day.

We felt the dinner was exorbitant, even though we picked the restaurant, and that my nephew should have paid a portion of the bill. He did offer to leave the tip, but my husband said no, it was o.k. Now, he's offended. When company comes to spend the night, are the hosts obliged to feed them for the entire time?"

#### **Ann's Response:**

Hosts have no obligation to provide for their guests. However, a gracious guest will thank the hosts by bringing a gift, and or taking them out for a meal. I hope they wrote a thank-you note."

It is never too late to write thank-you notes for any occasion. Do not go into details about why you are late sending your thank-you notes. Do briefly mention the lateness in sending them, for example: "Our apologies for sending our thanks so late. We do appreciate your coming to our wedding and love the gift (mention what the gift is) you sent, etc."

In the case of a wedding gift, it is not just the bride's duty to send out thank-you notes. The groom is just as responsible.

## **Reasons to send a thank-you note**

- Always send a handwritten thank-you when you receive a gift by mail. At the very least, the giver needs to know you received it.
- Always send one after a party or dinner for which you received a written invitation.
- Always send thank-you notes for wedding or shower gifts, for gifts when hospitalized and for sympathy cards and flowers.
- It's recommended, though not required, that you send one when you have been a guest at a dinner party.
- It's smart to send a thank-you after a job interview.
- Extra points if you send thank-you notes when friends help you out in tough situations and for gifts that were opened with the giver present and you thanked him or her at the time.

## **When to write**

- Right away. The gift or the event is fresh in your mind, and your gratitude will be more easily and genuinely expressed.
- Within a week is a good guideline, although it's better to send thank-yous late than not at all. After a month, ask forgiveness for being tardy.
- Brides and grooms get special consideration, up to six months.

## **Don't send**

- Preprinted thank-you notes are not OK. Very small children can draw thank-you pictures.
- E-mail thank-you notes. They do not take the place of handwritten ones.

## **What to write**

- Begin with a greeting, as you would any letter, using the person's name, such as "Dear Helen" or "Dear Grandma."
- The first sentence starts with

"thank you" and specifically mentions the gift or gesture.

- Tell how much you appreciated the person's generosity.
- If you were invited to dinner, mention something specific about the meal or the house.
- If you received a gift, say how much you will enjoy it or use it. If it wasn't your favorite item, some experts say it's OK to fake your gratitude a little. Others say don't lie but focus on the person's thoughtfulness.
- If you received money, tell how you might spend it.
- Don't stray too far from the intent of the thank-you note, such as providing news about you. A line, say, about hoping to get together soon is fine. The whole note needs only three or four sentences.
- The last sentence should repeat your thanks. Be sincere.
- End with a closing, such as "love" or "fondly," and sign your name.



## CHILDREN/ADULTS

"Train up a child in the way he should go:  
and when he is old,  
he will not depart from it."  
Proverbs 22:6



Among the most important things to teach your children are respect for their parents and other authorities, compassion for others, and good table manners. The family dinner table is where it all begins.

### TIPS FOR TEACHING MANNERS.

Be a good role model: Children learn what they see, so if you want them to have good table manners, don't eat like a slob.

Be creative: At least once a week, try to get the family together for a sit-down dinner. Set a formal table using the good china. To make things fun, get the kids involved in preparations.

Be consistent: Habits aren't established overnight or even in a week. Expect to offer regular reminders.

Be patient: Praise good behavior and gently correct undesirable acts. Don't be overly critical or harsh.

Teach Table Manners: It is never too late. The first manners a child should learn by his or her fourth birthday, and in no particular order, are:

Saying 'please,' 'thank you,' and 'you're welcome' when appropriate

Saying 'I'm sorry' when he or she has hurt someone, either physically or emotionally

Saying 'excuse me' when appropriate

Saying 'yes ma'am/sir' and 'no ma'am or sir' when appropriate

Not interrupt in adult conversation, even with 'excuse me' unless very important

Sharing toys and other possessions freely

Etiquette experts say those once necessary Southern niceties are falling from favor in schools, at home and on the job. They blame society's overall decline in manners and a steady drop in the use of formalities. There is a decline, but any time you use these words, you can not go wrong, children or adults.

In areas of the south, it is a very polite and mannerly thing to do.

Letitia Baldrige, author of eight etiquette books, says:

"Social manners have changed dramatically. Kids today and for the last 20-years have held the fork and knife in unbelievable ways. They hold the fork with a fist and the knife like a saw, then shovel it in. It does not matter to them which way they hold their knife and fork."

"A child should always say what's true  
And speak when he is spoken to,  
And behave mannerly at the table;  
At least as far as he is able.  
(Robert Louis Stevenson)

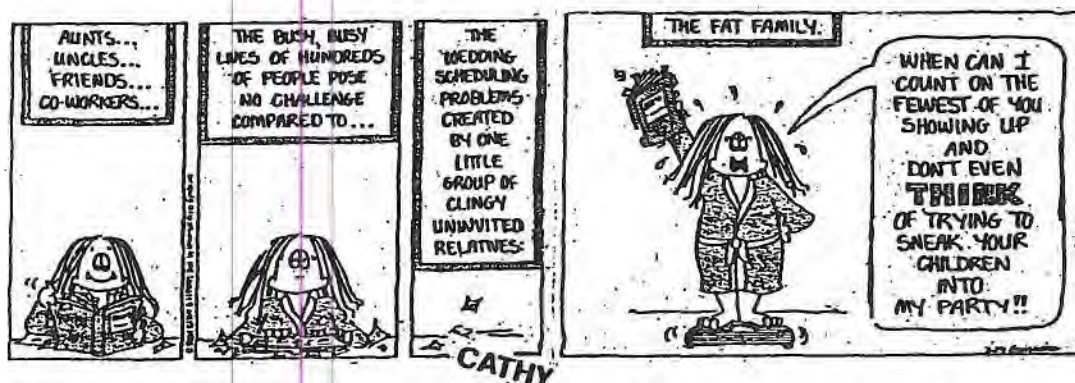
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One of the worse transgressions of manners is to bring children to someone's house when they have not been invited. Some mothers insist to their hostess that their children accompany them to baby or wedding showers and be allowed to participate in games; and in some cases, the games must be scrapped because they are not suitable for youngsters (and prizes aren't usually suitable for them, either).

Unless the invitation states, "Bring your children," do not. Never ask to bring them, even if you add, "They won't be a any trouble; they can sit quietly and watch TV." Make other arrangements for them or decline the invitation.



As a hostess, you may specify on your invitation, "No children, please," or "For adults only." This request may be printed on wedding invitations, as well.



Excerpts from a letter to Ann Landers concerning the above:

"...the guest list was limited and no children were invited. One guest called to respond and left a message saying he AND his children would attend and hoped there wouldn't be a problem since they were so excited about coming. We are furious! We can't afford anymore guests. Our hard work has been ruined by a pushy and presumptuous guest."



Ann's Response:

"It would have been perfectly ok to call the guest back and tell him, 'We're sorry, but we simply cannot have any children at the party.'"

A Letter to Ann Landers:

"Our son is getting married soon. When the RSVPs were returned, we noticed that some people included their children in the number of people attending. These children were not invited.

Ann's Response:

"It is perfectly o.k. to phone these clods and say, 'We're so sorry, we cannot accommodate your kids at the wedding.' If they say they won't come without them, say, 'I'm sorry. We'll miss you.'"

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A mother's reprimand to other mothers:

"Our home may not be child proof, so please watch your children or bring a sitter when you visit.

"Our home is not an amusement park, and furniture is not a playground for your children to jump or climb on. Our antiques and collectibles are not toys.

"Do not compare your children to our pets. Our pets always listen to us and do not appreciate being poked by your children.

"Your children should not play with our entertainment systems or computers without our permission and supervision.

"You are responsible for your children's behavior. Please teach them what is appropriate and what is not. Better still, leave them home."

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A Letter to Ann Landers:

"I am a paralegal at a large law firm and often handle real-estate closings, wills, and divorces where people must come into our office and sign papers. How can I tell these clients not to bring their young children? Sometimes, the children get restless and misbehave."

Ann's Response:

"It is perfectly ok to inform clients that their business in your office may take several hours and children are not permitted to attend the proceedings. Ask if they need you to provide baby-sitting services which will be added to the bill."

Babies and very young children do not belong at weddings, funerals, or memorial services. Parents who take children to the movies should be considerate of the people sitting around them and take fussing, whimpering, or screaming babies and toddlers to the lobby.

Some hostess have complained children take up seating while adults stand. They are the first ones in the buffet line 'fingering' the food; and their presence puts a wet-blanket on the conversation since they rudely interrupt.

If you have invited people with their children, you have a tremendous responsibility as a host to take care of them.

You should have a sitter who will lead them in games or take them out to play; and you should have some snacks on hand for them. Even if other children are not invited, you should make arrangements for your own if they are small and need your attention.

She doesn't want to be called  
Baby Sitter anymore.  
Now, it's  
Child Management  
and  
Control Technician



Children should respectfully address adults by title, Mr., Mrs., Miss, or Ms., and surnames. Many adults resent being addressed by their first name, and rightfully so. There is no exception to addressing senior citizens by their title.

#### A Letter to Ann Landers:

"I was born in Germany, and I have been in the United States for over 30-years. I hate it when every Tom, Dick, and Harry calls me by my first name. I did not play with them in the sandbox, and we are not related.

"A salesman on the phone called me by my first name, and he had no idea if I was 15 or 85. Young people who call older adults by their first names are being disrespectful. If I want people to use my first name, I ask them to do so."



Yet, some adults prefer children not address them by their titles; it makes them feel old. In a child's eyes, all adults are old, anyway, whether they are 20 or 90.

Bad manners have gotten under the skin of more than a few Southern legislators, too.

Lawmakers in Alabama, South Carolina, and Georgia are considering legislation, already in place in Louisiana, that requires elementary school pupils to address teachers and others of authority as "yes, sir," or "no ma'am," and "Mr.," "Mrs.," or "Ms."

A pre-schooler may call a neighbor by his or her first name, but when that child starts school and the neighbor happens to be the teacher, then how is the "authority figure" addressed compared to the "neighbor figure?"

A child might raise her hand and say, "Jane, Jane...I know the answer" instead of "Miss Smith, I know the answer," for example.

We are doing our children a disservice by teaching them to address adults by their first names.

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#### A Letter to Ann Landers:

"I am originally from Oklahoma but moved to Minnesota two years ago. Here, children not only are taught, but encouraged, to call adults by their first names. When this happens to me, I correct the children immediately and say, "You may call me Mrs. Jones." I get blank looks from the kids.

"I had lunch with a business associate last week, and she related an incident that ended with 'This woman wanted my kids to call her Mrs. Smith.

"Can you imagine? I certainly do not want my children looked after by someone who is so rigid and stuck-up.' She could not believe it when I told her I agreed with Mrs. Smith.

"My children are taught to call adults 'Mr. and Mrs. So-and-So'. I do not appreciate it when an adult asks my children to use his or her first name.

"And it is NOT o.k. for strangers to call me by my first name, either. In my opinion, the world has become entirely too casual."

Excerpts from The Pensacola News Journal:

ADDRESSING ADULTS  
CAN BE CONFUSING AND COMPLICATED  
FOR TODAY'S YOUTH

Like many children, little Emily Bogard is accustomed to calling adults by their first name. That's the way her parents have introduced their closest friends to their daughter, Emily, three; and Grace, one.

She said, 'But this is about to change', and wonders if she erred by going with first names in the first place.

Now that Emily's starting preschool and will meet adults who aren't her parents' friends, her mother says it's time for Emily to do as she did as a child: address adults by their surnames, complete with 'Mr.' and 'Mrs.'

She says, 'I don't know if it's the right thing, but I wish I'd started it earlier.'

Etiquette experts like Marejabelle Stewart and Judith Martin say it is the right thing; and they wish Bogard and thousands of other parents did start it earlier.

Judith Martin who writes the 'Miss Manners' newspaper column, says, 'I'm hearing more and more children addressing adults by their first name, and a lot of adults hate it.'

Ms Martin argues that parents are doing their children a disservice by teaching them to address adults by their first names.

The shortchange is they don't know when they're offending people. The long-term damage is the idea of obliterating age differences.

Ms Stewart says these children grow up not understanding the respect conferred by using surnames and titles by letting down this generation.

But both agree with the many young parents who say the name game has become more complicated, thanks to changing customs and attitudes.

Chalk it up to any one or combination of modern trends: single motherhood, unwed parenthood, divorce, remarriage, and attachment to maiden names.

For Mrs. Bogart, concern over what she sees as a growing lack of respect by young people toward adults is one reason she wants her children to use surnames and titles.

She says, 'It scares me to see what's going on with kids today. If not calling them 'Mr.' and 'Mrs.' adds to the disrespect we're seeing in today's kids, then perhaps we owe it to our generation and future generations to re-instill that in our kids.'



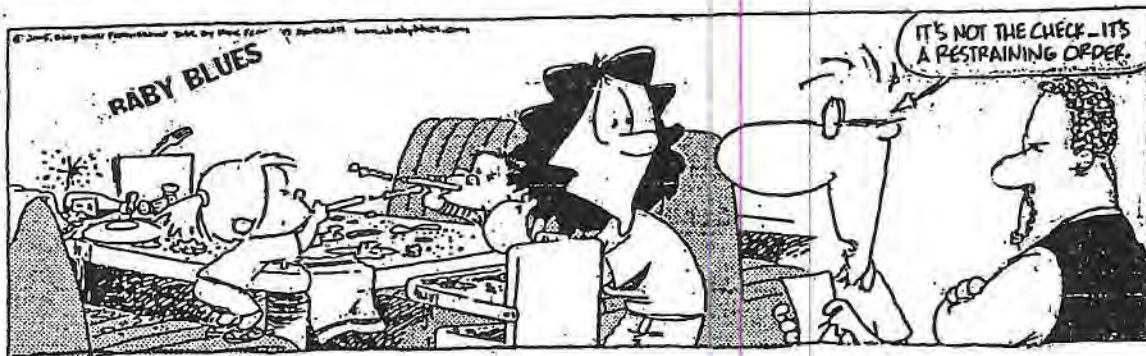
Quote from a Newspaper:

"I am not anti-children, but when I am paying good money at a restaurant, please don't ruin my meal and peace of mind with your disruptive child."

Another Quote, in part:

"As a food server with over twelve years experience, a word of caution to restaurant-frequenting families with small children. We carry heavy loads of up to 60-pounds on trays held at shoulder level.

"I am shocked by undisciplined children allowed to run loose, wander, or run around the restaurant unsupervised. This is very dangerous considering the hot food, scalding plates, and heavy glassware, a waiter could drop in a collision with a child. Kids suddenly leap out from beneath tables as we walk by. I have seen some nasty accidents..."



Quotes (in part) from a Newspaper Article from John Rosemond, Family Psychologist:

"There ought to be a law barring kid's from any restaurant that has a maitre d'hotel and/or a wine list that's more than five choices long.

"If it's a violation of their civil rights, then such restaurants should have no-children sections for the comfort and enjoyment of patrons..."

"...prepubescent children cannot be counted on to display good manners in places where manners are a means of honoring the chef..."

"...and please don't give me 'we are trying to teach them how to act in good restaurants' explanation - you do so at the expense of other diners who are looking forward to a fine, relaxing meal in a fine, relaxing place.

"Children belong at Chuck E. Cheese where they'll forever have fond memories of running wild.

"CHUCK E. CHEESE FOREVER!"



Letter to Ann Landers:

"While eating in a restaurant, a large party was seated next to us. Three sets of parents sat at one end of the table and eight children were seated near us. The children began to spit cola at each other through their straws. My husband and I were getting wet. The parents pretended not to see what was going on.

"Finally, I got up, went to their end of the table and said, 'Please ask your children to stop spitting cola through their straws.' The parents stared at me, and finally one woman said, 'They're just having fun. It's nothing personal.'"

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Excerpts from a Letter to Ann Landers:

"Dear Ann: Don't parents teach their children table manners anymore? Our 10-year-old son has two friends who are invited to stay for dinner often, and their table manners are appalling. One boy eats everything (including salad) with his fingers.

"He squashes his food, stacks it, rolls it around on his plate and stuffs handfuls in his mouth. The other boy uses a fork but drowns everything in ketchup and talks with food in his mouth, a most unappetizing sight.

"He gets food all over his face and never uses a napkin. Our eating requirements don't seem unreasonable: use a fork, a knife and a napkin; don't play with your food; don't speak with food in your mouth; and ask that food be passed to you instead of reaching across the table. Are children ruder these days, or does it just seem that way?"

Ann's Response:

"Children aren't ruder today, it's that parents don't take the time or have the patience to teach them good manners. And, of course, some parents don't have such great manners themselves."

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Letter to Ann Landers:

"While visiting a state park, we stopped to take pictures of our six and two year old sons standing next to two life-size dinosaur models. The models were roped off and signs were posted, 'Do Not Touch the Models.' Three other family groups were present. Each set of parents helped their children get under the ropes and encouraged them to climb onto the models and pose for pictures. Looking at the broken toes and tails of the dinosaurs made me angry.



"I said in a loud voice, 'What good children we have, honey. They can't read the posters, but they know that a rope means Don't Touch.' I received several ugly looks from the parents who continued to take pictures. What are these parents teaching their children?"

Ann's Response:

"Those parents are teaching their children it's o.k. to ignore signs posted for their own safety, and if it's fun to do something, go ahead and do it, even though it interferes with the comfort or well-being of others. I pity those children. They are starting out in life with a lot of baggage. It's going to be a rough journey."

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"Foolishness is bound in the heart of a child;  
but the rod of correction shall drive it far from him."  
(Proverbs 22:15)

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Letter to DR Billy Graham, in part:

"How can we help our children be more considerate and less selfish? We have a large family, they received a lot of gifts this Christmas. I have tried to get them to write thank-you notes, and they just won't do it. Should I keep trying, or is it too much to expect children to do something like this?"

DR Graham's Response, in part:

"No, it's not too much to expect of your children, and in my mind, there still is no substitute for a note of thanks and appreciation. A call would be better than nothing. Childhood is the time to teach our children the importance of things like courtesy and politeness. If they do not learn such things now, they probably will never practice them as adults, and when people lose all sense of courtesy and thoughtfulness toward each other, society becomes harsh and less civilized.

"The Bible says we should show proper respect to everyone...a lack of gratitude shows we are self-centered and thoughtless. This incident suggests you need to give more attention to your responsibilities as parents. We don't do our children a favor when we allow them to escape responsibilities."

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"The rod and reproof give wisdom:  
But a child left to himself  
Bringeth his mother to shame."  
(Proverbs 29:15)

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**ATTENTION MOMS:**

Showing appreciation for gifts or acts of kindness needn't be a chore. A brief, hand-written note can mean so much for the recipient. Here are some tips for parents on teaching children the value of writing thank-you notes.

**Be positive.** Tell your children it will make the gift-giver feel good to know that they appreciate the gift. Describe writing thank-you notes as doing something thoughtful for someone who has done something thoughtful for them.

**Make it fun.** Use colorful paper, crayons or markers. Decorate with stamps or stickers. Consider taking a picture of your child by playing with the toy or wearing the new clothing to slip in with the note.

**Pick a good time.** Don't begin with your children when they are tired or hungry. Don't ask them to stop in the middle of a game. Pick a time when you can work together without feeling rushed.

**Think about what to say.** Ask your child what he/she would like to say to the gift-giver. Suggest a phrase like, 'I wore my new sweater to school, and my friends really liked it.'

**Have realistic expectations.** Remember our child's development level. Children who are learning to write will misspell words and form their letters imperfectly. Don't worry about having a perfect looking card.

Help your child understand the idea of thanking other, and focus on the effort she put into doing the thank-you note.

Write thank-you notes yourself and make it a habit. Parents are the absolute best role models for their children.

Be sincere, and remember, 'It's the thought that counts.'

**Other Advice:**

It is never too late to say thank-you - never! Write an old-fashion handwritten note and mail it. In this day and age of e-mail, who does not like to get mail. A handwritten letter has such a great impact on people. When you handwrite a thank-you note, people know you took extra effort.

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**Excerpt from "Dear Ann Landers":**

"I read the letter from your correspondent who told her grandchildren she'd send no more gifts unless they wrote thank-you notes.



"She received lovely letters and apologies. My experience was somewhat different. I sent a card to my granddaughter, Susie, on her 13th birthday, telling her how special she was and how much I loved her, but added that there would be no gifts this year because I have decided not to send any more since she has never acknowledged them.

"Her mother (my daughter) left a message on my answering machine telling me I was mean and hateful and that I was making a mountain out of a molehill, and it was no big deal if her daughter didn't thank me."

Susie's Response:

"Listen! My manners are fine. You're the one with bad manners. If I would have liked the past presents, I would have thanked you for them."

Ann's Response:

"I feel sorry for your granddaughter. Susie sounds like a spoiled brat whose rudeness was inherited from her mother. I suggest you send her nothing more than a simple card -- and please don't cave in. You could teach her a lesson far more valuable than a gift you might buy."

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A good rule of thumb to motivate children to write thank-you notes: "Until you've written one, you may not wear it, read it, watch it, show it, eat it, spend it, play with it, or use it in any form or fashion!

Another good rule: "You have one week to write a thank you note or the gift goes back."

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Another Letter to Ann, in part:

"We play bridge until 10 p.m. and serve supper. One woman brings her four-year old without warning. The rest of us make other arrangements for our children, including the hostess. The four-year old is spoiled rotten, doing her best to be the center of attention. What is supposed to be an enjoyable card game turns out to be a teeth-grinding, nail-biting evening. The mother makes no effort to control the child..."

Ann's Response:

"... that woman has demonstrated a total lack of sensitivity by bringing her child to your homes and allowing her to be disruptive and obnoxious. Tell her point blank that she is not to bring the child again, and if she can't find a sitter, you will find another player in her place."

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An 11-year old from Brooklyn writes:

"It is very important that children learn good manners at an early age. Some people think it is a waste of school time to teach children to be polite, but politeness is more important than your IQ. It is better to be a B-average student with great manners than an A+ student who is a big wise guy. If all second-graders learned politeness and kindness just as they learn math and science, America would be a much more civilized society in 25 years."

In a survey taken on manners, one lady wrote:

"Children and teens today lack any kind of discipline or respect for anyone or anything. And they will have the hardest time in the future when they expect to be respected and treated with decency by their children and grandchildren. Let's go back to manners and respect for all people, young and old."

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TWENTY-TWO GUIDES FOR GOOD CONDUCT FOR CHILDREN  
Amy Vanderbilt's New Complete Book of Etiquette.

"I believe that a child should eventually come to understand that publicly in "polite society," we do not do the following things:"

1. Scratch, pick teeth, spit, comb hair, or tend to nails.
2. Chew with our mouths open or with obvious noise or lip-smacking.
3. Leave a spoon in a cup, or eat with a knife, or lick the knife.
4. Tuck in a napkin (unless we are very young), lick our fingers instead of wiping them on a napkin.
5. Sit down to a meal unwashed and uncombed or improperly dressed.
6. Fail to greet others encountered in the household when we arise and when we return home.
7. Tilt chairs or push them back from the table with all our body weight upon them.
8. Lounge on the dinner table or put our elbows on it except between courses (and then preferably one elbow at a time, if any) or sit on our spines.
9. Go up and down stairs like elephants and bang doors after us.
10. Pass in front of others without saying, "Please excuse me" or "I'm sorry."
11. Use a flat "no" or "yes" in answer to questions. Instead, "Yes, Mother," "Yes, Mr. Roberts" (or Sir or Ma'am)."
12. Speak ill of the dead or repeat damaging gossip.
13. Swear in a way that is generally considered offensive.
14. Put more than a manageable mouthful in our mouths at one time.
15. Burp, belch, sneeze, or cough without attempting to turn away from others and then only behind the cupped hand or a clean handkerchief.



16. Stick feet out into aisles and passageways so people may fall over them.
17. Behave noisily and conspicuously in public places.
18. Enter a room whose door is closed without knocking and waiting for permission to enter.
19. Interrupt a conversation except for an important reason and then only after asking permission to speak.
20. Speak unnecessarily loudly. Chatter incessantly.
21. Walk without actually picking up our feet.
22. Pull our finger joints, drum our fingers or indulge in any similar irritating little habits that set people's teeth on edge.

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Correct thy son, and he shall give thee rest;  
yea, he shall give delight unto thy soul."  
(Proverbs 29:17)

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A new program organized by 4-H youth educators from the University of Florida aims to teach teens that using the right fork, writing thank-you notes, and dressing professionally really do count in the business world they will soon be entering.

Unfortunately, the manic pace of modern American society has left many young people with no knowledge of etiquette, and frequently, no where to learn it.

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From a teacher:

"As a veteran teacher, there are only two things I need to make me feel better about the teaching profession: students who come into my classroom ready to listen to me and learn from me and students who show courtesy to me by using words like 'sir,' 'please,' and 'thank you.' If students would respect their teachers with listening and courtesy, there would not be a teacher shortage."

In the movie, Blast from the Past, one of the characters discovers, as he puts it, "Good manners are a way of showing respect for others" and not as he had previously thought, a means of calling attention to oneself.

He also discovered that the most important of all manners is doing all you can to help people around you feel comfortable.

Character and manners are inseparable. Good manners are symptomatic of good character, and the linchpin of good character is respect for friends..

Justin Camp, age 14, sees bad manners all the time. Youngsters who don't address adults as "sir" or "ma'am" or kids who bad-mouth their parents. And he laments that he never sees teens holding doors open for anyone anymore.

"Most people my age have no respect," said Justin. They think about themselves and don't have courtesy or give a helping hand."

Are manners among young people on par with those demonstrated by their parents and grandparents a generation ago. 'No, sir -- no way', many parents say.

Not only do they not say 'sir' or 'ma'am,' they don't even say 'please' or 'thank you,' says the owner of the Music Box in Pensacola. Lots of parents want to be friends instead of parents. But children only learn these things from adults. They've got to be taught!

#### LEARNING GOOD MANNERS IS VITAL TO A CHILD'S DEVELOPMENT AND CHARACTER

#### Question for Dr John Rosemond, Child Psychologist:

How should I deal with my children's friends, who are often rude and ill-mannered to my children, husband, and me?

Recently, my nine-year old daughter hosted a sleep over with six girls, one of whom made rude comments throughout the evening "I hate cake;" "You are copying that from my birthday;" "I don't like that game;" and threw gifts on the floor, left without a thank-you.

This child tells my daughter we are mean because we insist upon good manners. Is it proper for me to correct a child who is a guest in my home?

#### His Response:

It is, but if you do so, you had better prepare yourself for an angry call from one of the child's parents or the rumor that you are "mean" to children who come into your home.

Unfortunately, all too many of today's parents seem to think that such things as learning how to play soccer and/or a musical instrument and acquiring a martial art are more vital to a child's development than learning good manners.

I happen to be a hopeless throwback who believes good manners are more important than even good grades. Good manners are a reliable sign of good character, and while I have known of people with good grades who, as adults, made messes of their lives, I have never known a person of good character who did likewise.



Today's parents tend to think child-rearing is all about the individual child, as opposed to culture-building. This over-focus on the child causes the parent to become defensive when someone implies his/her child is not immaculate. Gone are the days when it was safe for any adult to correct any child, when there was a sense of community where child rearing was concerned.

The risks aside, I think it is right and proper, under certain circumstances, for a responsible adult to correct someone else's child's misbehavior, and when the child is in someone else's home. In the latter instance, it is also appropriate for the host to correct a child even when the child's parent is present and aware of the child's behavior, if the parent is obviously not going to do the correcting.

To take your example of the boorish 6-year old, it would have been perfectly appropriate for you to say, "It is impolite to come into someone else's home and complain about the food or anything else the hosts provide for you. I don't think your mother would approve of your behavior. Do I hear an apology?"

If the child refuses to apologize, I would call her parents and ask that they come and take her home, explaining that she is not having a good behavior day. If the child's parent was present, but doesn't, reprimand the child, then a brief, but straight forward, reprimand should suffice: 'We do not behave or talk that way in our home, and I want you to obey our rules while you are our guests.' That gives the child's parent the opportunity to support you.

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Excerpts from a newspaper article:

"In Annapolis, MD, parents who want their children to participate in intramural sports will be required to sign a pledge promising civility and good manners on the sidelines.

"The Department of Recreation and Parks was driven to this measure by years of obnoxious parental behavior. In the past year alone, 19 of 109 referees have quit due to threats and verbal abuse from parents.

"A history teacher who has coached girls' and boys' soccer for 40-years is dismayed by the gross behavior of today's parents. 'For those of us who have been in it for a while,' he said, 'it's hard to remember how fun it used to be because you know every time you blow the whistle, one side or the other is going to be screaming at you no matter how obvious the foul, no matter how obvious the violations.'

"Youth leagues teach teamwork, good sportsmanship and honor. In other words, sports leagues help civilize the little barbarians. Parents who scream at referees from the sidelines undermine each and every one of those goals."



And with parents such as these, is it any wonder our kids are so whacked out!

The *Philadelphia Inquirer* recently ran a story about cursing among the younger set and found that foul language is rampant, starting with those as young as four.

Plenty of curse words are punctuating talk in the classroom, on the playground, and even at the dinner table. Not only do parents seem to allow this kind of language, the children learn it from the parents.

IT DON'T PAY TO INCREASE  
YOUR VOCABULARY AROUND HERE



More advice from DR Rosemond:

A friend of mine happened to be looking in on her fourth grade son's class one day when he talked back to his teacher. She confined him to their house for a week and made him write a one-page, single-spaced letter of apology. He actually had to write three because Mom required the letter be sincere and contain no spelling or grammatical errors.

The teacher called to thank my friend, but also mentioned the school district disallows teachers from having children write letters or apology to other children they've wronged. Seems a child might feel punished and humiliated by having to write such an epistle.

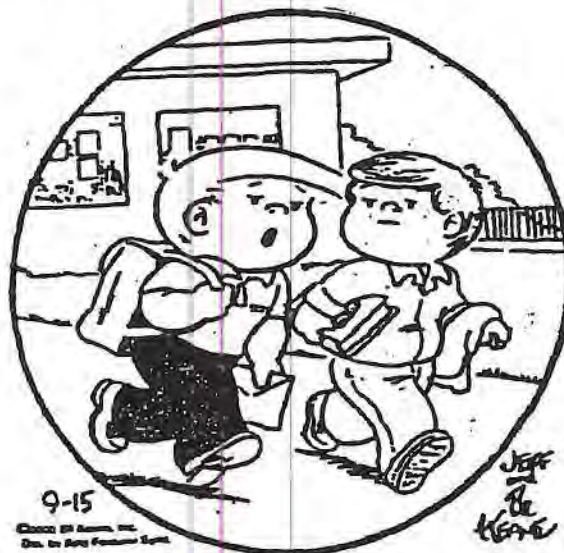
Even teachers who know that misbehavior is best dealt with by punishing the culprit are prohibited from using punishment because of the outraged parent and/or litigation factor.



In the final analysis, the problem is not teachers, their trainers, or their administrators. The problem is parents who become apoplectic when their very own immaculate children are punished at school for anything at all.

Not so long ago, when a child misbehaved in school, he faced the possibility of being punished by four people on four separate occasions: first, his teacher; then the principal; then his mother; and finally, the most dread punishment of all, his father's.

"Anytime I'm in trouble at school, I'm  
in WORSE trouble at home."



In those days, when a teacher called a parent and reported misbehavior, the parent accepted the teacher's version of the story pretty much without question. In many cases, the child was not even allowed to offer up a defense.

Since the mid-sixties when the parenting tide in America began to turn away from traditionalism toward psychological correctness, every indicator of positive mental health in children has declined, and significantly so.

As permissiveness took root and blossomed, parents became more concerned about their children's self-esteem than their behavior. Supposedly, 'liberated' moms went to work, came home feeling guilty, and begin letting their children walk all over them. Dads let themselves be brainwashed into believing that traditional fatherhood was bad and became 'sensitive' dads who substituted talk for discipline.

People, otherwise rational adults, began thinking children had 'rights.' Schools began purveying 'therapeutic education' which means education that makes a child feel good even if he isn't learning anything of value.



In no time at all, as my mother would put it, 'Everything went to a certain very hot, under ground - place) in a hand-basket.

Personally, I think it's time every parent in America wrote their child's teacher a note of apology. That would, after all, be a fitting way to begin any new school year.

**FAMILY PSYCHOLOGIST ENCOURAGES PARENTS TO SAY 'NO'**  
John Rosemond

Parents, put the words, "no" and "because I said so" into your vocabulary. Use them often to your children.

I believe parents should focus on teaching their children discipline instead of catering to their needs.

Today's mother is afraid of her child -- she's afraid of incurring her child's displeasure.

Children need to learn as toddlers that they should pay attention to their parents or they will conclude that their parents should pay attention to them.

You cannot raise children two different ways and achieve the same returns.

Teachers in the 1950s were able to handle classrooms of 70 first-graders or more because the children had learned discipline at home. Nowadays, teachers who enforce discipline in classrooms often are "raked over the coals" by angry parents after their children come home complaining.

One mother asked me how to enforce the multiple "pick-up-the-toys" orders she gives to her 4-year old daughter. "Tell her once, then send the child to bed after supper if she didn't comply. She'll get the message after that!"

**ASK LASKAS**



**Question of the Month**

**Q** When my wife and I retired to the West Coast, we discovered that we were no longer "Mr." and "Mrs." People we met for the first time in banks, doctors' offices and local businesses call us by our first names like old buddies. And if they don't know our names, it's "you guys." What advice do you give to correct this practice in a polite way?

**A** Dear Mr. Joe, I feel your pain. Assumed familiarity has taken over our whole culture, and it's very troubling to those of us who are more comfortable being proper. There's only one dignified way to correct the practice—with kindness and example. So when the bank teller asks, "Joe, would you like to cash this check?" say: "Yes, Ms. Jones; yes, I would."



## COMMISSARY COURTESIES

It is easy to feel rushed in the commissary, but try to be aware of how your behavior affects other people.

If you are shopping with your spouse or a child or children, go single file; do not block the entire aisle by walking side by side.

Strap your small child in the cart. Since 1985 and as of 1998, the number of preschoolers taken to emergency rooms because of shopping cart accidents has risen by 30 percent, averaging 21,600 in recent years.

Among those injured, about two out of three suffered head injuries and about two-thirds of the children were five or under.

Watch where you are going:

- ...Observe the directions of the one-way arrows.
- ...If there are no arrows, stay to the right side of the aisle to avoid head-on collisions.
- ...Keep your cart straight and as closely inward as you can so others can easily go around you. Do not park them in a slanted position and do not leave them in the middle of the aisle. Pass other carts carefully.

If you have accidentally taken someone else's cart and can not find the owner, either put it back exactly where you found it; or if you do not remember, take the cart to the front desk and ask the manager to announce it. Do not just leave it stranded.



When you are rearranging your groceries to make room for more, do so from the front or the rear of your cart; do not take up aisle space by standing along side of it, causing others to wait until you get out of the way.

Do not park your cart parallel to another cart, blocking the aisle. Park it a few feet away in either direction.

During certain hours (as you will see posted at the register), personnel in uniform may pass you, and go to the head of the line. Most will not, but the considerate shopper will at least make that offer.

Respect the "Under 10-items" cashier. If you notice the person ahead of you has exceeded 10-items, it is o.k. to politely say, "Excuse me, this line is for 10-items or less."





Be prepared to do business prior to stepping up to the cashier:

- ...Have your check written for all but the amount. Do not cause the person in back of you to wait while you are filling out a check or digging deep inside your purse or pocket for your cash and change.
- ...Do your subtracting in the check stub later; it is annoying for the person in back of you to have to wait while you figure out your balance.
- ...Get rid of your expired coupons before going through the line. It is helpful to the cashier if you have them in order of their denominations, such as all the 10-cent, 25-cent, etc., grouped together. Keep them right side up so the cashier does not have to take the time to turn them around.

When you have completed your transaction, step aside so the next person in line can be helped. There is usually enough space along the counter where you can get your belongings organized.

A letter to Ann Landers:

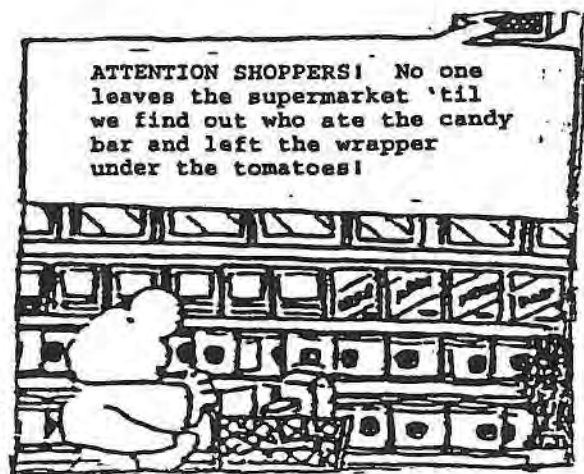
"You printed several letters about people who graze on produce while grocery shopping. I have seen worse. I have found empty soda cans on shelves, a single cupcake missing from a package of six, and frozen TV diners left in the canned-food aisle. Please remind your readers that when they steal or waste food, the grocer makes up for it by raising the prices on all the groceries we buy."

Ann's Response:

"Theft is one of the most common reasons why businesses raise their prices. Believe me, we are paying for it, one way or the other."



If you decide you do not need a certain item after you have rounded the corner of an aisle, return the item to its proper place. To leave a frozen item on the cookie shelf will cause it to spoil, thus causing an increase in prices.





## TELEPHONE GUIDELINES

Try to answer on the first ring with a cheerful wide-awake greeting. This sets the tone of any conversation and shows you are ready and willing to help.



Make your calls at a decent hour. If you are calling overseas, remember the time is probably different. You might awaken someone in the middle of the night, while the sun is shining in your area. This could apply in our country as well, from one coast to the other.

Identify yourself upon answering to avoid a misunderstanding and possible embarrassment. 'Hello, this is the Smith's residence.' A child might say, 'Smith's residence, Mary speaking.' However, there is nothing wrong with the usual 'hello.'

Do not let a small child answer the phone. A lot of time is wasted trying to make the child understand, and it could be a long-distance call - and then what assurance do you have the child is actually notifying the person you called, rather than jumping on his rocking horse.

Show that you are interested in being helpful and use the caller's name, if known.

If it is an official call, identify yourself and the name of your office, such as, 'Safety Officer, LT Jones speaking.'

When telephoning an officer socially, say, 'CDR Jones, this is Mary Smith,' but when telephoning officially, say, 'CDR Jones, this is ENS Smith.'

Junior officers do not leave messages for senior officers to return their call unless it is important to communicate immediately. Then, apologize to the senior for asking him or her to return your call.

Use simple language. Avoid technical terms and the use of slang, such as 'uh huh,' 'huh,' 'yep,' 'ok,' 'yeah,' 'whatdayawant' and don't answer with a grunt! Use common courtesy words, such as 'please,' 'thank you,' and 'you're welcome.'

Never be without a pad of paper or telephone message form and a pen or a pencil. There is nothing more annoying than to be put on 'hold' while the other person looks for something to write with; and even more annoying is to have someone call you for information, knowing he or she needs a pencil to record it, but then puts you on hold while he or she looks for one.





when taking a message, include the caller's name, phone number, message, date and time, and your name as the one who took the call, and make sure that person receives the message.

Speak directly into the transmitter at a moderate rate and volume, but vary the tone of your voice to add vitality and emphasis to what you say. Pronounce your words carefully, and give the caller your undivided attention.

Do not call a private residence before nine in the morning or after nine at night. If you reach a wrong number, do not just slam the phone down, causing near-deafness. A simple apology will go a long way. 'I'm sorry to have bothered you.' And do not ask, 'What number is this?' Ask instead, 'Is this 452-XXXX' so that you can look it up again or dial more carefully the next time.

Do not eat while you are talking, such as munching an apple, smacking gum, coughing, or blowing your nose without covering the phone. But if you must, at least say, 'Excuse me, please.'

Let the phone ring at least ten times before hanging up. It is very annoying to rush out of the shower to answer the phone, only to find the caller has hung up. If you are cut off in the middle of a conversation, the person who placed the call should phone back.

Always ask the person if you are interrupting anything or do they have time to chat. They may be very busy at the time and will probably offer to phone you back.

Obscene calls are best handled by hanging up; don't give the caller the satisfaction of hearing you get upset or responding to the call. If the call is repeated, leave the phone off the hook for a while. If the calls persist, notify the phone company. They can trace the call. Or keep a whistle by your phone, and blow it into the caller's ear. Chances are, you will not be hearing from that person again. Personally, I would be hesitant to do this since the caller might phone back with a whistle of his own, and blow it in your ear.

#### Answering Machines:

Screen your calls if you would like, but call back within 24-hours. If you leave a response to an invitation on an answering machine, follow it up with a post card since some machines pulverize messages.

Letitia Baldrige (etiquette expert) says it is unmannerly to have background music on your telephone answering machine. Some music can be ear-piercing or annoying to the listener.

Who has time for gimmicks or weird messages or background music, none sound professional. Example: 'You've reached the home of the world's greatest psychic. Since I already know who you are and why you called, when you hear the beep, hang up.'

Leave a factual message on your answering machine, fast and to the point, such as: 'You have reached 452-1234, Smith's residence. Please leave your message.' You do not have to say leave a message at the tone, since most people know to wait for the tone; nor do you have to say you are sorry you are not home. It is apparent you are not, or you would normally answer. These comments are boring and take up time. Answering machines have no feelings, so it is ok to hang up on one.



## CELL PHONES

Driving and talking is not about manners or etiquette, but about safety. It is best to avoid using the cell phone while driving. If you receive a call, you can always call back at a more safe and convenient time. In some states, it is against the law to use the phone while you are driving. This can be very distracting and dangerous. It is best to pull off the road. Ear buds: hands free works well, especially when driving.



### CELL PHONE USE LINKED TO RISE IN AUTO ACCIDENTS



Most people view their cell phones as a status symbol, so think nothing of leaving them on during the most inappropriate times. Your thoughtlessness can only be viewed as rude!

During a meeting, shut your cell phone off, but if you don't, and you get a call, excuse yourself and go to another place to answer. Keep at least a ten foot zone from anyone while talking. Have a brief conversation and return to the meeting with an apology for the interruption.

Do not disrupt the meeting with your chatting over the phone. This is a bad reflection on you and annoying to the others around you. We have a tendency not to think, but carrying on a phone conversation during a meeting not only disrupts the meeting, but is considered rude. Do not use loud and annoying ring tones.

Tell callers when you are on a cell phone and where you are so they can anticipate distractions or disconnections. Turn your cell phone off or set the ring to 'silent' or 'vibration' when in a restaurant, an airplane, a theater, the library, the museum, your church, the classroom, during business meetings, elevators and hospitals.



What could be more disturbing than to have people use their phone in these public places. Turn them off before entering. Then, if you must make a call, go to the lobby or other appropriate places where you will not disturb anyone.

We have a tendency not to think, but carrying on a phone conversation during a meeting not only disrupts the meeting, but is considered rude.

When in small enclosed spaces such as a doctor's waiting room, leave the room and go out in the hall to converse.

The entire congregation, not to mention the pastor, is disrupted by the ring followed by your chatter.



Maybe when that lady's phone rang,  
It was God answering her prayer.





When in public, always keep the conversation very brief and to the point. Keep your voice low when talking so as not to distract others around you. A long conversation should take place in private.

You walk around bleating into that cell phone as if you're the only person for blocks. Don't use distasteful language.

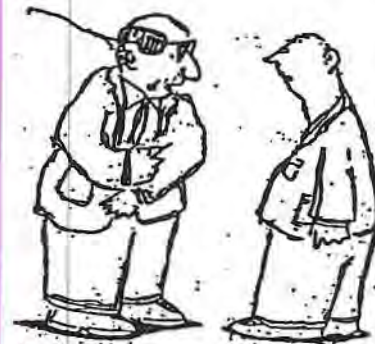
The Amtrak Metro Liner between New York and Washington has turned into nothing more than a phone booth on tracks, with cell phone abusers holding the other passengers hostage to their conversations.

Do not use your phone while someone is making a speech. Not only is this bad manners, it distracts the speaker.

When you are with someone and you need to answer your cell phone, excuse yourself. If the conversation will be more than a minute, move a slight distance away to carry on the discussion.



It's OK, everybody.. It's mine.



I can't find my cell phone.

#### FAX MESSAGES

Consider the hour in which you are sending your message. Do not interrupt a family's mealtime or sleep by the constant noise created by a fax machine.

Do not send unwanted material to another person's home fax. Not only are you tying up his machine, you are wasting his paper.





### Call Waiting:

Some people view 'call-waiting' as the pits. Someone gets you out of the shower to ask a favor, then puts you on 'hold' to answer a 'call waiting.' Do not blame the original caller if he or she hangs up; and if it happens to you, you have just as much right to hang up.

But if you do have 'call-waiting' and you get a call in the middle of a conversation, tell the second caller you will call back. Do not keep the first caller waiting while you carry on a conversation with the second one. This presumes a policy of 'last come, first served.'



### E-MAIL

#### From the Florida Sun:

"E-mail is sent much like a normal letter. When sending a business oriented e-mail, address the person with his or her title.

"In addition to opening with the formal greeting, closing with a computerized "signature" at the end of business e-mails is considered professional practice. An e-mail signature is simply the sender's full name above his or her title or position and company name. It is even okay to include a work phone number.

"E-mailing is more formal than speaking, but less formal than a normal letter, which has now been dubbed 'snail mail.'

"Next is connecting, or 'threading,' e-mail messages which occurs when you use the reply button (and do not delete the message that was originally sent to you) to respond to an e-mail. Without the original message, people may not remember what they said.

"Many employee handbooks address 'the display or transmission of sexually explicit images, messages, and cartoons.' As a rule, it is not allowed. Never send or open adult material received at work. Employees have lost their jobs for committing the act. E-mail is never totally private; someone can always look at yours.

"Getting 'flamed' with electronic mail is never pretty. If you have ever received a nasty reply to something you've said in a previous e-mail, you have been 'flamed.' A 'flame' is the electronic version of a verbal attack.



People who would not normally be rude during personal contact think nothing of firing off a 'flame' via e-mail. There are several 'no-no's' which will help you avoid flame-age.

"If you type in all capital letters, you are construed as SHOUTING. No one wants to be SHOUTED at.

"Sending boring forwards messages you thought were funny and forwarded to all your friends will get you flamed as well.

"E-mail is not formal; therefore, spelling and punctuation are not as important as content. Correcting someone's grammar will get you flamed.

"Be careful about what you write in your messages. Once e-mail has been sent, you have no control over it. It can always be forwarded to someone else, or saved for future use."

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Be aware that e-mail is open to anyone's perusal, so stop and think before you write; anyone can see it, even though you may address your message to only one person.

Sometimes humorous jokes that come over e-mail might be taken for gospel, thereby starting a rumor that could be harmful.

Do not use distasteful language. Never e-mail in anger. The way you feel at a particular moment may be influenced by false data, so sending an angry accusatory or inflammatory message on impulse can damage your relationship with the recipient in the event you are wrong.

It is easy when working 'sweatpants' to lap into casual mode. Do not. Stay the impulse to offer personal information and opinions. Forget the purple electronic stationery and green ink, the clip art, and the smiley faces. E-mail a simple readable typeface like 'Times New Roman' or 'Aria,' Avoid 'HTML.' Stick with plain text, the choice of IT professionals.

E-Mail is forever. Once you click on the 'send' button, your message is launched into cyberspace on a nearly instantaneous journal to its destination. You cannot take it back.

E-mail is not formal; therefore, spelling or punctuation are not as important as content, so don't correct someone's grammar.

When you use the reply button to respond to an e-mail, do not delete the message that was original sent to you. Without the original message, people may not remember what they said.

Clicking 'Reply to all' in answer to an e-mail means that your message will go to every addressee on the received message. Do the world a favor and don't forward chain letters.

Hold the trigger finger. Imagine yourself receiving the note you're composing. Could it be misinterpreted? Let it sit while you do something else, then re-read with fresh eyes. Since e-mail is short of emotional context, say only what you must. E-mail readers often relay on their own assumptions, a situation fraught with potential misunderstanding.

Be careful about what you write in your messages. Once e-mail has been sent, you have no control over it. It can always be forwarded to someone else or saved for future use. Follow proper etiquette, and you will never have to worry about your e-mail getting read the wrong way.

Use a signature. Craft an automatic signature to appear at the bottom of each e-mail. Keep it tight: name, title, phone number, e-mail address and Web site. Save quotations, aphorism and opinions for personal correspondence.

Be cautious of content. Be aware of how the attachments or content of an e-mail might be received if it goes astray. Kids can access parents' computers. Watch over them.

#### E-Mail in a Nut Shell:

Do not type in all capital letters - do not send e-mail that is typed in the color red - do not send e-mail when angry or upset - humor or sarcasm might be misunderstood - keep it short and simple - "spell-check" before you send it - send and copy e-mail to only those people who need or want to know - do not use distasteful language - sometimes humorous jokes that come over e-mail might be taken for gospel, thereby starting a rumor that could be harmful - use the "Out of Office" agent when you are out of the office for two or more days.

=====

Follow proper etiquette, and you will never have to worry about your e-mail getting read the wrong way, and you will make people happy in the process.



## HOSPITAL ETIQUETTE

When a shipmate or his or her family member is in the hospital, a cheerful visit does wonders for morale.

Have someone from the command visit regularly to keep that person up to date on what's going on at the office and whatever news may be of interest, and encourage the patient's other friends to visit.

Wash your hands when you enter a patient's room and stay off the bed.

Call before you visit and make sure the patient is feeling well enough to receive visitors.

If you are ill, such as a cold or any communicable disease, do not visit. A phone call will be appropriate.

If the patient is asleep upon your arrival, use your judgement as whether to awaken him or her.

Make sure you visit during visiting hours; do not overstay your visit, thereby tiring the patient.

Do not smoke before you visit. If you are ill, such as a cold or any communicable disease, do not visit. A phone call will be appropriate.

While in the hospital, walk and talk softly; do not smoke.

Do not bring small children unless invited to do so. A hospital is not a day care center.

Toilet articles, newspapers, books, magazines, etc., make a nice gift for the patient. Do not bring huge plants, baskets of fruit, etc. Someone has to carry that stuff home. Send it to the patient's house.

Fix a meal for them, run errands, or offer to stay at their home so other family members can do needed errands.

### When you are a patient in the hospital:

Do not be demanding.

Be considerate of those who are tending you (doctors, nurses, aides, etc).

If you are sharing a room, be extremely considerate of your room mate; keep the radio and TV low; keep your conversation with your visitors low-key.

Discuss the smoking policy with the hospital before you light up.



A Letter from Ann Landers:

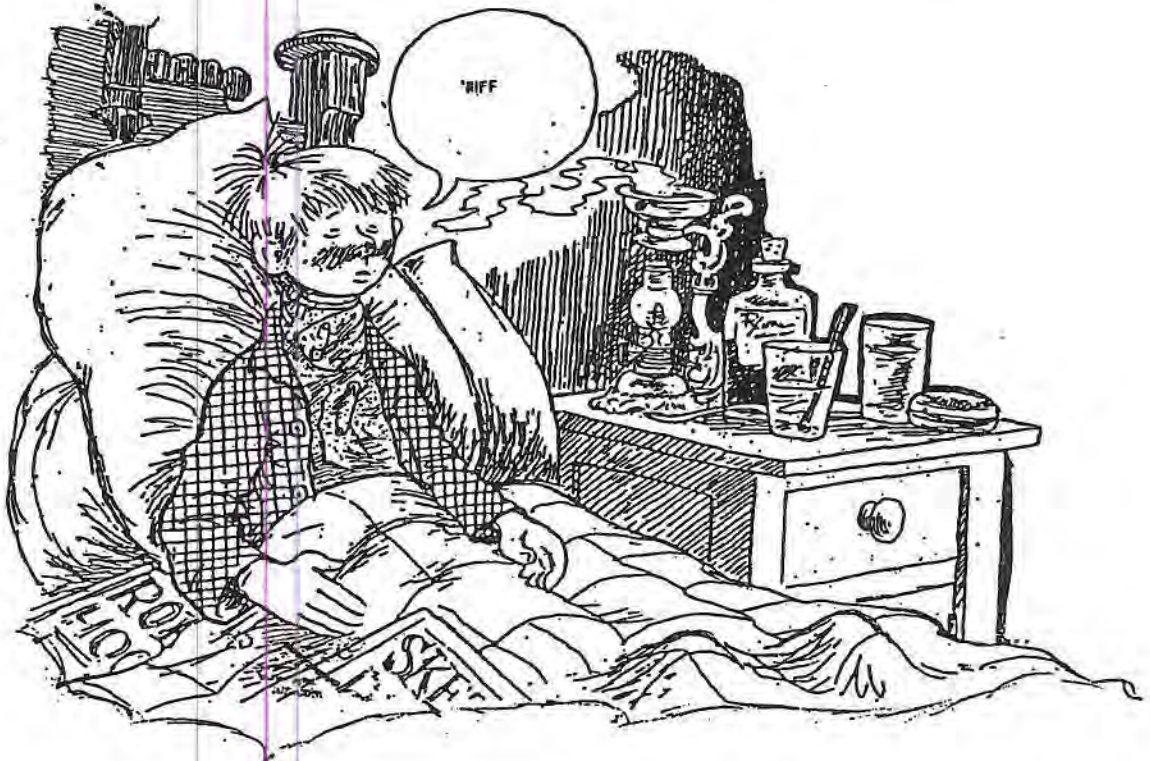
"I've had two bypass surgeries, a hip replacement, new knees, breast cancer, and diabetes. I'm half-blind and can't hear anything quieter than a jet engine.

"I take ten medications that make me dizzy, winded, and subject to blackouts. I have had bouts of dementia, poor circulation and can hardly feel my hands and feet anymore.

"I can't remember whether I am 85 or 87, and there's nobody I can ask. But thank God, I still have my driver's license."

Ann's Response:

"Very funny. I've received letters about you from readers who have encountered you in Miami, FT Lauderdale and Boca Raton. They will be pleased to know that you are in Michigan and hope you stay there."





## FUNERAL AND MEMORIAL SERVICES



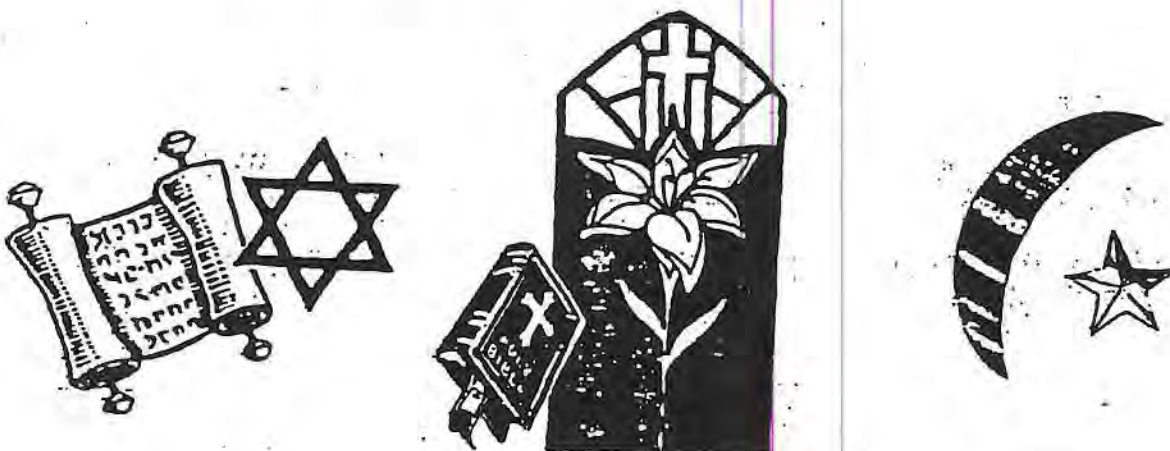
### Attending Funerals:

Anyone may go to a service if the obituary states the time and place.

"Private funeral" in the death notice means only friends have been given a specific invitation, usually by phone. Under these circumstances, one must not refuse without an acceptable explanation.

Friends exchange nods or brief words of greeting; restrict conversation until after the service.

Those of other faiths follow the custom of the congregation as far as possible, such as sitting and standing and bowing head when others do. You need not kneel, but at least lean forward with bowed head when others do, and you need not cross yourself or join responses not customary in your faith.



### Dress:

Wear any quiet clothing suitable for a regular church service; avoid light or bright colors, brilliant jewelry, and colored handkerchief.

Older women in the immediate family usually wear black. Men wear dark suits or other conservative suits. Young children wear their usual Sunday School attire.

#### **Register:**

The register is used as a record of your attendance. If you go as a couple, sign on one line (LT and Mrs. John Doe). If you arrive at different times, each sign separately on different lines.

#### **Seating:**

Arrive in time to be seated at least 10-minutes before the service.

The family sits in the first few pews on the right side of a center aisle and the pallbearers on the left.

An usher may show you to a seat but should not offer his arm as he would at a wedding, unless you need assistance; nor do you talk to an usher as you might at a wedding. The usher leads the way -- you follow.

If there is no usher, you may sit where you choose, except those seats reserved for family and pallbearers.

#### **Calling on the Bereaved:**

The purpose of such a call is to offer the family comfort and sympathy.

Friends who are not very close to the family call at the funeral home rather than at the house. Intimate friends should call at the home.

You may simply say, "I'm sorry" and briefly, but warmly, hold their hand.

Do not ply them with questions. If they want to talk to you, listen sympathetically.

Try not to become over emotional for you may add to the distress of the bereaved rather than comforting them.

Never take offense if you call on a bereaved family and are told by whoever answers the door that the family's not receiving visitors. You may leave your personal (not business) card with the phrase, "Deepest sympathy" or "To inquire" written on it; or you may write in the left hand corner (top or bottom) the initials p.c., signifying pour condoler (to console). (See SOCIAL CALLS, paragraph under CALLING CARDS, pages 46-51.

#### **Ways to Help:**

Take care of any children of the bereaved for one or two days, or arrange a daily or hourly schedule for friends or neighbors to take care of them; or at least try to assist in some way.

Help by wiring or telephoning friends of the family who are at a distance.



Answer the phone or do other necessary tasks, such as the laundry, picking up around the house, light cooking, etc.

Take food. When possible, take or send it in a disposable container so the recipient need not bother about returning it. If this is not possible, tape your name on the container.

#### After the Funeral:

Find out beforehand if the bereaved want relatives and guests to be with them.

Some people want to get their minds off their sorrow for a while and want to be with others; some prefer to be left alone.

It is customary for friends and neighbors or members of a church group or organization to prepare food and have it on the table, buffet style, when the family returns from the services.

#### Condolences:

Whether or not you attend the funeral, it is important to send a message of condolence to express your sympathy. Although difficult as it is to write one, it is of great comfort to the bereaved to know you care.

Do so immediately after you find out about the death.

The note is usually written in hand on plain white paper and should be short and simple, but sincere.

Do not dwell on the illness or manner of death.

Try to mention a favorite remembrance of the deceased.

The following are suggestions you might want to add in a letter of condolence:

...Usually begin with an expression of sympathy, such as, "I was so sorry to hear about your loss."

...You might want to mention an observation about the deceased, such as, "I remember your mother's generosity in giving her time to volunteering..."

...Some expression of comfort, such as, "I'm sure it must be of some comfort to you to know how many people loved and admired your mother."

...Conclude your letter with a statement of sympathy or affection or both.

..."Affectionately" may be used in closing a letter to acquaintances, although "Sincerely yours" or "Cordially" is more suitable to distance acquaintances and to people you do not know.

...But a brief message that says no more than "All my thoughts are with you in deepest sympathy" is in just as good taste as a longer letter.

### Mass Cards:

A person of any faith may send a mass card, sometimes known as a "spiritual bouquet", in token of sympathy to a Catholic friend.

You may get one at any Catholic Church by making a donation; a mass will then be said for the repose of a soul.

The card may be given to a member of the family, left at the Rosary, or may be mailed before or after the funeral.

### Flowers:

In some faiths, flowers are never appropriate as a token of sympathy. You should inquire before sending them.

It is appropriate to send them to the home of the bereaved, to the mortuary, or to the church.

Never send them in the name of the deceased.

Address them: To the funeral of (name of deceased).  
Address of the home, mortuary, or church.

When the funeral announcement includes the statement, "Please omit flowers", you must honor this request.

### Memorial Donations:

Many people prefer to make a memorial donation to a charity instead of sending flowers, and in some cases, the family will request this in the death announcement.

Send a check to the chosen organization with a note giving the name and address of the deceased, as well as your name and address, as the donor.

The organization sends an acknowledgment back to you, the donor, mentioning the amount. It also sends a notification to the designated relative that a donation has been received in memory of the deceased, giving the name of the donor but not the amount of the donation.

### Memorial Services:

A memorial service usually follows burial or cremation within a few days, weeks, or even months; and in very rare cases, years, depending on the circumstances. In cases of missing-in-action who are perhaps years later declared killed-in-action, a memorial service may be held.

There will probably be altar flowers, but friends attending should not send flowers to a memorial service.

Basically, follow guidelines given for funerals.





## FUNERAL SERVICES FOR CPL JONATHAN SPEARS

The following is an excerpt from the *Pensacola News Journal* describing one of Molino, Florida's, fallen heroes, CPL Jonathan Spears who was shot 23 October 2005 while on patrol in Iraq.

"CPL Spears made the greatest sacrifice in a hostile land out of a sense of honor, duty, and dedication to the principles on which this country was founded, and by which it still abides.

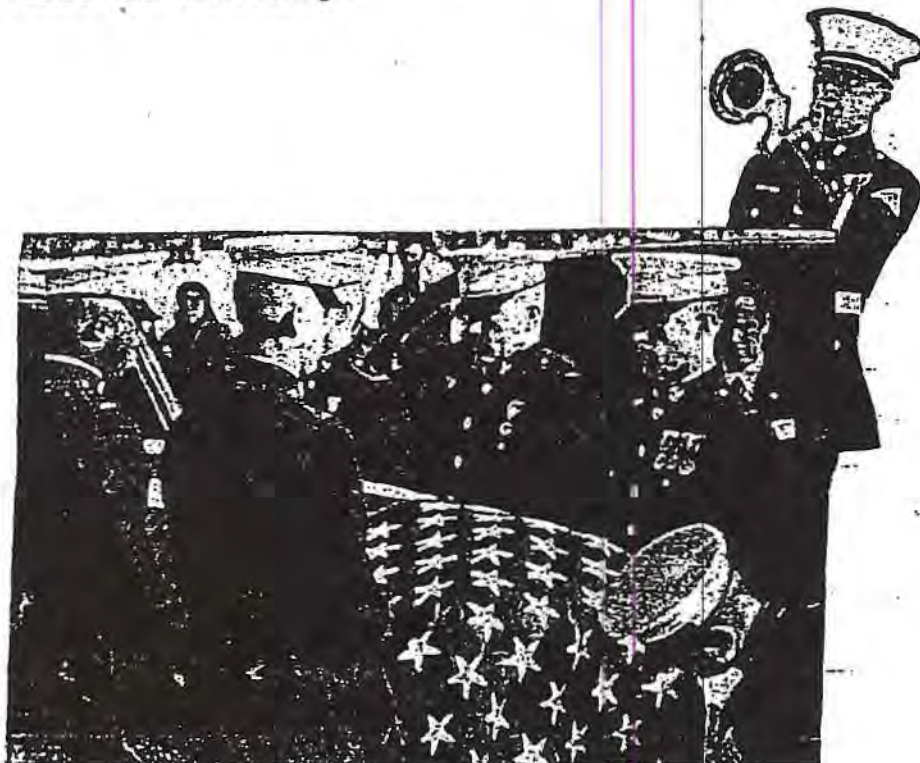
"Fran Hampton who owns Fran's County Grill in Molino and Olivia Davis who works there, believe so many older generations had strict rules for raising children and see no reason to change that.

"Should any child forget to put a 'Miss' or a 'Mr' before an elder's first name, they know a customer-or-two who would instruct them to 'Put a handle on that name.'

"A lot of parents today will say, 'Oh, that's o.k.,' when a child says 'Yeah' or 'Yes,' but around here, it is 'Yes, Ma'am' and 'Yes, Sir,' and if you talk to grown-ups, it is 'Miss Fran' or 'Mr. Jim.'

"And this was the type of old fashion respect our late hero, CPL Spears, projected -- a true role model for his peers.

"His outstanding service is a real testament to the bravery and courage of the men and women who value the idea of freedom, and who make the real sacrifice in defense of democracy."



## FREEDOM ISN'T FREE

I watched the flag pass by one day;  
It fluttered in the breeze.

A young Marine saluted it,  
And then he stood at ease.

I looked at him in uniform,  
So young, so tall, so proud...

With hair cut square and eyes alert,  
He'd stand out in a crowd.

I thought: how many like him  
Had fallen through the years;

How many died on foreign soil;  
How many mother's tears.

How many pilots' planes shot down  
As they fought across the sea;

How many fox holes turned to graves;  
No, FREEDOM IS NOT FREE.

I heard the sound of Taps one night,  
When everything was still...

I listened to the bugler play  
And felt a sudden chill.

I wondered just how many times  
That Taps had meant "Amen,"

When a flag had draped a coffin  
Of a brother or a friend.

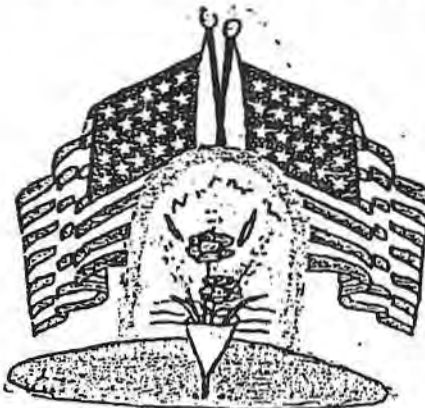
I thought of all the children,  
Of the mothers, and the wives,

Of fathers, sons, and husbands  
With interrupted lives.

I thought about a graveyard  
At the bottom of the sea...

Of rows of graves in Arlington -  
No, FREEDOM ISN'T FREE.

Cadet Major Kelly Strong, Air Force JROTC  
Homestead Senior High School, 1988







"The importance of the true meaning of the flag of our nation, its significance in the past, what it symbolizes now, and what it stands for in the future cannot be too strongly stressed."  
General Dwight D. Eisenhower

When a flag is passing in a parade or in a review, or when it's being hoisted or lowered during a ceremony, or when the flag is displayed during the playing of our national anthem, all those not in uniform face the flag, stand at attention, and place right hand over heart. Those in uniform salute.

During bad weather or when a band is not present for a ceremony, a bugle call "To the Colors" is played instead of the National Anthem. Stand at attention. You may place right hand over your heart, but usually indoors, hands remain at your side.

During bad weather or when a band is not present for a ceremony, a bugle call "To the Colors" is played instead of the national anthem. Stand at attention. You may place right hand over your heart, but usually indoors, hands remain at your side.

When driving a car on base where the flag is hoisted at 8:00 a.m. or lowered at sunset, stop the car and wait until the ceremony is over. Remain seated in your car.

Walking on base while the flag is hoisted or lowered, stop, turn toward the flag, stand at attention with hand over heart.

#### Flag designation:

Colors.....When the flag is carried by dismounted units.

Ensigns....When the flag is flown from ships and boats.

Standard...When the flag is carried by tanks, cars, or on horseback.

### Flag ceremonies:

Review.....Honor ceremony during a parade.  
Reveille.....Signifies the start of the military day  
Morning  
Colors.....The daily ceremony of raising the flag.  
Evening  
Colors  
or Retreat...The daily ceremony of lowering the flag  
and putting it away for safe keeping.

### From the 22 March 1996 edition of the GOSPORT:

"Somewhere a bugle softly sounds.  
The message is renown, and  
some, inside their buildings,  
wait until the flag comes down.

"Others run and get in their car,  
Quite harrowed or dismayed,  
Afraid they may not reach the gate  
Before retreat is played.

Not thinking of the flag or  
Those who fought to keep it flying.

"How many would be glad to stand,  
Whose bodies now are mute, or  
Have no hand they might raise and  
Stand in proud salute.

So accept it not as duty, but a privilege.  
Receive it as an honor, instead of just a chore."

=====

### The National Anthem:

During wartime, playing the national anthem, "The Star-Spangled Banner," is obligatory at any public gathering; but otherwise, it is a matter of choice. At most events, however, it is a custom.

Rise promptly with weight evenly distributed on both feet; stand quietly. Remain standing until the playing is finished.

Civilian men place their right hand over their heart; if they are wearing a hat, they remove the hat and hold it over their heart.

Women do not remove their hats, unless wearing a baseball-cap. This is a unisex item of male origin, and therefore observes the removal-for-respect rule. Women place their right hand over their heart.





WHO HAS GIVEN US FREEDOM OF THE PRESS  
Father Denis Edward O'Brien, USMC

It is the soldier, not the poet  
Who has given us freedom of speech.

It is the soldier, not the campus organizer  
Who has given us the freedom to demonstrate.

It is the soldier, not the reporter,  
Who has given us freedom of the press.

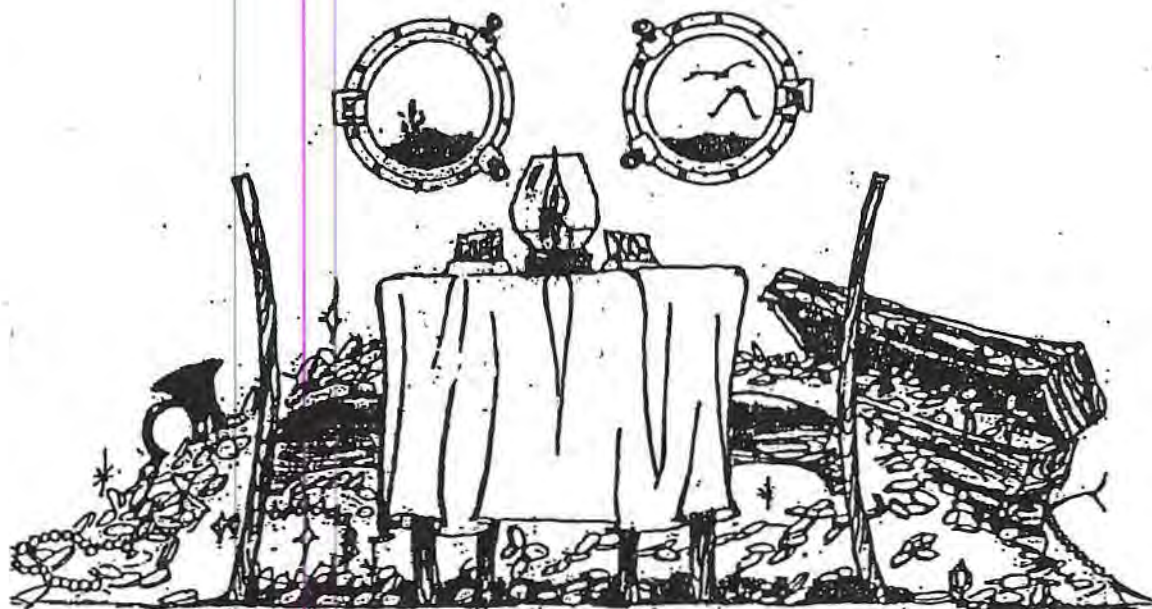
It is the soldier who salutes the flag,  
Who serves beneath the flag,

And whose coffin is draped by the flag,  
Who allows the protester to burn the flag.

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# WARDROOM ETIQUETTE



Aboard 18th century British ships, there was a compartment called the wardrobe which was used for storing booty taken at sea. The officers' mess and staterooms were situated nearby, so when the wardrobe was empty, they congregated there to take their meals and pass the time.

When the days of swashbuckling and pirating had ended, the wardrobe was used exclusively as an officers' mess and lounge. Having been elevated from a closet to a room, it was called the wardroom.

Wardroom country is each officers' seagoing home in which he should be proud to entertain his relatives and friends. It is also his club where he may gather with his fellow officers for moments of relaxation.



# WARDROOM ETIQUETTE



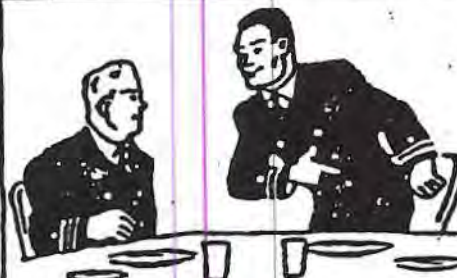
Don't enter or lounge in wardroom out of uniform



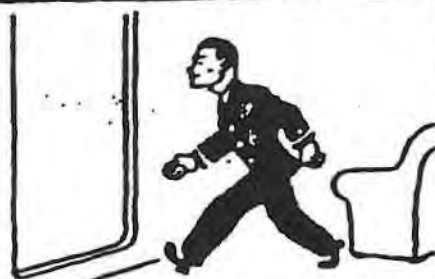
Do get to meals on time.  
If unavoidably late, make apologies to presiding officer.



Don't sit down to meals before presiding officer sits down.  
(Exception: breakfast)



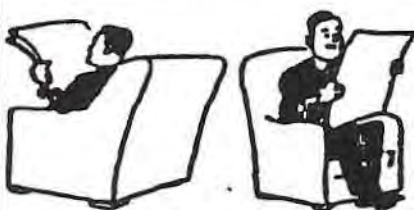
Do ask to be excused if you must leave before meal is over.



Don't loiter in wardroom during working hours.



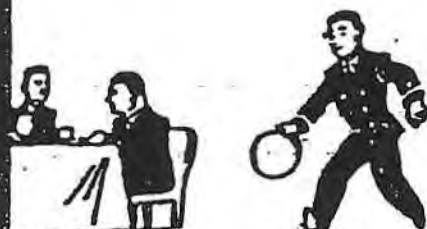
Do pay mess bills promptly.



Don't be boisterous or noisy in wardroom.



Do avoid discussion at mess of religion, politics, ladies.



Don't wear a cap in wardroom especially when your shipmates are eating.



Do become known, not for "sticking your neck out," but as "a good listener."

Major T. J. Edwards, MBE, in Military Customs, writes:

"Nothing is more embarrassing, and sometimes humiliating to a young officer, than to be entertained in an officers' mess, other than his own, and unwittingly fail to observe its long-established customs. The officers' mess is, for the time being, at least, an officer's home, and the messes, like homes, conform to a certain amount of domestic ritual which they expect their guests to respect.

"If therefore, a young officer does not want to be regarded as ignorant, boorish, and unobserving, he should ascertain all he can about the customs observed in a mess to which he has been invited, or to which he may be temporarily attached."

#### REFERENCES:

- Traditions and Customs of the Service
- The Wardroom, Published by the Bureau of Naval Personnel (NAVPERS 100002-A)

#### DEFINITIONS:

Wardroom...Eating quarters aboard warships for officers.

Mess.....The term "mess" refers to members of the naval service who eat together. It comes from the Latin word "mensa" meaning table.

#### CUSTOMS AND ETIQUETTE:

Wardroom country is each officer's seagoing home -- a home in which they should be proud to entertain relatives and friends.

It is also their club where they gather with fellow officers for moments of relaxation, such as...

...a discussion of the daily problems;

...watching a movie, listening to the radio, musicals or TV programs; or

...playing a game of acey-deucey over a cup of coffee.

It is a place where members should conduct themselves within the ordinary rules of propriety, common sense, and good manners, in addition to observing the rules of etiquette founded on customs and traditions.

In large ships, the commanding officer has his own mess and the executive officer is the president of the wardroom mess. In small ships, the commanding officer is a member of the wardroom mess and is usually the president.



During peacetime, do not enter the wardroom out of uniform. Some small ships have latitude in this matter, but be sure the commanding officer approves. It is best to remove your hat at all times, and by all means, during meals.

Uniform of the day is the uniform in the wardroom, and it is the uniform for dinner except on formal occasions.

Officers should not loiter or remain in the wardroom in civilian attire, unless waiting temporarily for a liberty boat or under similar circumstances. Whenever wearing civilian clothing, you are expected to be in keeping with the dignity of an officer and the occasion.

#### Meals:

Meal hours are designated by the president of the mess, subject to the commanding officer's approval.

Breakfast is an informal meal. Except for Sunday and holidays, the wardroom should be cleared by 0800. The hours may be shifted from time to time to conform to daily routine, generally attended by the off-going duty section and those ship's company officers who live aboard. A clean uniform of the day is the appropriate attire.

Lunch is usually served at 1200, both underway and in port and may also be informal for those dining prior to 1200. You are required to wear a clean uniform and be on time.

If you are late, you must ask the senior officer present, 'Request permission to join the mess.' If you must leave before the meal is completed, ask to be excused from the presiding officer; however, head calls are not considered appropriate reasons for asking permission to depart the mess or for joining late.

Dinner normally is served at 1800 when underway. It is usually served 1830 or later in port, particularly in foreign ports.

#### Seating:

Navy Regs prescribes the seating arrangements. Officers are assigned permanent seats at the table. They alternate in the order of rank to the right and left of the presiding officer. This system is also followed in seating officers aboard for temporary duty or for transportation.

The president sits at the head of the senior table, with the mess treasurer at the opposite end.

Guests usually sit at the senior table with the honored lady on the right of the presiding officer; the host officer second; and with other guests taking precedence over regular members.



In a large mess, it's customary for junior officers to have their guests seated at their permanent table.

Use place cards at formal dinners to avoid confusion.

Common Courtesies:

The presiding officer should be punctual for commencement of meals; or if late, should inform the next senior officer whether or not to proceed.

Members should arrive from 3- to 5-minutes prior to meals in order to be present for introductions and be seated at the same time the presiding officer sits down. If you are late for the meal, make apologies to the senior member at your table. Never sit down to meals before the presiding officer takes his seat.

Notify the presiding officer if business detains you, and ask the chef to save a ration for you -- then eat with officers coming off watch.

Notify the chef if you are going to be absent.

The presiding officer usually makes the announcements. If you have something you wish to bring before the members, ask his or her permission and then brief that person.

Promote a cheerful atmosphere; do not be boisterous, but rather contribute to the conversation.

A good rule to follow: "shop talk" anytime -- "ship talk" only after coffee.

Do not discuss religion or sex in the mess, and try to be discriminating when you discuss politics and debatable issues of the day.

Avoid unfavorable comments about the food. If you have constructive criticisms to make, do so privately to the chef.

It is not polite to rapidly eat your food and leave. If you must, ask to be excused by those in your immediate vicinity and if practical, from the head of the table and/or the presiding officer, dependent on size of mess.

Only under unusual circumstances should an officer be disturbed during a meal. If the business is urgent, the officer should excuse himself from the table and conduct the business outside the wardroom.

Meals should not be taken in the stateroom except in case of sickness or when directed by the commanding officer.

Observe good table manners as a matter of course. There is nothing that will compensate for bad table manners. The president should privately counsel those whose deportment brings down the tone of the mess.



**Wardroom Habits:**

The senior officers should set the proper example of manners, consideration of others, and the tone of conversational decorum.

Always remove your cover upon entering the wardroom.

Never appear in the wardroom out of uniform, except when in civilian attire waiting temporarily for a liberty boat and similar circumstances.

Do not be boisterous or noisy. The wardroom is the home of all officers and their rights and privileges should be respected. Consideration of others is one of the basic elements of a gentleman. Show consideration for your fellow officers...

...when using radio, video, or television by moderating the sound to minimize interference with others; or

...when playing cards and other games by choosing a table location that will not interfere with others.

Magazines and papers should be carefully handled, not left adrift, damaged, hoarded, or removed from where they have been placed.

Obscenity, vulgarity, and off-color tales do not belong in an officer's conversation at any time, especially in the wardroom.

Unkind and unfavorable comments about other officers and opinions about seniors are not appropriate. In other words, do not gossip. Gossip cheapens the one who gossips more than the one gossiped about.

Your feet belong on the deck, not on the furniture. If you wish to sleep, retire to your stateroom.

Stay clear of the wardroom immediately after breakfast as this is usually the period for general cleaning.

You may drop into the wardroom for coffee, but do not make a practice of loitering during working hours. Such a practice marks an officer as being the intolerant type.

When leaving the wardroom, leave the place you have been occupying neatly and orderly, whether you found it that way or not.

**Meals in Port:**

Breakfast is an informal meal, generally attended only by the off-going duty section and those ship's company officers who live aboard. A clean uniform of the day is the appropriate attire.

1200. At 1200, the executive officer may have a single formal sitting. This sitting will normally require a clean uniform of the day, as well as require those mess members attending to be on time.

Late arrivals may enter after excusing their lateness by asking the senior officer present, 'Request permission to join the mess.' And if you must leave before the meal is completed, ask to be excused from the presiding officer. Head calls are not considered appropriate reasons for asking permission to leave the mess. Evening meals will be formal sittings only.

Always introduce your guests to those at your table and to the other officers, if practical. The senior officer of the mess will welcome junior officers and treat them as full-fledged members in every respect; nevertheless, junior officers should not be too forward in conversation or action.

#### Meals at Sea:

Breakfast and lunch are informal meals which may be taken in working uniforms and flight suits. Evening meals will normally be offered at both an informal as well as formal sitting. The formal sitting will include all ship's company department heads or their assistants and will be taken in a clean uniform of the day. The formal sitting will normally be followed immediately by 'Eight o'clock Reports' taken by the executive officer.

Mid-rats will also be available to mess members and will not only be formal, but may include menu selections ranging from breakfast to dinner fare. These rations are provided to accommodate around-the-clock activity required at sea.

#### Wartime Wardroom Etiquette:

Regular mealtimes are altered. On some aircraft carriers, meals are served with speed and informality around the clock and must be taken when the opportunity permits.

Formal seating arrangements are usually ignored. Some ships place high ranking officers at different tables to prevent their simultaneous loss in the event of attack.

Shop talk is the order of the day. Mealtime may be the only time you'll have to transact business with certain shipmates. One wardroom, known as the 'dirty shirt wardroom' is set aside and is opened around the clock, available to the flight crew. Officers may wear their flight suits.

#### Mess Bill:

The officer's mess has a mess fund from which food and supplies are purchased. Each officer must contribute his or her share (the per-person value of the mess on the last day of the preceding month) and pay the mess bill (the anticipated cost of the current month) upon joining the mess.



Custom dictates that officers pay their mess bills within 24-hours of joining and promptly at the beginning of each month. The fund is administered by the mess treasurer who is elected monthly.

If an officer wants to face time with seniors, not paying mess bills on time is the perfect way to do it. No officer shall be excused from such payment except as provided in Navy Regs.

Members will initially buy into the mess by paying a mess share and then pay each month's meal charges in advance.

The mess is divided by the number of members and is the value of all mess assets. Plaques, name tag blanks, computers, TVs, VCRs, movies, silver, etc., are purchased by the mess.

Some ships will use sign-up lists to determine number of meals eaten; others may use meal cards or a combination of the two.

Air Wing personnel are required to pay mess bills only for those meals eaten while embarked, other than on deployment. Once the Air Wing has chipped to the ship for deployment, then all Air Wing personnel will be required to become mess members and purchase mess shares.

An officer ordered to detach duty or sent to a hospital shall be entitled to a rebate of the full amount of his or her mess bill for the period absence.

An officer granted leave of absence for more than six days, including travel time, shall be entitled to a rebate of the amount of the bill for the period of the actual absence exceeding six days. No rebate shall be allowed for up to the first six days of leave.

Officers and others in a transient or temporary duty status, who are not entitled to reimbursement for meals, shall be charged at a rate prescribed by the commanding officer. Officers in such status may become members of the mess if the temporary duty is of an extended nature.

A well-operated mess recognizes its responsibility to both members and creditors.

Its financial structure must be such that creditors are properly paid and that the mess can satisfy all obligations.

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The following is an excerpt from an e-mail written by a former CWO/LDO student describing his first experience in the Wardroom:

"On three different occasions, I made simple but very expensive mistakes, each costing me \$100.00.

"Firstly, I was invited to a ship for lunch by the Commanding Officer. As luck would have it, I was late and forgot to ask permission to enter the mess:

'Pay the Mess, Ensign.'

(Note: The Ensign was already in the mess, so he should ask to join, not enter).

"Secondly, I entered the mess on a different occasion and on a different ship. I was on time. but without asking permission, I sat next to a Lieutenant whom I knew.

But as luck would have it, the Executive Officer caught this Ensign sitting at the Lieutenant's table, and upon inquiry of the other Lieutenant's at the table, he found out I was not invited. Although my friend tried to stick up for me...alas, it was too late:

'Pay the mess, Ensign.'

"Thirdly, on yet, another ship, I had finished my meal and needed to leave the mess. The Commanding Officer and the Executive Officer were present and still eating, and as luck would have it, I left the mess without asking permission.

"The Commanding Officer promptly called me back and talked to me in front of 15-Naval officer about procedure and how they should be when leaving the mess. Those last famous words:

'Pay the mess, Ensign.'

"This is my story and I'm sticking to it."

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## This image shows a single sheet of white paper with horizontal blue or grey ruling lines. There are two vertical lines near the left edge, creating a narrow margin. The paper appears to be from a notebook or a standard ruled document.



[illegible]

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