

CHAPTER 10

PROTOCOL, CUSTOMS, AND COURTESIES

- Giving proper attention to invitations
- Formal Dinners, Teas, and Coffees
- Military social functions
- Flag Etiquette

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CUSTOMS, COURTESIES, AND PROTOCOL

Why does the word "protocol" strike fear in the minds of even the most seasoned military spouses? It sends most of us running to our etiquette books. A wise military spouse learns the traditions and courtesies of military life. We attend a variety of social functions, from the very casual to the very formal. Protocol is designed to let us know what to expect in a given situation. For most of us, it is a combination of military traditions, etiquette and common sense. Knowing these guidelines will help you feel more comfortable in any given situation. When in doubt, ***take your cue from the next senior spouse.*** She/he may not always be right, but at least you will be in good company!

Please use the following as outline information -- *not formal guidelines*. Good manners are the rules in the "Game of Life." They make people feel at ease with you, with themselves, and with the situation.

There are many references available concerning military traditions and social customs for the commander's spouse who wants to refresh his/her knowledge on this subject. As a commander's spouse, you set the tone for the unit and will need a clear working knowledge of military traditions and current social customs. You will be called upon to make personal decisions that are based on this information. Do your best to respond to questions, and do not hesitate to find out what is correct if you are uncertain. Above all, you should try to set an example so other spouses can learn from you.

SOCIAL OBLIGATIONS

Entertaining is part of military life. Social gatherings in the military have been used to celebrate high points, boost morale, foster team spirit, or simply to get to know others in the same situation in which you have found yourself. It is one of the nicest traditions of our Army life. When you accept an invitation, it is common courtesy to return the hospitality. Special occasions such as Hail & Farewells, weddings, and promotion parties are exceptions. It is not necessary to return a seated dinner for a seated dinner. Do what is comfortable for you and keep your budget in mind.

Over the years, each military Family develops a style of entertaining that is comfortable for them. Do not be afraid that your "picnic in the backyard with the kids" will fall short. Your command team will be happy for the chance to get to know you better in any setting!

INVITATIONS

In the course of your military life, you will receive many invitations. Keeping a few main points in mind will help you avoid misunderstandings and hurt feelings. At times you will find that an invitation will conflict with another obligation or interest. When it comes to deciding which function to attend, *your Family comes first.* Hail and Farewells and spouses' coffees are usually held monthly and probably will be your next priority. These get-togethers are opportunities for you to get to know other people in the company or battalion.

Friendships formed at these functions will unite you more closely with the other spouses, which is especially important should the unit deploy.

- Invitations can be formal, informal, or casual. They may be extended by written note, email, in person, by telephone, or sent through distribution.
- Only the names of the people on the invitation are invited.
- No children, unless specified. *Do not ask if you may bring your children! If you cannot leave your child/children, then you send your regrets!*
- If you are invited to an occasion and have a houseguest, you may explain to the hosts that this is the reason for declining the invitation. This allows the host/hostess the opportunity to invite your guest, if he/she desires. *Never ask if you may bring extra guests; the host or hostess will do the inviting!*

If you attend the dinner party and you recognize that you will have an allergic reaction to the type of food being served, be courteous to the host/hostess and explain. This ensures that the hostess (or host) is not embarrassed by the presumption that you do not like her (his) cooking!

INVITATIONS for coffee, tea, luncheon, brunch, reception, cocktails, buffet or seated dinner should always include:

- Date (day of the week and date)
- Time (if formal, write out the time, for example, ten o'clock)
- Place: (where it will be held)
- Host/Hostess: (if husband/wife -- informal: Bob and Carol Smith
formal: LTC and Mrs. Robert Smith
if unit: 407th Forward Support Battalion)
- Always send out 10 - 14 days in advance
- Use black ink
- Emphasize to your spouse the importance of timely delivery of invitations if you send through distribution.
- Avoid initials and abbreviations. Exceptions: Mr., Mrs., Dr., RSVP, or Captain J. Paul Doe (if an initial is used in place of a first or middle name)
- Write full titles, ranks, and names. Example: Major, Colonel, etc. In the Army, both First Lieutenant and Second Lieutenant are referred to as "Lieutenant."
- One may use "General" instead of Lieutenant General, etc. when addressing him/her.
- Dates and hours are spelled out on formal invitations with only the day and month capitalized. Example: Thursday, the eighth of May; "seven-thirty" is correct; "half after seven" (also correct) is more formal

Major and Mrs. John Doe
request the honor of
the company of
Captain and Mrs. Smith
at a reception
on Saturday, the fifth of June
at half past six o'clock
3 Garrison Lane

123-4567
R.s.v.p. NLT (date)

Dress: Informal

Invitation Sample

Written or Engraved -- 4" x 6" card, plain or engraved.

Note: Black ink or fountain pen should be used for formal and informal written invitations.



Request the pleasure of the company of

at

on

at

o'clock

Invitation Sample

Purchased partially engraved -- the key phrases are already engraved; you fill in the blanks **with a black fountain pen!**



FOR:

DATE:

TIME:

PLACE:

Invitation Sample

Commercial Invitations -- key words are printed on when the invitation is purchased. The host/hostess simply fills in the information.



FORMS OF ADDRESS

- ❑ If an invitation is extended to a married servicewoman because of official capacity, it should be addressed as follows:
 - Major Mary Jane Doe and Mr. Doe (Civilian husband)
 - Major Mary Jane Doe
Colonel John Paul Doe
 - Captain John Doe (senior first)
Lieutenant Jane Doe
- ❑ If the invitation is of a personal nature:
 - Captain John Doe (Two different last names)
Jane Deer
 - Retired -- Colonel (RET)
 - John Doe
- ❑ Divorced from husband -- Mrs. Jane Doe
- ❑ Widow – Mrs. Jane Doe
- ❑ Although far more casual, it is considered courteous to address a senior officer's spouse as 'Mr./Mrs. Doe.' If he/she desires that you call him/her by his/her first name, he/she will tell you. Do not take the liberty until then. If you are asked to use a first name, it is polite to do so.

RSVP/REGRETS

"RSVP" means "respond, if you please" and requires a yes or no response. Respond promptly, within 48 hours, if at all possible. The host/hostess needs to know how many people will attend so he/she can shop accordingly, or add more guests if there is enough room. *(It's a good idea to tape the invitation to the phone you use the most if you cannot RSVP when you open it. You will not forget to RSVP later! Put the address and phone number, as well as the time, on your calendar.)

- ❑ Contact is imperative, whether yes, no, or unsure. If you are unsure, you will have to see if your "RSVP deadline" can be extended. If you are having trouble giving a response within this time frame, call the hostess (or host) to regret and explain your situation. The hostess will then have the option to accept your response or extend your deadline. The decision is up to her.
- ❑ Only those named on the invitation should attend. No children or house guests should attend, nor should you ask if they might attend, unless specifically invited. (When you regret because of house guests, the host or hostess may extend the invitation to include them. **YOU MAY NOT ASK!**)
- ❑ Do not respond in person at the commissary, etc., but use the phone number or address on the invitation. The host/hostess may forget if you tell him/her at the PX where it cannot be noted.
- ❑ If RSVP/REGRETS is not listed on the invitation, the host/hostess assumes you will attend.
- ❑ "Regrets only" means call only if you cannot attend.
- ❑ Accept with enthusiasm or regretfully decline -- no explanation or excuse is necessary.

- “Looking forward to” (i.e. reminder) is usually sent to a guest of honor after a telephonic confirmation of availability.
- Appropriate to regret at very last minute (if legitimate emergency).
- Formal invitation may not have “RSVP.” or “Regrets Only” on the invitation. You are expected to attend! Example: New Year’s Day Reception.

□

ATTIRE

A question often asked by men and women is what to wear to a specific function

- Invitations should have “dress” in the bottom right-hand corner
- Casual – open collar-no tie; skirt or slacks for women; (no jeans).
- Informal -- coat and tie; dress, skirt, or slacks for women
- Semi-formal -- not really a category, but indicates business suit and dressy dress
- Formal -- evening dress uniform/dress mess. Civilians wear dinner jackets, long dress, or dressiest dress (short)
- Stand of Dress depends on local customs and time of day --
 - Morning -- skirt/blouse/sweater, simple dress or slacks, open shirt (no tie)
 - Luncheons -- skirt/blouse, dress, suit or slacks, tie, no jacket
 - Tea or Reception -- dressier dress or suit, or dress pants, sports coat
 - Cocktail or Evening Affair -- dressier dress or evening suit, or men’s suit

NOTE: Today, most women do not wear gloves, although some do. Should you be included in a receiving line, or expect to go through a receiving line, the option to wear gloves or not is yours. Gloves are not worn, however, while smoking, drinking, or eating.

SAYING THANK YOU A thank you can be a mailed note, phone call, or a thank you at the door, depending on the occasion. An e-mail is also appropriate if you know the host/hostess uses their e-mail regularly. Regardless of how you do it, a personal thank you is always appreciated. Rule of thumb: *if you eat and/or drink at someone’s home, or at their expense, say “thank you.”*

- A small "hostess gift" is always appreciated when visiting someone's home. This does not have to be expensive. Home-made cookies or muffins, jellies, a bottle of wine, or flowers are all appropriate. It sends the message that you appreciate the invitation.
- Promptness is important, but it is never too late to thank anyone. Try to get in the habit of writing a thank you before you go to bed the same night. You will still be thankful then!
- Address thank-you notes to the hostess only. Sign it from yourself. If you are writing as a couple, refer to the other person in the note. Example: “John and I had such a great time.” or “Jimmy-Joe-Bob joins me in thanking you.” Never sign a note with your spouse’s name, too.
- Specifically mention something special about the evening, dinner, gift, etc.
- If you have doubts or need help writing thank you notes, check an etiquette book for assistance.

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

RECIPROCITY

- ❑ Repayment does not have to be in-kind; it can be done your way. A give and take situation is fair! It is not only reciprocation of kindness, but of courtesy.
- ❑ Your entertainment choice depends on your means. Paper plates, plastic cups, and tableware are fine to suit your own personal style.
- ❑ Command performance occasions do not need repayment, such as New Years Day's Receptions, Hails and Farewells, and formal or group unit functions.

DINNER NOTES

There are many types of dinner parties, ranging from very casual to formal. Always entertain in the way that makes you feel most comfortable. If you are invited to dinner, the following tips may prove helpful.

- ❑ Seating Arrangement: At a large dinner, a table diagram, showing the seating arrangement, is usually placed near the entrance to the dining room. Arrange seating to stimulate conversation.
- ❑ Escort Cards can be used at small dinner parties. The name of the male guest is written on the envelope with his dinner partner's name written on a card placed inside the envelope. Usually, these are placed on a table close to the entranceway so they can be picked up as the gentlemen arrive.
- ❑ Seating: At dinnertime, the host leads the guests into the dining room by escorting the senior lady or wife of the guest of honor to the table. Others follow in pairs, as noted by escort cards or other method of designation dinner partners. The hostess enters last, escorted by the ranking gentleman (guest of honor). Normally, a gentleman seats the lady on his right. The gentleman assists his partner by sliding her chair away from the table, allowing her to enter her seat from the left (when departing, rise from the right -- Lower from the Left, Rise from the Right). He then adjusts the chair to her satisfaction. Gentlemen do not sit until all the ladies and senior male guests are seated.
- ❑ Eating: At small dinners, before eating, it is polite to wait until the hostess has begun eating. At large banquets or buffets, it is appropriate to start eating when everyone at your table has been served. If you are in doubt about what to do, take your cue from the host/hostess. Guests should engage their dinner partners and other close guests in light conversation during the meal. (A true gentleman never discusses money, religion, politics, or his sweetheart. A gentlewoman also refrains from the aforementioned topics.)

According to the "Rule of 4," when the number of guests equals any multiple of four, and the number of women equals the number of men, the host and hostess cannot sit opposite each other without placing two men or two women together. To avoid this, the hostess is moved one seat to the left, and the guest of honor (or ranking male guest) is seated opposite the host.



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

- ❑ Traditionally, at official functions the senior ranking person leaves first. This is not always necessarily true today; check to find out what is acceptable. If in doubt, wait!
- ❑ Do not leave immediately after dinner (wait at least 30 minutes for politeness sake).
- ❑ Do not overstay a welcome.
- ❑ Say 'goodnight' to senior person and the host/hostess.
- ❑ When you say you are leaving, leave. Do not linger at the door.

FORMAL RECEPTION WITH RECEIVING LINE A receiving line is an efficient and gracious way to allow the honored guest(s) to meet all guests personally. Who is in the receiving line: Honored guest(s), guest speaker, and host/hostess. It is usual to ask your rater to stand in the line. ASK THE PROTOCOL OFFICE for guidelines!

- ❑ Place cigarettes, drinks, and gloves elsewhere while going through the line.
- ❑ The woman precedes the man (Army, Navy, Marines, EXCEPT at the White House or Air Force functions)
- ❑ The 1st person in the receiving line is the Aide/Adjutant -- do not shake his/her hand. The service member introduces spouse to the Aide.
- ❑ The service member gives names to the Aide. Example: LT and Mrs. John Doe.
- ❑ Speak briefly to those in line, and then move on through the line.
- ❑ Do shake hands firmly -- no 'limp fish' or 'bone crushers.'
- ❑ You may correct a mispronounced name; speak clearly.

FORMAL DINNER

- ❑ On arrival, find your seats on seating chart.
- ❑ Mingle with the other guests.
- ❑ Visit with your host/hostess/special guest.
- ❑ Never drink a toast to yourself. Ladies do not drink when the toast is "To the Ladies." Spouses do not drink when the toast is "To the Spouses."

RANK -- MILITARY SPOUSES HAVE NO RANK!

- ❑ However, respect is often accorded to a more experienced spouse or in respect to his/her service member's position.
- ❑ Do not call senior spouses by first names unless they ask you to do so.
- ❑ Acknowledge a new senior spouse's presence when he/she joins a group.

INTRODUCTIONS

The three basic rules to introductions are:

- ❑ **Woman's name first.** Men are introduced to women by stating the woman's name first.
- ❑ **Older person's name first.** When two people are of the same sex, the younger adult is introduced to the older adult by stating the older person's name first.
- ❑ **Senior officer's name first.** Junior officers are introduced to senior officers by stating the senior officer's name first; the same for senior officer's spouse.
- ❑ It is gracious rather than presumptuous to introduce yourself to a senior officer or senior officer's spouse.
- ❑ One should never be reluctant to speak to a senior person, although never monopolize the senior guest. Likewise, never be reluctant to talk with a junior person, making him/her feel welcome.
- ❑ If you are nervous about introducing someone, if you forgot names, politely ask for the person(s) to repeat their name. This is certainly not a reason to avoid conversation.
- ❑ Name tags are used for many occasions.
- ❑ Name tags are worn on the **right** side (the side with which you shake hands. This makes it easy for the person shaking hands to subtly look at your name.)
- ❑ Full Colonel's spouses and spouses of General officers are "Mrs. Doe" or coordinate with them.

SMOKING

- ❑ Normally smoking is inappropriate indoors, unless the host/hostess offers to allow it.

GUIDELINES FOR FORMAL TEAS AND COFFEES

Formal Teas: Formal Teas require the use of china, silver, and linen. Spouses/units usually hold these for a "Leading Lady's" welcome and farewell; Teas are not as popular when the leading spouse is a male. Silver service is placed at one end of the table and a punch bowl at the other end. At a very large Tea, they may use a silver service at each end of the table with a punch bowl (or two) at small separate tables. There is always someone to pour coffee and serve punch at a Tea.

Invitations: Send them at least 2 weeks prior to the date (3 weeks for a big event!)

Tea Receiving Lines: If an honored guest, the group presents him/her in a receiving line for the first half hour or so.

Reason for Protocol Pouring: The purpose is to give the honored and senior guests a chance to see more people. Sometimes coffee will be at one end of the table and tea at the other end. In

this case, coffee 'outranks' tea. The senior person or most honored guest (if desired) would serve coffee.

Pouring: The person pouring tea always sits. He/she will reach for a cup and saucer, ask which beverage is preferred, and pour the coffee or tea. After asking if the receiver wants cream and sugar (or lemon in the case of tea), she will add whatever is requested. Now that sugar substitutes are so popular, they can be included on the coffee or tea tray in a small silver dish. The person pouring punch stands.

The pouring list is coordinated according to the military member's rank and the beverage:

- Coffee is for the most honored guest who is pouring
- *Tea is second
- Punch is third

NOTES: Upon rare occasions a male spouse is invited to pour punch (usually when the wife is a LTC or above).

Be culturally sensitive when asking a spouse of a foreign country to pour, as the custom in many host nations is for servants to pour.

* In England, Tea is the 'ranking' drink, with coffee being "second honors."

TOASTING

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

• Mechanics of toasting:

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

NOTE: At casual affairs, toasts may be presented by anyone.

SOCIAL FUNCTIONS

Brunch - This function is usually held around 11:00 a.m. and is a combination of breakfast and lunch. A simple dress, skirt and blouse, or nice pants outfit is appropriate.

Coffees - Unit coffees are usually held monthly and provide a wonderful opportunity to greet new arrivals, to farewell folks who are leaving, to become acquainted with other spouses in the unit, and to find out what is happening in the unit and on post. Refreshments are served. They may be plain or fancy depending on the host/hostess. Try to attend and wear something casual.

Luncheons - Most Officers' and Civilians' Spouses' Clubs (OCSC) have a luncheon or similar activity each month. There may be a social hour before and a program after the luncheon. Reservations are almost always necessary. Membership in the organization is required to attend; however, many clubs allow you to attend your first luncheon before you have to join. A nice dress or pants suit is appropriate.

Teas - A tea is usually held in the afternoon and is the most formal of daytime functions. It is traditionally given in honor of a person such as a departing or incoming commander's or senior

NCO's spouse. Coffee, tea, punch, cookies, and/or finger sandwiches are served. Expect to go through a receiving line and to sign a guest book when you first arrive. Wear a nice (Sunday) dress or a dressy suit.

*****Unless you are pregnant, elderly, or ill, you should not sit down at a Tea, even if your feet are killing you!***

Cocktail Parties - Cocktails are usually served from 5:00 p.m. or 6:00 p.m. until 7:00 p.m. or 8:00 p.m. They are usually about two hours long. Hors d'oeuvres or appetizers are served. The dress code is normally dressy dress for women and coat and tie for men unless special dress is requested on invitation (Texas casual, Aloha, Beach).

Open House - This literally means the home is open to guests between set hours. Guests are free to arrive and depart between those hours. Check the invitation for dress.

Buffets - A buffet supper is a dinner party served buffet style. It is a convenient way to serve guests, especially a number of guests in a limited space. At a buffet supper, the plates, silverware, napkins, and platters of food are arranged on the dining room table or buffet table, and guests serve themselves. Guests then find a comfortable place to sit as directed by host/hostess. This kind of entertaining can range from fancy to barbecue style. Check your invitation for the required dress. Remember to wait for instructions from your host/hostess before going through the buffet line. The senior person present or the guest of honor is usually asked by the host/hostess to start the line.

Many times you will be invited to someone's home for "heavy hors d'oeuvres" which is very similar to the buffet dinner. There is no need to eat before you go. At these functions, a variety of hors d'oeuvres will be served from dips, to meats on small rolls, to desserts. Again, dress should be indicated on your invitation and could range from casual to informal.

Seated Dinners - These dinners may range from the very casual Family-style to the very formal with place cards and many courses. Coffee may be served with dessert at the table or later in another room (living room). Check your invitation for dress.

*****For any "dinner" invitation, it is important to arrive at the specified time on the invitation... NEVER EARLY!***

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

Hail & Farewells (unit parties) -- Unit members and guests share the cost and planning of these get-togethers. They range from dinners at local restaurants, to picnics and barbecues, to treasure hunts. This is a time to welcome incoming members and farewell members who are leaving the unit. These get-togethers build unit spirit and camaraderie, and are successful only if everyone supports them and participates in them. Do not sit down as soon as you arrive. If possible, move around the room and mingle. It is a wonderful opportunity to get to know others in the unit.

Dining In - The Dining In is an old military tradition that has been passed down from the British. As the most formal of events, a Dining In allows officers and NCOs of a unit to celebrate unit successes and to enjoy its traditions and heritage. It is strictly an Officer/NCO affair. Spouses are not invited.

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

At a formal or Dining Out, you will stand for the posting and retiring of the colors (bringing in and taking out of the flags). You will also stand for the invocation and toasts. Stand and drink for all toasts except the toast "to the ladies." If you do not drink alcoholic beverages, you may toast with the beverage of your choice or simply lift your glass as a token. You may also stand if a standing ovation is given to the guest speaker.

Receptions - A reception is usually held in honor of a special guest or guests, or after a change of command. There may or may not be a receiving line. Guests should mingle and visit with other guests. Before departing be sure to thank the hostess and host and bid good-bye to the guest of honor.

PARADES

- ❑ Be on time!!
- ❑ Dress appropriately -- no jeans, shorts, or cut-offs!
- ❑ Children may attend if well behaved. One needs to take them from the area if they are misbehaving.
- ❑ Protocol does not allow dogs, except for seeing-eye dogs.
- ❑ Take your cue from your spouse or other military present.
- ❑ Always stand six (6) paces before and after the flag passes, even if not announced. (This is typically marked with small flags on a parade field.)
- ❑ Stand when the unit plays the National Anthem (or anthems of other countries represented), Division, and/or Army song.
- ❑ Take your cue from the senior spouses present; they will be in the first row of seating.

REVIEW & CHANGE OF COMMAND OR RESPONSIBILITY CEREMONIES:

You are welcome to attend a change of command ceremony without a specific invitation. However, be aware that attending the reception may require an invitation. If you are unsure, check with your battalion commander's spouse or representative. This is an official function with a reception following.

- ❑ Personal invitation -- RSVP as soon as possible for reserved seats
- ❑ Stand for “Ruffles & Flourishes” (when General is present, the band plays it once for each star he/she has), “To the Colors” (National Anthem), and “Colors Pass in Review.”
- ❑ Children may attend if well behaved. One needs to take them away from the area if they are misbehaving. The unit/host generally does not invite children to receptions.

WHEN THE MUSIC PLAYS

- ❑ It is customary to stand for the “National Anthem.” Outside, put your hand on your heart.
- ❑ It is also customary and respectful to stand for foreign country anthems, but do not salute foreign flags.

REVEILLE AND RETREAT:

- ❑ “Reveille” is the 6:00 a.m. bugle call marking the raising of the flag and the beginning of the workday.
- ❑ “Retreat” is usually sounded at 5:00 p.m. or when the flag is lowered to mark the official end of the workday.
- ❑ If outside, stand quietly at attention facing the flag or music with hand over heart.
- ❑ When inside, stand with your hands at your side.
- ❑ If in car, stop, get out, and stand as above. If there are children, remain in the car.
- ❑ On Navy and Air Force bases you are only required to stop the car and remain seated.

NOTE: Children should also stop playing and observe the custom of the ceremony.

Flag Etiquette

STANDARDS of RESPECT

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speaker’s desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.

- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.

The flag should be cleaned and mended when necessary

When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

Note: Most American Legion Posts regularly conduct a dignified flag burning ceremony, often on Flag Day, June 14th. Contact your local American Legion Hall and inquire about the availability of this service.

Displaying the Flag Outdoors

When the flag is displayed from a staff projecting from a window, balcony, or a building, the union should be at the peak of the staff unless the flag is at half staff.

When it is displayed from the same flagpole with another flag - of a state, community, society or Scout unit - the flag of the United States must always be at the top except that the church pennant may be flown above the flag during church services for Navy personnel when conducted by a Naval chaplain on a ship at sea.

When the flag is displayed over a street, it should be hung vertically, with the union to the north or east. If the flag is suspended over a sidewalk, the flag's union should be farthest from the building.

When flown with flags of states, communities, or societies on separate flag poles which are of the same height and in a straight line, the flag of the United States is always placed in the position of honor - to its own right.

The other flags may be smaller but none may be larger.

No other flag ever should be placed above it.

The flag of the United States is always the first flag raised and the last to be lowered.

When flown with the national banner of other countries, each flag must be displayed from a separate pole of the same height. Each flag should be the same size. They should be raised and lowered simultaneously. The flag of one nation may not be displayed above that of another nation.

Raising and Lowering the Flag

The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night.

The flag of the United States of America is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

Displaying the Flag Indoors

When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.

When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.

When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.

Parading and Saluting the Flag

When carried in a procession, the flag should be to the right of the marchers. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

The Salute

To salute, all persons come to attention. Those in uniform give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge.

The Pledge of Allegiance and National Anthem

The pledge of allegiance should be rendered by standing at attention, facing the flag, and saluting. When the national anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note. The salute is directed to the flag, if displayed, otherwise to the music.

The Flag in Mourning

To place the flag at half staff, hoist it to the peak for an instant and lower it to a position half way between the top and bottom of the staff. The flag is to be raised again to the peak for a moment before it is lowered. On Memorial Day the flag is displayed at half staff until noon and at full staff from noon to sunset.

The flag is to be flown at half staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.

PROTOCOL QUIZ

Note: Questions may have more than one correct answer.

- ___1. To be asked to pour at a Tea is a great honor. The spouse of the number one ranking officer should pour:
 - a) Tea
 - b) Coffee
 - c) Punch
 - d) Herself/Himself some Sherry

- ___2. How do you know when a change of command or parade is over?
 - a) Everyone starts talking
 - b) When the cannon fires 21 times
 - c) When the reviewing officers have broken ranks
 - d) When the troops run for the Mess Hall

- ___3. What is the way to salute the flag?
 - a) Stand respectfully at attention, arms at your sides
 - b) Stand and place your right hand over your right eyebrow
 - c) Stand and place your right hand over your heart
 - d) Give the Brownie or Cub Scout salute

- ___4. If you are at a parade and the flags go by:
 - a) Clap
 - b) Stand until they are 6 paces past
 - c) Sit quietly

- ___5. If attending a parade, you should wear:
 - a) Blue jeans with the flag sewn on the seat
 - b) Shorts and halter top/T-shirt (sometimes it's a hot day)
 - c) Nice daytime dress/nice slacks and a sports coat
 - d) Formal evening gown/tuxedo

- ___6. When you receive an invitation to a social function, you should acknowledge it:
 - a) Within 48 hours or receiving it
 - b) Never, just go
 - c) Two hours before the social function
 - d) Never, stay home

- ___7. RSVP means:
 - a) "Répondez s'il vous plait" -- French for "Please Reply"
 - b) Read Soon, Very Personal
 - c) Reserved for Vice President

- ___8. At a social function, pay your respects to:
- a) The Chef
 - b) The Valet
 - c) Host and Hostess
 - d) Honored Guests
 - e) Your Commanding Officer and his Spouse
- ___9. You, or you and your spouse are invited out:
- a) Bring your children. They are so cute
 - b) Get a sitter
 - c) Ask your neighbor to watch your children
- ___10. If invitation states 7:00 p.m., arrive at:
- a) 8:30 p.m. (She/he will understand)
 - b) 7:05 p.m.
 - c) 7:00 p.m.
 - d) 6:30 p.m. (He/she will be ready for you)
- ___11. If you have house guests and are invited to a social function:
- a) Bring them without asking. The more the merrier!
 - b) Call the host/hostess and ask if it is all right if they are included
 - c) Leave them at home
 - d) Call and regret
- ___12. The invitation reads “Informal,” you can wear:
- a) Bermudas and “Keep Truckin’” T-shirt
 - b) Denim pant suit
 - c) Street length Sunday type dress/slacks and sports coat
 - d) Dressy blouse or sweater with skirt; Slacks and sports shirt
- ___13. The invitation says “Informal,” your military spouse can wear:
- a) His/her Blues
 - b) Coat and tie, Dressy church dress
 - c) Flip flops and cut offs
 - d) Army Greens
- ___14. When going through a receiving line:
- a) Pause to talk at length with the Commander’s spouse
 - b) Run through as fast as you can
 - c) Shake hands with the aide, then everyone briefly
 - d) Go before your spouse, greeting everyone briefly
 - e) Repeat your name, if it is lost in passing down the line

- ___15. During the dinner:
- a) Eat before everyone. You are starving.
 - b) Don't eat until hostess eats or tells you to
 - c) Smoke during the meal
 - d) Only smoke if ashtray is offered
- ___16. Which is the most correct manner in which to respond to a formal invitation?
- a) "I would like to RSVP to the invitation for ..."
 - b) "I am calling to let you know that"
 - c) "I am RSVPing to the invitation for"
 - d) "I am responding to the invitation for ..."
 - e) Any of the above are correct so long as you respond promptly
- ___17. Stay at a social function until:
- a) Everyone else has gone
 - b) Dinner is over
 - c) Your feet hurt
 - d) You have said goodbye to the Commanding and his/her Spouse
- ___18. When leaving a unit party, say goodnight to:
- a) Everybody, including the waiter
 - b) The ranking officer and his/her spouse
 - c) No one, just cut and run
 - d) Special guests
- ___19. You are invited to your Commanding Officer's New Year's Reception and have 1) a hangover, 2) no baby-sitter, or 3) wanted to watch the football games. Do you:
- a) Stay home with ice pack
 - b) Swap with a neighbor
 - c) Go, smile, act brilliant
 - d) Take the baby
- ___20. After the Senior Officer has had you to dinner, do you:
- a) Go out and spend a month's paycheck on shrimp and lobster and invite them to your home
 - b) Invite them to your home and entertain them within your means
 - c) Tell them to stop by for a drink
 - d) Reciprocate with coffee and dessert
 - e) Never, you don't want to be a brown-noser
- ___21. You write a Thank You note after:
- a) A dinner party in someone's home
 - b) A luncheon in someone's home
 - c) Receiving a gift
 - d) The New Year's Reception at your Commanding Officer's home
 - e) Receiving a parking ticket

- ___22. What values do Military Courtesies have?
- a) None, I'm getting out
 - b) None, I'm staying in
 - c) They provide you with a little insight into the customs and traditions of our Army, changing as it may be. Gloves may be outdated, but good manners never will be.
 - d) When your spouse returns to civilian life, it will help you with the social amenities of his/her new career; and good manners are not confined to one's occupation
- ___23. If an Army spouse wants to know the courtesies and customs of the service, he/she should:
- a) Ask the neighbor across the hall
 - b) Consult the Club Manager
 - c) Ask more experienced spouses
 - d) Read reference books on etiquette
- ___24. To thank the hostess/host after a dinner, brunch, cocktail party, etc.:
- a) Write a note telling how much you enjoyed the event
 - b) Do nothing; you said thanks at the door
 - c) Use her recipes at your next dinner party
 - d) Call and say thanks
 - e) Do nothing; you brought flowers and wine
- ___25. If you do not agree with your commander's spouse at a coffee, social function, etc.:
- a) Chew him/her out in public; it will humble him/her
 - b) Talk to him/her in private
 - c) Tell the commander
 - d) Try to get others to agree with you; majority rules
- ___26. When addressing envelopes to a married woman;
- a) Use her full name, i.e. Mrs. Quizella F. Protocolis
 - b) Use her married name, i.e. Mrs. Archibald T. Protocolis
 - c) Use Ms. Quizella Protocolis
 - d) Use no honorific at all, i.e. Quiz Protocolis
- ___27. Each battalion has a monthly coffee. Do you:
- a) Never give one, it's a lot of work
 - b) Only give one if you have tons of silver, crystal and china
 - c) Take your turn and do it your own way with your own things
 - d) Ask a friend to co-host it you if are unwilling to do one alone

- ___28. At your monthly coffee which of the following should not occur:
- a) Gossip
 - b) Negative attitude
 - c) Find fault with everything that is said or done month after month
 - d) Have a positive attitude
 - e) Enjoy yourself; they can be fun
- ___29. When there is a special guest at your coffee or BDE Spouses' Night Out:
- a) Get him/her some punch, and introduce her/him around
 - b) Let him/her talk to the senior spouses
 - c) Introduce yourself with a piece of information about yourself
 - d) Tell him/her the troubles you're having with FSG
- ___30. When a gentleman is introduced to a seated lady:
- a) She should rise and extend her right hand
 - b) She remains seated and extends her right hand
 - c) She remains seated and does not extend her right hand
 - d) She kisses his feet
- ___31. You are making introductions at a social function between the Battalion Commander's spouse, your mother, and other ladies and gentlemen. You:
- a) Introduce your mother to the Battalion Cdr.'s spouse first
 - b) Introduce the Battalion Cdr.'s spouse to your Mother first
 - c) Let everyone introduce themselves
 - d) Let name tags suffice
- ___32. Rank has its privileges:
- a) Because you get to sit at the head table
 - b) You are called Ma'am or Sir
 - c) Many obligations come with your spouse's rank
 - d) You aren't bothered by people talking to you
- ___33. Protocol means:
- a) Being formal and stuffy
 - b) The order of precedence by rank
 - c) Good manners and common sense
 - d) Everyone operates by the same rules and feels comfortable
- ___34. After receiving an invitation, you should:
- a) Call all your friends to see who's been invited
 - b) Wait to see if you can get a baby-sitter, before you respond
 - c) Buy a new outfit to wear
 - d) Tell your spouse you're sick of Army social functions
 - e) Call the hostess within 2 days

- ___35. It's important to reciprocate invitations because
- a) You don't want to appear cheap
 - a) You want to impress the boss
 - b) It is only good manners
- ___36. The purpose of all the social functions in the Army is:
- a) Work hard -- Play hard
 - b) To provide entertainment for the senior spouses; they have nothing to do
 - c) To improve the economy of the local community
 - d) Enhance the camaraderie of the unit
 - e) To get you away from the house, the children and/or work
- ___37. When attending a change of command that is unexpectedly moved indoors, and the flag passes, you:
- a) Stand and sing the Star Spangled Banner
 - b) Stand and put your hand over your heart
 - c) Stand with your arms at your side
 - d) Do whatever the senior military person does
- ___38. When attending a change of command that is indoors, and the flag passes, you:
- a) Stand and sing the Star Spangled Banner
 - b) Stand and put your hand over your heart
 - c) Stand with your arms at your side
 - d) Do whatever the senior military person does
- ___39. Quizzes are good because:
- a) No one knows all the answers!
 - b) No one will see my paper!
 - c) We can all learn
 - d) What you don't know CAN hurt you!

Answer Sheet To Protocol Quiz

- 1. C
- 2. A,C
- 3. B
- 4. C

5. A
6. A
7. C,D,E
8. B,C
9. B,C
10. B,C,D
11. C,D
12. B,D
13. D,E
14. B,D
15. D
16. D
17. B,D
18. C
19. B,D
20. A,B,C,D
21. C,D
22. C,D
23. A,D
24. B
25. B,D
26. C,D
27. A,B,C
28. A,C
29. B,C
30. B,C
31. C