Social Usage and Protocol Handbook



A Guide for Personnel of the U.S. Navy

OPNAV Special Events Office Office of the Chief of Naval Operations (N09BX) Department of the Navy Washington, D.C.





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1. <u>Purpose</u>. To issue revised policies, responsibilities and standards for guidance on social usage and protocol matters throughout the Navy.

2. Cancellation. OPNAVINST 1710.7.

3. <u>Policy</u>. The Social Usage and Protocol Handbook contains the current information on formal and informal activities which have a distinctly naval military and/or diplomatic setting. It does not seek to duplicate the material available in numerous civilian etiquette texts which apply equally well to the military community.

4. <u>Administrative and Maintenance</u>. The Chief of Naval Operations shall keep the handbook current and provide changes, as required. Recommendations for changes, together with the reasons, may be submitted to Chief of Naval Operations (N09BX).

G. L. TALBOT, JR.

G. L. TALBOT, JR. Rear Admiral, U.S. Navy Director, Navy Staff

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CHAPTER 1

Official Entertainment

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

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

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

PRECEDENCE

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

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

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

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

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

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

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

We often consider precedence when we plan for seating at dinners, meetings or ceremonies. The list which follows gives general guidelines for determining precedence among civil officials and Department of Defense personnel. When individuals do not hold such official positions, consider their prominence within their own career areas.

- 1. President
- 2.
- a) Vice President
- b) Governor of a State (when in own state) according to each state's entry into the union
- 3.
- a) Speaker of the House
- b) Chief Justice of the Supreme Court
- c) Former Presidents of the United States
- d) American Ambassadors (when at post)
- Secretary of State
- 4. 5.
- a) Secretary General of the United Nations
- b) Ambassadors of foreign countries accredited to the United States (in order of the presentation of credentials)
- 6. Widows of Former Presidents of the United States
- 7. Ministers of foreign countries accredited to the United States (in order of presentation of credentials)
- 8.
- a) Associate Justices of the Supreme Court (by date of appointment)
- b) Retired Chief Justices of the Supreme Court
- c) Retired Associate Justices of the Supreme Court
- 9. The Cabinet (other than Secretary of State)
 - a) Secretary of the Treasury
 - b) Secretary of Defense
 - c) Attorney General
 - d) Secretary of the Interior
 - e) Secretary of Agriculture
 - f) Secretary of Commerce
 - g) Secretary of Labor
 - h) Secretary of Health & Human Services
 - i) Secretary of Housing & Urban Development
 - j) Secretary of Transportation
 - k) Secretary of Energy
 - 1) Secretary of Education
 - m) Secretary of Veterans Affairs

- n) Administrator, Environmental Protection Agency
- o) Director, National Drug Control Policy
- p) Chief of Staff to the President
- q) Director, Central Intelligence Agency
- 10.
- a) President Pro Tempore of the Senate
- b) Senators (by length of continuous service; when the same, arrange alphabetically)
- c) Governors of States (when outside own state relative precedence determined by state's date of admission to the union or alphabetically by state)
- d) Acting heads of executive departments (e.g., Acting SECDEF)
- e) Former Vice Presidents or their widows
- 11.
- a) Members of the House of Representatives (by length of continuous service; when the same, arrange by state's date of admission to the union or alphabetically by state)
- b) Delegates from the District of Columbia, Guam, the Virgin Islands and American Samoa
- c) Governor of Puerto Rico
- d) Assistant to the President for National Security Affairs
- 12.
- a) Charges d'Affaires of Foreign Powers
- b) Charges d'Affaires ad interim of Foreign Powers
- c) Former Secretaries of State
- d) Former Cabinet Members
- 13.
- a) Deputies of Executive departments when number two official (e.g., DEPSECDEF)
- b) Deputy Director, Central Intelligence Agency
- c) Director, United States Arms Control and Disarmament Agency
- d) Under Secretaries of State and the Counselor of the Department of State
- e) Under Secretaries of Executive Departments when third in rank (e.g., Under SECDEF)
- f) Ambassadors at Large
- g) Secretary of the Army
- h) Secretary of the Navy
- i) Secretary of the Air Force
- 14.
- a) Chairman, JCS
- b) Retired CJCS
- c) Vice Chairman, JCS
- d) Chief of Staff of the Army (by date of appointment)
- e) Chief of Naval Operations (by date of appointment)
- f) Chief of Staff of the Air Force (by date of appointment)
- g) Commandant of the Marine Corps (by date of appointment)
- h) Commandant of the Coast Guard

- i) Lieutenant Governors
- j) Persons with Ambassadorial rank (foreign non-accredited)
- 15.
- a) Director, Office of Personnel Management (OPM)
- b) Administrator, Federal Aviation Administration (FAA)
- c) Chairman, Nuclear Regulatory Commission
- 16. American Ambassadors
 - a) Ambassadors on state/official visits to Washington, D.C.
 - b) Ambassadors on state/official visits to the United States outside Washington, D.C.
 - c) Ambassadors of career rank on duty in the United States
- 17.
- a) Chief Judges and Judges of the United States Court of Military Appeals
- b) Chief Judges and Judges of the United States Court of Veterans Appeals
- 18.
- a) Governor of Guam
- b) Governor of the U.S. Virgin Islands
- c) Mayors of major cities and the District of Columbia when in own city (>1 million residents)

19.

- a) Acting Chief of Protocol when at The White House or accompanying The President on State and Official Visits
- b) Deputy Director, United States Arms Control and Disarmament Agency
- c) American Charges d'Affaires
- d) Assistant Secretaries, Counselors and Legal Advisors of Executive Departments (by date of appointment)
- e) Deputy Director, National Aeronautics and Space Administration (NASA)
- f) Deputy Director, Office of Personnel Management (OPM)
- g) Director, Federal Bureau of Investigation (FBI)
- 20. Deputy Assistants to the President
- 21.
- a) American Ambassadors (designate, in the U.S. under normal orders, or on leave)
- 22. Mayors of major cities when not in own city
- 23.
- a) Under Secretary of the Army
- b) Under Secretary of the Navy
- c) Under Secretary of the Air Force
- d) Ministers of Career Rank (confirmed by the Senate)
- e) Acting Deputy Secretaries of Executive Departments
- f) Acting Under Secretaries of Executive Departments
- 24.
- a) Four-star military officers (Generals or Admirals) by date of rank; retired officers rank with, but after, active officers
- b) Governor of American Samoa

- 25.
- a) Assistant Secretary of the Army (by date of appointment)
- b) Assistant Secretary of the Navy (by date of appointment) (ASNs)
- c) Assistant Secretary of the Air Force (by date of appointment)
- d) Director, National Security Agency (NSA)
- e) Director, Defense Intelligence Agency (DIA)
- 26.
- a) Three-star military officers (LtGen and VADM) by date of rank; retired officers rank with, but after, active officers
- b) General Counsels of military departments
- c) State Senators in their own states
- 27. Former American Ambassadors in order of presentation of credentials at first post
- 28.
- a) Acting Assistant Secretaries of Executive Departments
- b) Chief of Staff to the Vice President
- c) Assistant to the Vice President for National Security Affairs
- d) Director, Federal Emergency Management Agency
- 29.
- a) Non-accredited ministers of foreign governments assigned to foreign diplomatic missions in Washington, D.C. (includes Deputy Chiefs of Missions)
- b) Special Assistants to the President
- 30.
- a) Deputy Under Secretaries of Executive Departments (e.g., Deputy under SECDEF)
- b) Deputy Assistant Secretaries of Executive Departments (by date of appointment)
- c) Deputy Counsels of Executive Departments (by date of appointment)
- 31. Consuls General of foreign powers (Legations)
- 32.
- a) Two-star military officers (MajGen and RADM) by date of rank; retired officers rank with, but after, active officers
- b) Deputy Assistant Secretaries of military departments (by date of appointment) (e.g., DASNs)
- 33. Chief Judges of lower federal courts
- 34. One-star military officers (BrigGen and RDML) by date of rank; retired officers rank with, but after, active officers

NOTES:

- 1. Precedence list based on SECSTATE Precedence List provided by SECSTATE Protocol Office to N09BX on 3 October 1997.
- 2. Order of precedence among civilians who previously held a precedence list position:
 - The placement is based on tradition, social usage and courtesy.
 - The person is ranked at his/her previous precedence position. When in company with the person who currently holds that position, the incumbent is senior followed by the

previous office holder. SECSTATE precedence list includes a position for former cabinet members. It does not include a place for former service secretaries. A former SECNAV should be placed with, but junior to, the current SECNAV.

- 3. Order of precedence among uniformed / retired personnel:
 - Active
 - Reserve
 - Retired
- 4. For precedence ranking, Principal Deputy Assistant Secretaries of the Navy (PDASNs) are ranked at the same level, but senior to Deputy Assistant Secretaries of the Navy (DASNs).
- 5. The precedence list addresses mayors of large cities (i.e., population greater than 1 million or more), but does not address precedence ranking of mayors of smaller cities. This is the recommended precedence ranking of mayors when in their own cities and involved in official functions with other personages listed on the precedence list
 - Ranked at, but below a 4-star: mayors of cities with a population greater than 750 thousand up to 1 million people.
 - Ranked at, but below a 3-star: mayors of cities with a population from 500 to 750 thousand people.
 - Ranked at, but below a 2-star: mayors of cities with a population from 250 to 500 thousand people.
 - Ranked at, but below a 1-star: mayors of cities with a population from 100 to 250 thousand people.
 - Precedence ranking of mayors of cities with a population less than 100 thousand people is situationally dependent. Precedence ranking would be at the O-5 / O-6 level.
- 6. When more than one Medal of Honor recipient is present at an event, it is requested by the Congressional Medal of Honor Society and the recipients themselves that they NOT be arranged by rank. Precedence may be alphabetically, by war, by action date, by birthplace, by state, by age almost any arrangement is correct except that of rank. (The recipients themselves feel that none "outranks" the others and therefore they should be treated equally.)
- 7. Senior Enlisted Service Representatives (SMA, SGMMC, MCPON, CMSAF, etc.) are typically afforded precedence equal to that of a three-star officer and are placed somewhere midway between the senior and junior general/flag officer present. This is not an exact rule, but one which can used to arrive at the proper placement for most situations.
- 8. Foreign attachés who are accredited to the Department of the Navy are assigned relative precedence in accordance with several factors. Initially, each attaché's position is considered with all principal attachés taking precedence over assistant attachés. The next determinant is the officer's grade, which is equated with a U.S. Navy rank. Then, the final consideration for officers within the same grade is the date of their official accreditation to the Department of the Navy. When an officer is promoted after accreditation has been completed, his/her date of precedence at his/her new rank is that of his/her date of rank. Assistant attachés take precedence among themselves in a manner similar to the principal attachés.

CHAPTER 2

Invitations

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

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

Formal invitations are generally in one of the following forms:

1. Fully engraved¹

2. Semi-engraved

3. Computer generated

4. Handwritten

5. A phone call followed by a "To remind" card

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

Vice Admiral and Mrs. Paul Anthony Connelly² request the pleasure of the company of Rear Admiral and Mrs. Cerny³ at a reception⁴ in honor of the Chief of Naval Operations and Mrs. Smith⁵ on Saturday, the first of May at seven o'clock⁶ Bethesda Naval Medical Center Officers' Club⁷

R.S.V.P.⁸ (703) 695-5333 Military: Service Dress White⁹ Civilian: Informal

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

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

² Use of complete names of hosts: if for very senior officials, the position, title, and spouse's name; e.g., The Secretary of the Navy and Mrs. Claytor.

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

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

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

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

a. "from six to eight o'clock"

b. "at half past six o'clock"

c. "at half after six o'clock"

d. from six-thirty to eight-thirty o'clock" (used only when two half hour periods must be shown and space is limited) ⁷ Specify the location of the function. If a residence is involved, the address may be reflected

instead in the lower right corner.

⁹ Specify an attire which is appropriate to the type of function and the hour.

The following rules apply to the preparation of formal invitations:

1. Corps and service designations and retired status are never reflected on invitations extended by or to husband and wife.

2. The phrase "honor of the company" is considered to be more formal than "pleasure of the company." The former should be used on invitations to Ambassadors and others of comparable rank.

3. The date and hour of the event as well as ranks, titles, and names should always be spelled out in full. Permissible abbreviations include "Mr.," "Mrs.," and "R.S.V.P." In addition it is permissible to use an individual's initials if this is his or her preferred format. If the party is in honor of someone or some occasion, this may be indicated as "in honor of...," "to meet...," or "to introduce..." as appropriate to the occasion. This is generally on the top of the card or underneath the line specifying the type of function to be held.

4. When the host/hostess has a personal flag, seal, crest, or insignia, this may be used on the invitation as appropriate.

5. The appropriate attire should always be clearly specified in the bottom right hand corner of the invitation; e.g., "Uniform: Black Tie" or "Civilian Informal." (See Annex F for guidance on attire.)

6. It is most appropriate for all invitations to be written in longhand and black ink.

7. In addressing envelopes spell out in full rank and name (e.g., Lieutenant Commander and Mrs. Timothy Daniel Johnson).

8. Invitations are inserted engraving up, top of card appearing at the top of the envelope, so that they may be easily read as they are withdrawn from the envelope.

9. Formal invitations should be mailed at least three to four weeks in advance of the planned activity.

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

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

Fully Engraved Invitation:



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

The following examples are suitable formats:

Commander and Mrs. Joseph Brian Connelly request the honor of your presence at the marriage of their daughter Margaret Louise to Paul Anthony Jones, Junior Lieutenant Junior Grade, United States Navy Saturday, the seventh of January at eleven o'clock Holy Cross Church Washington, District of Columbia If the bride is a member of the Armed Forces, it may be shown as:

Margaret Louise¹⁰ Lieutenant, United States Navy

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

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

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

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

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

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

Commander and Mrs. Joseph Brian Connelly request the honor of your presence at the marriage of his daughter¹¹ Margaret Louise

If the bride is a young widow:

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

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

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

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

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

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

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

or

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

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

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

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

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

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

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

Semi-engraved Invitation to a Reception

Captain and M	ro. Paul Untrony Jones
	ure of the company of
Lieutenant Comma	nder and Mrs. Connelley
at A ro	reption
on Muraday, the or	cond of December
at Deven to	nine o'clock
to introduce admiral and	mrs. Brian Richard Smith
R. S.V.P.	anny-navy Country Club
(103)224-0017	army-Navy Country Club Civilian Informal

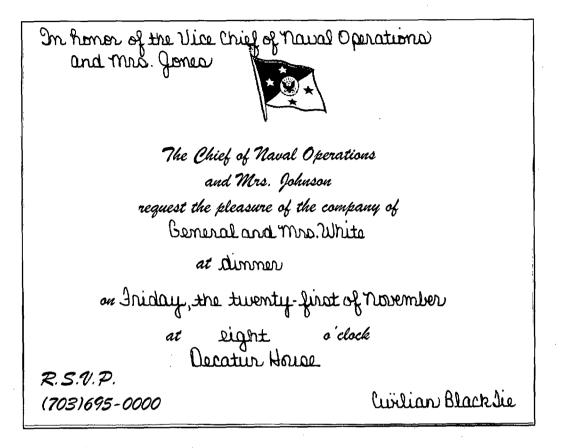
Semi-engraved Invitation to Cocktails

The Chief of Naval Operations and Mrs. Johnson request the pleasure of the company of Captain and Mrs. Henry at cocktails on Saturday, the seventh of January at belien to nine o'clock Jingey House R.S.V.P. Curlian Informal (703)695-0000

Semi-engraved Invitation to a Luncheon in Honor of Someone

In honor of the naual attache 'to the Embassy of Australia and mrs. morton The Chief of Naval Operations and Mrs. Johnson request the pleasure of the company of Captain and Mrs. Thomas at lunch on Thursday, the thirteenth of March at half past tuelve o' clock Quarters Sen R.S.V.P. Civilian Informal (703)695-0000

Semi-engraved Invitation to a Dinner in Honor of Someone



Semi-engraved Invitation to Dinner

~3

and and in the

The Chief of Naval Operations
and Mrs. Johnson
request the pleasure of the company of Vice admiral and Mro. Smith
at dunner
an Wednesday, the tenth of December
at eight o'clock
R.S.V.P. Army-Navy Country Club (703)695-0000 Dinner Oreas Blue

,

. .

.

Semi-engraved Invitation to Two Married Naval Officers



For additional information on addressing women with official positions, see Chapter 12, "Forms of Address." *Computer-generated Invitations.* Computer-generated invitations are every bit as attractive and impressive as an invitation produced by a printer. Just keep in mind the time and cost factors when determining whether to "do them yourself" or send them to a printer.

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

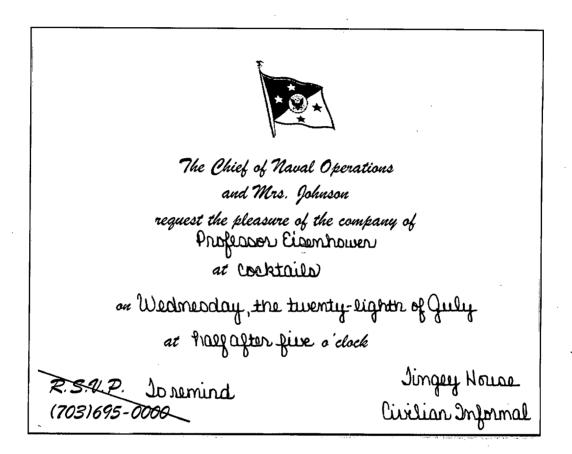
Commander and Mrs. Shomas Inancis O'Brier
request the pleasure of the company of
Commander and Mrs. Kennedy
at Brunch
on Sunday, the fiftuenth of October at half past eleven oclock
at half past eleven oclock
Quarters C
R.S.V.P. (703) 695-0000 Civilian Informal

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

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

"This is Lieutenant Ray, aide to Vice Admiral Orion. Vice Admiral and Mrs. Thomas Orion would like to extend an invitation to Mr. and Mrs. Jefferson for dinner on Saturday, the eighteenth of March at eight o'clock. The dinner will be at their residence, Quarters F, and the attire is Civilian Informal. Will you R.S.V.P.? My telephone number is 456-7377." A telephone invitation is generally followed by a "To remind" card to those guests who accept the invitation. The format is identical to any other written invitation except "To remind" is written in the lower left hand corner in place of R.S.V.P. It is permissible to cross out the R.S.V.P. if already printed on the card and to write in "To remind."

A "To remind" Card for a Reception



A "To remind" card for a Luncheon

The Chief of Naval Operations requests the pleasure of the company of Captain Smithfield-Jones at a lunchem on Tuesday, the second of august at half past twelves clock Flag Mess Summer White Jo semind

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

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

Informal Cards. Fold-over cards or "informals," measuring approximately 5 by $3\frac{1}{2}$ inches, are made of smooth, heavy paper in white or cream, and have matching envelopes. The name is centered on the outside. The invitation may be written on the inside, or on the outside above and/or below the name. It is correct for the informal cards of a very senior officer such as a three or four-star admiral to bear only his grade and surname. A rear admiral's card usually shows his full name, as do those of less senior officers.

Informal Invitation on a Folded Informal Card

MRS. JOHN PAUL JONES

In honor of Mrs. John Doe Luncheon Sueaday, 1 March half past tuelve So remind

RECALLING INVITATIONS

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

Sample of a Card for Recalling an Invitation



RESPONDING TO INVITATIONS

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

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

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

WITHDRAWING ACCEPTANCES

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

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

Withdrawing a Previously Accepted Invitation

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

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

CHAPTER 3

Seating Arrangements

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

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

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

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

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

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

1. Place the guest of honor in the honored position making the ranking guest next in line.

2. Seat the guests strictly according to protocol disregarding the fact that the guest of honor may be well down the table (used when there are many very high-ranking officials).

3. Make the senior guest the co-host or co-hostess if it is an all-male or all-female event.

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

When seating a group of foreign officials among U.S. officials, alternating them so as not to group them all together is recommended.

An interpreter may be required at a dinner for a foreign dignitary. The interpreter should sit close to the dignitary and the person for whom he/she is interpreting. The interpreter's duties are so demanding that he/she will find it difficult to eat and interpret at the same time.

SEATING DIAGRAMS

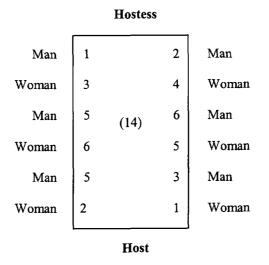
The following diagrams are to aid in visualizing how guests would be seated according to rank:

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USUAL MIXED DINNERS

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

Plan 1a. – Host/hostess at ends of table



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

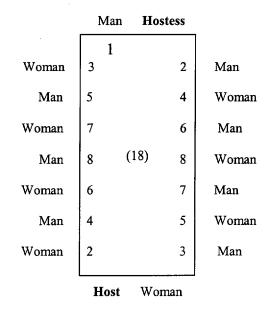
Plan 1b. – Host/hostess at mid-table

(5 Man)* 8 7 Man Man Woman (7 Woman)* 5 Woman 6 3 Man 4 Man Woman 2 1 Woman Hostess Host (18) 2 Woman 1 Man 4 Woman 3 Man Man (8 Woman)* 5 6 Woman Woman (6 Man)* 8 Man 7

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

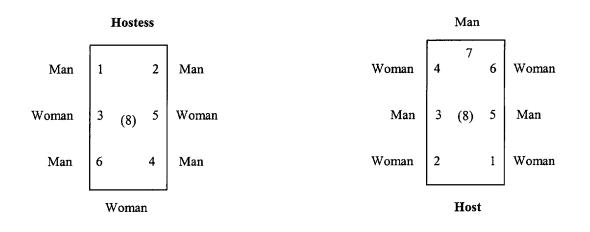
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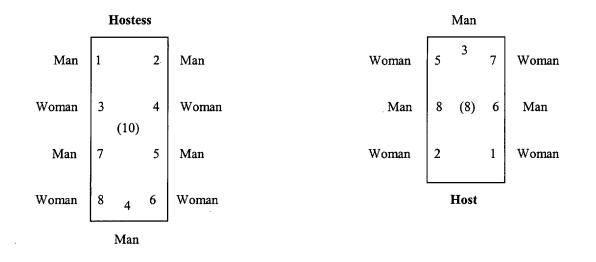
Plan 1c. – Two at each end of table



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

Plan 1d. – Host/hostess at separate tables (number divisible by four)



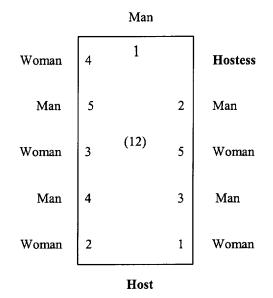


Plan 1e. – Host/hostess at separate tables

MIXED DINNERS (Multiples of Four)

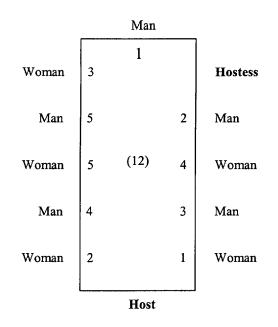
Whenever the total number of guests equals any multiple of four and there is an equal number of men and women, the host and hostess cannot sit opposite each other without putting two men or two women together. To balance the table, the hostess simply moves one seat to the left, thereby putting her right-hand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

Plan 2a. – Multiples of four – all couples married



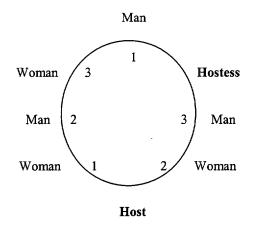
3 - 4

Enclosure (1)



Plan 2b. – Multiples of four – one couple unmarried

Plan 2c. – Multiples of four – all couples married – round table

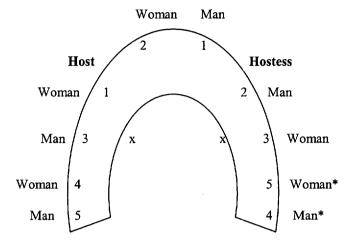


MIXED DINNERS - AT HORSESHOE-SHAPED TABLE

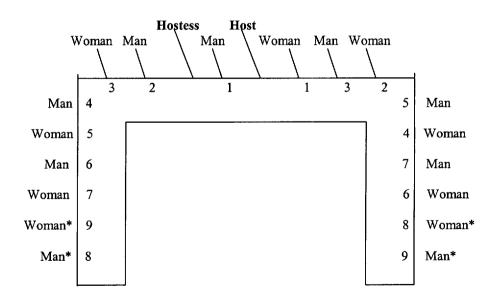
The simple horseshoe-shaped table which is sometimes used at large official banquets requires that the host and hostess sit with their honored guests on the outside of the curving center while other guests are seated in an alternating pattern along the sides. See plan 3a. Plan 3b is an alternate occasionally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

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

Plan 3a. – Horseshoe-shaped table with couples



Plan 3b. – Alternate plan for horseshoe-shaped table with couples



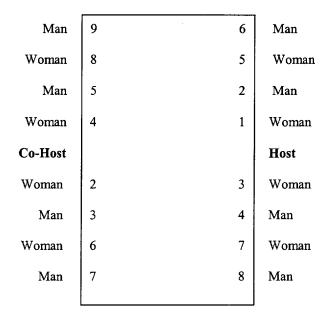
* Arrangement avoids placing a woman at the end of the table.

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MIXED DINNERS - WITH SINGLE HOST/HOSTESS

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

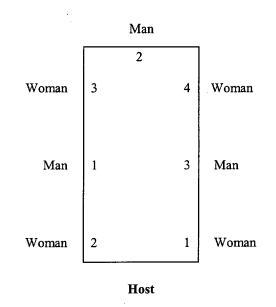
Plan 4a. – Single host with co-host



or Plan 4b. – Single hostess with co-hostess

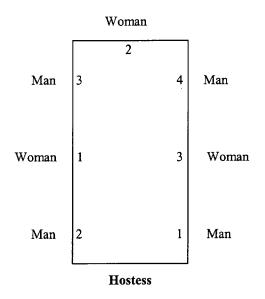
(8 Man)* Woman	9	Won	nan (5 Man)*
(9 Woman)* Man	8 :	Man	(6 Woman)*
Woman	5	Wom	nan
Man	4	Man	
Co-Hostess		Host	tess
Man	2	Man	
Woman	3	Wom	an
(7 Woman)* Man	6	Man	(8 Woman)*
(6 Man)* Woman	7	Womar	n (7 Man)*

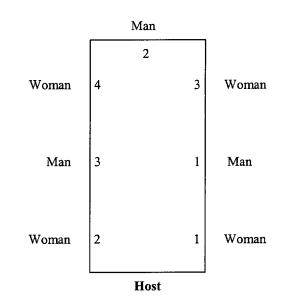
* Arrangement avoids placing women at the ends of the table.



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

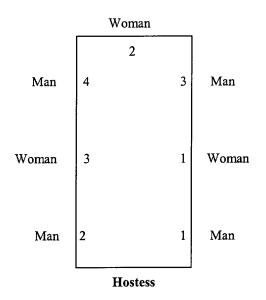
or Plan 4d.





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

or Plan 4f.:

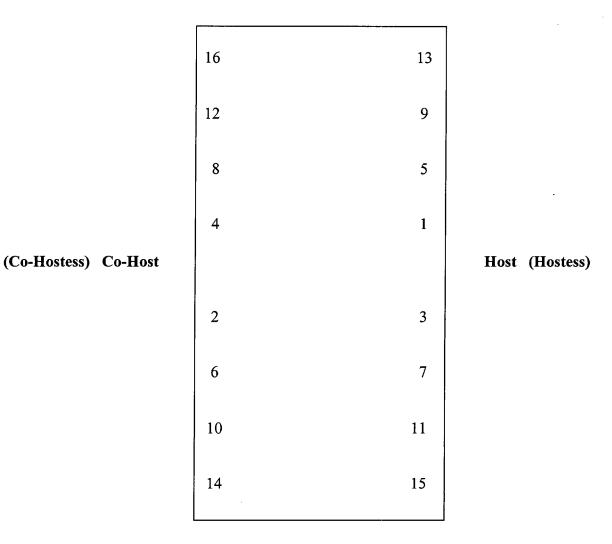


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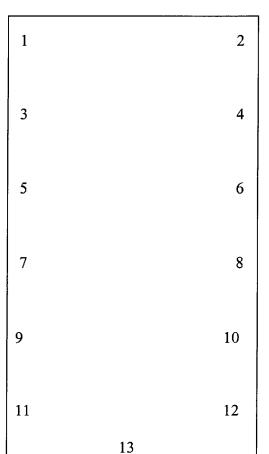
ALL MALE / ALL FEMALE LUNCHEONS AND DINNERS

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

Plan 5a. – With co-host/co-hostess



Plan 5b. – Without co-host/co-hostess





HEAD TABLES

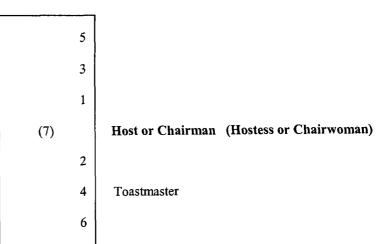
Seating arrangements for head tables cause great concern and require special treatment. There are head tables required for all-male or all-female affairs, or for mixed groups, with and without speakers, with and without club officers, etc.

In seating a low-ranking toastmaster and guest speakers at an all-male or all-female luncheon or dinner, the host/hostess must use judgment in placing them as near the center of the table as possible without violating precedence too much. The main speaker or a guest of honor who is outranked by others present should not be seated in seat 1; however, it is proper to place him/her to the left of the host/hostess in seat 2, if appropriate, or seat 3. See Plan 6a.

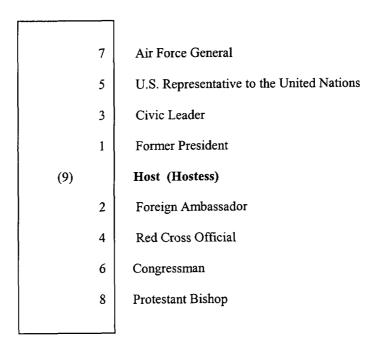
When both official and very important unofficial guests are present, distinguished civilians who represent significant civic or philanthropic organizations may be seated between the guests of official rank after the guest of honor and second official guest are seated. See Plan 6b.

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

Plan 6a. – With low-ranking toastmaster

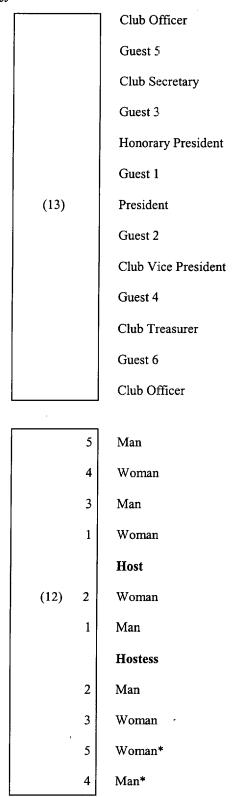


Plan 6b. – With important official and civilian guests



Plan 6c. – With guests and club officers

Plan 6d. – With couples



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

CHAPTER 4

Formal Dining

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

GENERAL GUIDELINES

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

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

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

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

DINNER PARTNERS

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

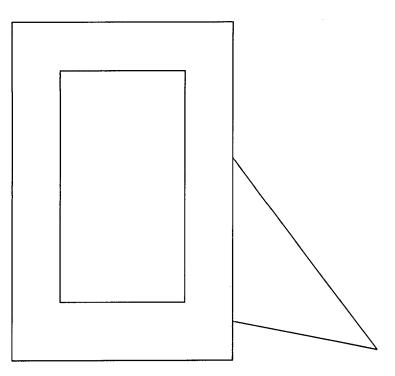
There are several procedures for acquainting men with the names of their dinner partners. The simplest method and that used for a small dinner is to have the hostess announce who is to be seated next to whom.

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

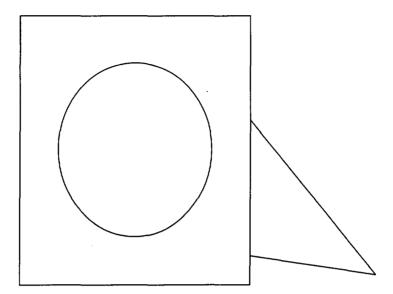
Name Cards Rear adimiral Jones Mrs. Peterson

Seating Diagram – Rectangular Table



<u>.</u> .

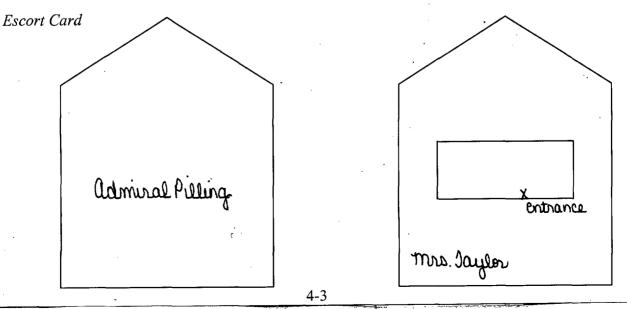
Seating Diagram – Round Table



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

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

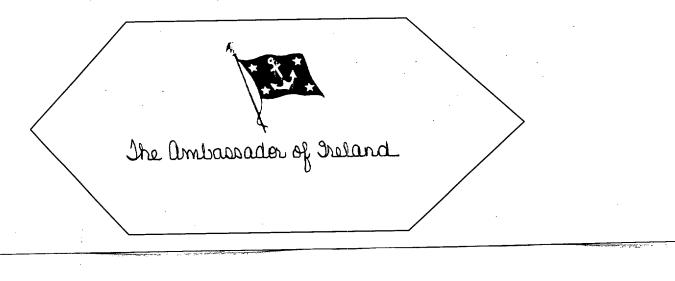
The host, leading the way into the dining room with the ranking lady, seats her to his right. The other paired guests follow and the hostess enters last with the ranking man. This order also applies when an ambassador is the guest of honor. In the exceptional circumstance of the presence of the President,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



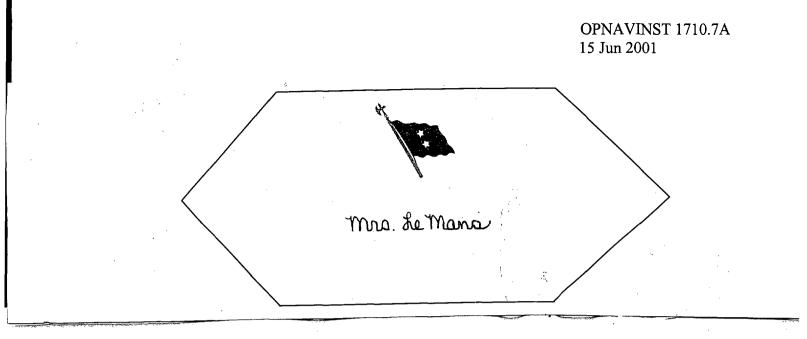
PLACE CARDS

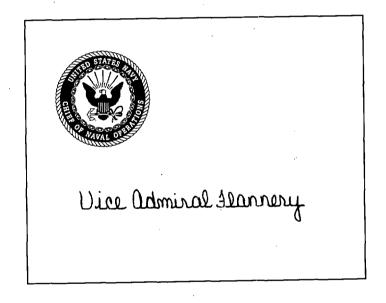
Heavy, white, rectangular cards with gold beveled edges, and sometimes an official seal or flag are often used as place cards, although rectangular fold-over cards and rectangular sidetabbed cards are also popular. A flag officer's personal flag, a commission pennant, the seal of a ship or of an Embassy,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

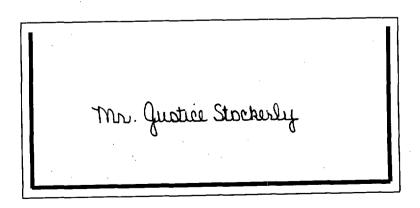
The place card is intended to locate the individual at table and to inform dinner companions of his identity. The courtesy title and surname are used (Admiral Brown, Mrs. Brown, Dr. Smith) except for very senior officials for some of whom the position title is proper, and for others their position title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











Enclosure (1)

MENU CARDS

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

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

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

Sample Menu Card



7

CONVERSATION AT TABLE

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

SMOKING AT TABLE

With the Navy's current "smoke free" environment, it is inappropriate to bring one's cigarettes to the table or smoke during/after the meal.

ORDER OF DEPARTURE

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

THANK YOU NOTES

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

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

CHAPTER 5

Toasting

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

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

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

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

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

CEREMONIAL TOASTS

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

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

These initial toasts may be followed by others to the countries or the services represented by the guests, and/or the guest of honor and the host. All guests rise again to drink this toast.

When the occasion is an official and formal one, the order and subject of all toasts should be arranged before hand. It is the responsibility of the host to inform the guest of honor which toasts will be offered and when. The rule here is that the host proposes all toasts and the guest answers in kind. *Example:* Suppose the occasion is a black tie dinner hosted by the Chief of Naval Operations in honor of the Ambassador of Great Britain. The following would apply:

USN CNO (Host/Hostess) would stand after the dessert wine has been served and would raise his/her glass saying, "To Her Majesty, the Queen."

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

Moments later, the Ambassador would stand, raise his/her glass and say, "To the President of the United States."

All guests would stand and toast the President. This may be followed by the U.S. National Anthem.

Other toasts may follow, such as:

USN CNO: "To the Chief of Naval Staff and First Sea Lord." British Ambassador: "To the Chief of Naval Operations." USN CNO: "May the bonds of friendship which tie our navies together continue to

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

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

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

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

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

BRITISH CUSTOMS

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

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

FRENCH AND ITALIAN CUSTOMS

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

SCANDINAVIAN CUSTOMS

Ceremonial toasts are less usual than in the Scandinavian countries. Rather, the host/hostess "skoals" each guest. No one drinks wine until after the host/hostess has offered a general skoal of welcome. Skoaling continues throughout the meal among the guests. The ladies must be alert to respond to individual skoals from the gentlemen, for each gentleman skoals the lady sitting at his right at least once.

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

Specific customs of individual countries should be understood prior to attending social functions; for example, in Finland, Norway and Sweden, an additional procedure is for the guest of honor to thank the host/hostess with a toast at the end of the meal. The Danes toast the hostess only. In Sweden, the hostess is never skoaled by a guest during a formal or semi-formal dinner.

CHAPTER 6

Receptions

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

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

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

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

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

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

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

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

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

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

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

Announcer – Hostess – Hostess' Husband – Guest of Honor – Guest of Honor's Spouse – Extra Man (if a woman precedes him)

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

Announcer – Chief of State – Spouse of the Chief of State – Host – Hostess – Extra Man

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

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

ATTIRE

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

Afternoon or early evening reception (prior to 8 p.m.)

--Generally informal

--Military women and men: Seasonally appropriate service dress uniform

--Civilian women: Street length or informal long dresses as current styles dictate

--Civilian men: Business suits

Evening reception (after 8 p.m.)

--Can be informal, formal, or very formal. If informal, the above rules apply. If formal, the following is appropriate:

--Formal (Black Tie)

--Military men and women: Seasonal dinner dress uniform

--Civilian women: Long formal gowns

--Civilian men: Black tie; tuxedo

--Very formal (White Tie) – Very seldom worn

--Military men and women: Formal dress uniform

--Civilian women: Very formal gowns

--Civilian men: White tie; full dress eveningwear

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

CHAPTER 7

Cards and Calls

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

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

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

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

CALLING CARDS

Despite the fact that formal social calls are rarely made, calling cards are still useful in many situations. They are sent with flowers or gifts, as informal invitations to informal parties of any type, as reminders, or as bearers of messages of condolence or congratulations. Accordingly, a supply of envelopes that approximate the size of the card and yet conform to existing postal regulations is a wise investment.

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

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

SELECTING CARDS

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

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

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

PERSONAL CARDS

Officers

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

Senior Flag Officers

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

Admiral Smith

United States Navy

or

or

Admiral James Lyttle Jones United States Navy

Vice Chief of Naval Operations

Senior Officers

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

Rear Admiral Elizabeth Eileen Flanner United States Navy

Commander Brian Richard Leahy

United States Naval Reserve

Enclosure (1)

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Junior Officers

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

Timothy Daniel Ace, Junior

Ensign United States Navy

or

Shawn Claire Smith

Lieutenant Junior Grade United States Naval Reserve

Staff Corps Officers

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

Rear Admiral Thomas Francis Boeing Supply Corps, United States Navy

or

Louis Gawain Foster, Jr.

Lieutenant Commander Medical Corps United States Naval Reserve

Midshipmen

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

William Howard Hoover

Midshipman United States Navy

or

Maureen Therese Connelley

Midshipman United States Navy

Retired Officers

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

Captain Terence Arnole McGinnis

Judge Advocate General Corps United States Navy Retired

Naval Attachés

A two-ply glazed white card, measuring about 3-1/2 inches long and 2 inches high, is used for the official card of a naval attaché. Name, rank, and service are engraved on the first two lines in the manner appropriate to the rank of the officer concerned. Commanders and above show their grade and full name on one line, with staff corps (if any) and service on the second; while junior officers place their full name on the first line and their rank, corps if any, and service on the second. The third line reads "Naval Attaché," and in some cases a fourth line, "Naval Attaché for Air" is added when appropriate. These are followed by the line, "Embassy of the United States of America." The name of the capital of the country of accreditation is engraved in the lower right corner.

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

Senior Officer Naval Attaché:

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

Copenhagen

Senior Officer, Staff Corps, Naval Attaché:

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

Moscow

Junior Officer Naval Attaché:

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

Paris

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

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

The Secretary of the Navy

Or

The Under Secretary of the Navy

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

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

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

Mrs. Robert Louis Smythe

or

Mrs. Earle Peter Jones

24 Granby Street, Boston

or

Mrs. Laird

JOINT CARDS

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

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

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

Rear Admiral and Mrs. John Paul Jones, II

2220 West Street

or

Lieutenant and Mrs. Mark G. Burgunder

or

Commanders John and Elizabeth Smith

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

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

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

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

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

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

INFORMAL CARDS

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

CHAPTER 8

Dining-In

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

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

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

Officers of the Mess

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

GUESTS

There are two types of guests, official and personal. The former are those hosted by the mess and are usually senior in rank to the President, such as distinguished civilian, a prominent foreign national, a senior official of the U.S. Government or distinguished representative of the other armed services. Personal guests, invited with the permission of the President, are junior in rank to the President. Official guests are guests of the mess as a whole; their expenses are shared. The expenses of personal guests are paid by the one who invited them. This includes bar expenses.

Mess officers should arrive at least 10 minutes before the hour of invitation in order to meet and talk with the guests of honor and get acquainted with others. Officers do not leave until the guests have departed unless they have been excused beforehand for a good reason.

PROCEDURE

Cocktail Hour

Preceding the dinner there is an open-bar cocktail hour, which lasts for approximately 45 minutes. Each member of the mess should arrive 5 minutes before opening time. It is customary

for each officer to greet the President of the mess and later to aid the President in entertaining the guests.

Call to Dinner

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

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

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

Grace

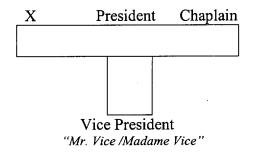
As soon as the music has stopped, the President will rap for attention and announce "Gentlemen/Ladies, the grace." The Chaplain will then say grace. Upon its completion, all officers will be seated at the sound of the gavel.

Gavel

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

Seating Arrangements

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



X= Guest of Honor

Table Setting

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

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

Ashtrays and cigarette containers will be conspicuously absent.

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

Wines

Appropriate dinner wines will be served. White wines are generally served with fish and fowl, red wines with blood meats. Champagne may be used anytime. White and sparkling wines are served chilled. Red wine is served at room temperature. Port, in keeping with tradition, will be served after dinner for toasting.

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

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

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

Dining-In Toasts

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

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

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

Immediately after the first toast, the President will call for the smoking lamp to be lighted. Mr. Vice/Madame Vice will present a lighted ceremonial lamp to the President who in turn will offer the light to honored guests. After the lamp has passed the President, he/she will announce, "*The smoking lamp is lighted*." Smoking may now commence throughout the mess. Cigars will be distributed to each table with the port. With the current trend being that of a smoke-free environment, many clubs are non-smoking facilities. The tradition of the smoking lamp looks like it has seen its final days. Check with the President to find out if one is desired or will be omitted from the event entirely.

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

Toasts will be drunk in the following order:

The Commander-in-Chief (Loyalty Toast) The Joint Chiefs of Staff The United States Marine Corps The Chief of Naval Operations Our Ships at Sea Missing Comrades Informal Toasts The United States Navy (Traditional Toast)

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

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

The President will then, without rising, call for a toast to the U.S. Navy. He/she will stand while Mr. Vice/Madame Vice seconds the toast. Before seconding, Mr. Vice/Madame Vice proceeds to the head table and fills each glass starting from honored guest and ending with the President. The President then fills Mr. Vice/Madame Vice's glass, who faces the mess and

seconds the toast. All present rise, responding in unison, "The United States Navy," drain the entire glass and remain standing while "Anchors Aweigh" is played.

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

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

Dining-In Violations of the Mess

- 1. Untimely arrival at proceedings.
- 2. Smoking at table prior to the lighting of the smoking lamp.
- 3. Haggling over date of rank.
- 4. Inverted cummerbund.
- 5. Loud and obtrusive remarks in a foreign language or in English.
- 6. Improper toasting procedure.
- 7. Leaving the dining area without permission from the President.
- 8. Carrying cocktails into the dining room.
- 9. Foul language.
- 10. Wearing clip-on bow tie at an obvious list.
- 11. Being caught with an uncharged glass.
- 12. Rising to applaud particularly witty, succinct, sarcastic or relevant toasts, unless following the example of the President.
- 13. Commencing a course before the President.
- 14. Placing a bet or wager.
- 15. Telling an off-color or unrefined story.
- 16. Discussing issues of a controversial nature.
- 17. Failure to laugh at any joke rendered by an honored guest or the President.
- 18. Improper attire.

POW/MIA TABLE

The small table at the front of the mess has been placed there to honor our POW/MIAs. The items on the table represent various aspects of the courageous men and women still missing. The table can be set for one or four – Army, Navy, Marine Corps, Air Force -- with or without hats.

The table is smaller than the others symbolizing the frailty of one prisoner alone against their oppressors.

The white tablecloth represents the purity of their response to our country's call to arms.

The empty chair depicts an unknown face, representing no specific Soldier, Sailor, Marine or Airman, but all who are not here with us.

The table is round to show that our concern for them is never ending.

The Bible represents faith in a higher power and the pledge to our country, founded as one nation under God.

The black napkin stands for the emptiness these warriors have left in the hearts of their families and friends.

The single red rose reminds us of their families and loved ones; and the red ribbon represents the love of our country, which inspired them to answer the nation's call.

The yellow candle and its yellow ribbon symbolize the everlasting hope for a joyous reunion with those yet unaccounted for.

The slices of lemon on the bread plate reminds us of their bitter fate.

The salt upon the bread plate represents the tears of their families.

The wine glass turned upside down reminds us that our distinguished comrades cannot be with us to drink a toast or join in the festivities this evening.

CHAPTER 9

Ship Ceremonies

Navy tradition dictates that each ship constructed for the service be honored on four historic ceremonial occasions: keel-laying, christening (or launching), commissioning and decommissioning. Various directives pertaining to these events are issued periodically, and one should check with the senior Navy official (i.e., Fleet Commander, Type Commander, etc.) office for local guidance.

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

KEEL-LAYING CEREMONY

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

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

The Commander, Charleston Naval Shipyard requests the honor of your presence upon the occasion of the laying of the keel of the destroyer NEVERSAIL¹ by the Honorable ______3

> at the Charleston Naval Shipyard on Tuesday, the tenth of August⁴ at half past twelve o'clock

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

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

³ Show the title of the speaker, if any, e.g., The Secretary of the Navy.

⁴ Some officials with a view to the historic nature of the event choose to include the year. When used, it should appear on the line following the date, written as "two thousand and one."

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

InvocationChaplainWelcome and introduction of the principal speakerPresident of the Shipbuilding Company or Commander of the Naval ShipyardAddressPrincipal speakerAuthentication of the keel-layingOptional. If included, the principal guest, generally the speaker, will affix a name plate or inscribe his initials on the keel.Movement of the keel into position on the shipwayPerformed by workmenAnnouncement that the keel "has been truly and fairly laid"The Principal Speaker or the President of the Shipbuilding CompanyBenedictionChaplain	National Anthem	
the principal speakerPresident of the Shipbuilding Company or Commander of the Naval ShipyardAddressPrincipal speakerAuthentication of the keel-layingOptional. If included, the principal guest, generally the speaker, will affix a name plate or inscribe his initials on the keel.Movement of the keel into position on the shipwayPerformed by workmenAnnouncement that the keel "has been truly and fairly laid"The Principal Speaker or the President of the Shipbuilding Company	Invocation	Chaplain
AddressCompany or Commander of the Naval ShipyardAddressPrincipal speakerAuthentication of the keel-layingOptional. If included, the principal guest, generally the speaker, will affix a name plate or inscribe his initials on the keel.Movement of the keel into position on the shipwayPerformed by workmenAnnouncement that the keel "has been truly and fairly laid"The Principal Speaker or the President of the Shipbuilding Company	Welcome and introduction of	
AddressNaval ShipyardAuthentication of the keel-layingPrincipal speakerAuthentication of the keel-layingOptional. If included, the principal guest, generally the speaker, will affix a name plate or inscribe his initials on the keel.Movement of the keel into position on the shipwayPerformed by workmenAnnouncement that the keel "has been truly and fairly laid"The Principal Speaker or the President of the Shipbuilding Company	the principal speaker	
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guest, generally the speaker, will affix a name plate or inscribe his initials on the keel.Movement of the keel into position on the shipwayPerformed by workmenAnnouncement that the keel "has been truly and fairly laid"The Principal Speaker or the President of the Shipbuilding Company		Principal speaker
on the shipway Performed by workmen Announcement that the keel "has been truly and fairly laid" "has been truly and fairly laid" The Principal Speaker or the President of the Shipbuilding Company	Authentication of the keel-laying	guest, generally the speaker, will affix a name plate or inscribe his
Announcement that the keel "has been truly and fairly laid"	Movement of the keel into position	
President of the Shipbuilding Company	1 2	Performed by workmen
	"has been truly and fairly laid"	President of the Shipbuilding
	Benediction	Chaplain

LAUNCHING/CHRISTENING CEREMONY

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

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

The Commander, Portsmouth Naval Shipyard requests the honor of your presence at the launching of the submarine DEEP FISH (SS 999) on Saturday, the twenty-first of July two thousand and one⁵ at half past ten o'clock at Portsmouth, New Hampshire Mrs. Robert Thomas Williams, Sponsor⁶

R.S.V.P.

⁵ Indication of the year is optional.

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

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

National Anthem Welcome Introduction of Principal Speaker	Shipyard official Senior Navy Official (i.e., Fleet Commander, Type Commander)
Address	Principal Speaker
Invocation	Chaplain
Introduction of the Ship's Sponsor	-
(and matrons of honor)	Shipyard official or Senior Navy
	Official
Christening	Sponsor

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

Attention sounded	
Opening remarks	Senior Navy Official (i.e., Fleet Commander, Type Commander)
Address on the ship's namesake	
and history of former ships of the name	Guest Speaker
Attention sounded	
Introduction of the sponsor, matron of honor,	
and representative of the Society of	Senior Navy Official
Sponsors	or other speaker
Presentation of gift from Navy yard employees ⁷	
Attention sounded	
Invocation	Chaplain
Christening	Sponsor
Anchors Aweigh	
National Anthem	

COMMISSIONING CEREMONY

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

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

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^{$\overline{7}$} Presentation of a gift to the sponsor may instead be made at the reception that follows the ceremony.

Invitation. There are two forms which commissioning invitations commonly take. The principal difference between lies in the consideration of who is the host for the ceremony and in whose name, therefore, invitations are extended. In practice, the first portion of the ceremony, including the commissioning itself, is the responsibility of the senior Navy official (i.e., Fleet Commander, Type Commander, etc.).

For this reason, invitations citing the senior Navy official as one of multiple hosts are often used; however, those tendered in the name of the commanding officer, officers and men are the least equally traditional.

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

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

Example 1:

The Commander, Naval Surface Force, U.S. Atlantic Fleet The Commanding Officer and Ship's Company⁸ request the honor of your presence at the commissioning of ⁹ USS NEVERSAIL (DD 2215) at the Norfolk, Naval Shipyard, Norfolk, Virginia on Monday, the fifteenth of August two thousand and one at half-past one o'clock

R.S.V.P. (757) 255-5812

Example 2:

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

Please present this card At the Henley Street Gate 10

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

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

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

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

Band selections	
Invocation	Chaplain
Welcome and introduction of the	-
Senior Navy Official	Builder or Shipyard Commander
Introduction of distinguished guests	Senior Navy Official
Reading of commissioning directive	Senior Navy Official
Ship commissioning	Senior Navy Official
Raising of Colors, Union Jack and	
Commissioning Pennant	
National Anthem	
Acceptance of command, reading of orders	
and assumption of command	Commanding Officer
Setting the watch	Commanding Officer and
	Executive Officer
Rendering of honors/personal flag of	
VIP/SOP broken	Commanding Officer orders
Introduction of Principal Speaker	Commanding Officer
Address	Principal Speaker
Remarks	Commanding Officer
Presentation of gift(s) ¹¹	
Benediction	Chaplain
Band selections	

DECOMMISSIONING CEREMONY

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

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

Arrival honors (if appropriate)	
National Anthem	
Invocation	Chaplain
Introduction	Commanding Officer
Remarks (such as resumé of ship's history)	Commanding Officer or other speaker
Reading of orders	Commanding Officer
Remarks	Authority accepting custody
Decommissioning and relinquishment	
of command	Commanding Officer
Benediction	Chaplain

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

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

Arrival honors (if appropriate) Invocation Introduction and remarks (orders read)	•
National Anthem	
Colors lowered	
Transfer to the Reserve Fleet	Authority accepting custody

CHAPTER 10

Change of Command and Retirement Ceremonies

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

INVITATION

Invitations are normally headed by a replica of the personal flag of the officer being relieved or a commission pennant. An appropriate format is:

Commander in Chief, U.S. Joint Forces and Supreme Allied Commander requests the pleasure of your company at the¹ Change of Command Ceremony at which Admiral John Paul Jones, United States Navy will be relieved by Admiral Robert Louis Smith, United States Navy on Friday, the twenty-first of June at ten o'clock on board USS DWIGHT D. EISENHOWER (CVN 69) Pier 12, United States Naval Station Norfolk, Virginia

R.S.V.P. (757) 428-3941 Service Dress White Civilian Informal

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

Reception immediately following the ceremony in Alumni Hall United States Naval Academy Annapolis, Maryland

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

Sample R.S.V.P. card:

Name(s)

Accept the Change of Command Ceremony invitation
Number in party

Unable to attend

Inquiries/R.S.V.P.: (757) 428-3941

PROGRAM

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

Arrival honors	
National Anthem	
Invocation	Chaplain
Remarks	Guest Speaker
Presentation of Award (if presented)	Designated Presenter (i.e., ISIC,
	Guest Speaker, etc.)
Remarks and reading of orders	Officer being relieved
Full Honors to officer relieved	
Oath of office, if required	
Reading of orders, remarks, and assumption of	
Command	Officer relieving
Full honors to officer relieving	

SEATING ON THE PLATFORM

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

RECEIVING LINE

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

RETIREMENT CEREMONIES

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

Where possible, the guidance of change of command ceremonies should be followed:

Invitation. In the case of a retirement ceremony alone, an invitation would be worded as:

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

R.S.V.P. (703) 692-1056 Service Dress Blue Civilian Informal

* This would be the host figure for the event.

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

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

R.S.V.P. (703) 695-1234 Service Dress Blue Civilian Informal

**Use of Printed Material and Mailing.² Ceremonies qualifying for the use of printed material at public expense are those approved as official and necessary for conducting public business.

When coincident with a change of command, a retirement ceremony is official, and accountable public funds may be used for printed materials.

A military retirement not coincident with a change of command may be judged official by the senior military officer within the immediate activity concerned in those instances where the activity authorizes and funds an official retirement ceremony. When so determined in writing by the senior military officer to the local Defense Printing Service component, accountable public funds may be used for printed materials.

Official announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage. Postage will not be pre-paid on R.S.V.P. cards. An invitation to a related reception immediately following such ceremonies may be included in the official mailing of the announcement if it does not result in any increase in cost to the government and does not include an advertisement for or endorsement of any enterprise.

²Paragraph 2, enclosure (1) of SECNAVINST 5603.2D

CHAPTER 11

Arranging Visits for Dignitaries

GENERAL GUIDELINES

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

PLANNING

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

1. Ensure that all arrangements, including reservations for hotels and restaurants are in writing.

2. Ensure that dignitaries will be met and bade farewell by officers of commensurate rank whenever this is possible. As a general rule, this requires that a flag officer be present at the arrival and departure of a flag officer that is on an official visit.

3. Ensure that all drivers of the official party are briefed regarding their schedules and are given explicit directions in order that they may operate independently if they become separated from the other cars.

4. Prepare a folio, which contains at least a map of the area, the local schedule, and lists of room assignments and telephone numbers for presentation to each member of the visiting party.

5. Provide billeting for the U.S. escort officer in the same building as the dignitary whenever possible. Otherwise, make adequate transportation available to this escort.

6. Provide sufficient time in the schedule not only for meetings, calls, meals, etc., but also for changes of clothes, coffee breaks, occasional rest periods, and transportation. The planner should actually time the travel from place to place and allow extra time for boarding vehicles and baggage transfer.

7. Foreign dignitaries are usually accompanied by one or more aides of their own armed service. Frequently, the latter are officers of the highest caliber who are destined for future positions of authority in their country. They often form lasting impressions about the United States and the Navy on the basis of the treatment accorded them as members of a visiting party. Special attention should also be given to their transportation, dining, and recreational arrangements and needs.

8. It is important to consider the cultural background of visiting foreign dignitaries and accommodate wherever possible individual religious preferences, food or beverage restrictions. Minimally, their living accommodations should be single rooms in hotels and in BOQs where room assignments should be made in keeping with their status as members of a dignitary's party rather than their rank.

9. Give careful attention to scheduling the itineraries of spouses of guests, especially those of foreign guests. After determining their interests and programming them insofar as possible, plan additionally:

a. Sight-seeing trips to view places of historic interest, scenery, or whatever the local area best affords.

b. Shopping tours, provided excellent stores offering American-made products area available. These may include fashion shows.

c. Spouse luncheons. When the dignitary is given a stag luncheon, the spouse should be given a luncheon by the U.S. host/hostess or by another high-ranking official's spouse. Not only American officials' spouses should attend, but also notable local citizenry including those of the same national origin as the guest and spouses of consular officials in the area, etc., should be invited.

d. Teas hosted by one or several U.S. spouses to honor the visitor and companions.

10. When planning gift exchange between a visiting foreign dignitary and his/her host, careful attention must be given to the amount expended for the gifts. Specific guidelines for gift exchange are found in the Official Representation Fund Instruction (SECNAVINST 7042.7J). If a visiting foreign dignitary is from one of the Latin American countries, guidelines are found in SECNAVINST 7042.13A.

11. It is often helpful to prepare a checklist when planning any visit in order to avoid any oversights.

THE ESCORT OFFICER

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

1. Establish the uniform requirements for all planned activities. Ensure that escorts know that they too must be in the requisite uniform for each event.

2. Ensure the local escort officer keeps the U.S. escort officer apprised of the schedule and any changes thereto, and makes every attempt to avoid the element of surprise. The U.S. escort officer should be consulted in order to keep abreast of any special requests or desires of the dignitary.

3. Ensure that both escort officers know the local short-notice cleaning facilities that exist, and facilitate any cleaning desired by the dignitary or escort.

4. Inform the U.S. escort officer of the toasts that will be offered at formal luncheons and dinners and of the appropriate responses thereto. Also notify him/her of any speeches or press interviews, which may have been scheduled in keeping with the desires of the dignitary.

5. Provide the escorts with information or reference material concerning the handling of any emergency regarding messing, transportation, medical needs, etc. that may arise.

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

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

HONORS

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

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

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

During all first official visits for foreign service chiefs, the rank of the visitor is equal to that of the U.S. counterpart. Therefore, a U.S. Navy line officer four star flag is flown for visiting foreign navy chiefs (not CNO personal flag) even though the individual's military rank may be less than 0-10 pay grade.

ENTERTAINMENT OF FOREIGN DIGNITARIES

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

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

Also noteworthy, as a general rule the color white should be avoided. The color white is a sign of death and is used for funerals in many nations – mainly Far East countries. Therefore, all-white floral arrangements, white cars and white gifts and those wrapped in white should be avoided.

DIETARY RESTRICTIONS OF FOREIGN DIGNITARIES

When entertaining foreign guests, it is important to consider any dietary restrictions they may have prior to planning the menu. Avoiding these items or offering alternatives will make any event a success. Various religions have dietary restrictions such as those listed below:

- Islam: Pork or pork products or food prepared by using pork products (grease) are forbidden. Alcoholic beverages are also forbidden, but may take exception to the rule. Fruit juice can be served for toasting.
- Hinduism: Pork and beef or their products are forbidden. Dairy products may not be acceptable to some. Many Hindus are vegetarians.
- Buddhism: No dietary restrictions, although some do not eat meat.
- Judaism: Pork, shellfish, and certain parts of the cow are forbidden by Orthodox Jews. Milk and meat should not be served together; several hours must pass between consumption of these.

Mormons: Coffee, tea, and alcoholic beverages are not drunk. Many prefer plain food.

The following chart lists very general restrictions found in certain countries. This does not allow for individual dietary restrictions due to the religious, medical or personal preferences. Therefore, one should determine if any of these restrictions also exist. In general, fish and fowl are universally acceptable. When restrictions do exist, guard against serving any derivation of them. It is also wise to always have a variety of non-alcoholic beverages available to those who prefer.

RECORD OF DIETARY RESTRICTIONS

Country	No Beef	No Pork	No Restrictions	Other
Argentina			X	
Australia			X	-
Austria			X	
Belgium			X	
Bolivia			X	
Brazil			X	
Bulgaria			X	
Burma			X	
Cameroon			X	
Canada		· · · · · · · · · · · · · · · · · · ·	X	
Chile			X	
China			X	
Colombia			X	
Czechoslovakia			Х	
Denmark	·····		X	
Dominican				
Republic			X	
Ecuador	· · · · · · · · · · · · · · · · · · ·		X	
Egypt		Х		
El Salvador			X	
Ethiopia		X		
Finland			X	
France			X	
Germany			X	
Ghana		Х		
Great Britain			X	
Greece			X	
Guatemala			X	
Haiti			X	
Honduras	······		X	
Hungary			X	
India	X	Х		
Indonesia		Х		
Iran		X		No alcohol
Israel		Х		
Italy			X	
Japan			X	
Jordan	······································	Х		
Korea			X	
Lebanon	····	Х		

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RECORD	OF DIETARY	RESTRICTIONS

Country	No Beef	No Pork	No Restrictions	Other
Malaysia		X		
Mexico			X	
Morocco		X		
Nepal	Х			
Netherlands			X	
New Zealand			X	
Nicaragua			X	
Nigeria			X	
Norway			X	
Pakistan		X		
Panama			X	
Paraguay			X	
Peru			X	
Philippines			X	
Poland			X	
Portugal			X	
Romania			X	
Russia			X	
Saudi Arabia		X		No alcohol
South Africa			X	
Spain			X	
Sri Lanka	X		_	No fish, no eggs
Sudan		X		
Sweden			X	
Switzerland			X	
Thailand	X			
Tunisia		X		
Turkey	·····	X		
Uruguay			X	
Venezuela			X	
Yugoslavia			Х	

CHAPTER 12

Forms of Address

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

In addition, the following general rules apply:

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

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

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

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

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

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

-- If her husband is a civilian: Commander Maureen Therese Green and Mr. Green

-- If her husband is also in the military: Commander Elizabeth Eileen Smith Captain Timothy Daniel Smith

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

Captain Thomas Francis Jones and Captain Shawn Claire Jones

or

Captain and Mrs. Thomas Jones

Other Forms of Address

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

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

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

-- Dear Chaplain Burt,

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

Midshipman is a rank and therefore used for both males and females. Midshipman Brian Richard Smith Midshipman Mary Louise Taylor

Introductions

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

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

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

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

Smith."

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

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

AMERICAN DIGNITARIES

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

American Dignitaries

POSITION: Amb	bassador of the United States (on leave or retired) ¹
Envelope:	Official: The Honorable John Ryan
	Social: The Honorable John Ryan and Mrs. Ryan
Invitation ² :	Mr. and Mrs. Ryan
Place Card:	Mr. Ryan
	Mrs. Ryan
Salutation:	Dear Mr. Ryan:
Complimentary	
Close:	Sincerely yours,
Conversation:	Mr. Ryan
	Mrs. Ryan
In conversation:	"Ambassador <i>John</i> Ryan"
Announced as:	"The Honorable John Ryan, Ambassador of the United States"
	or "The Honorable John Ryan, Former Ambassador of the United States"

POSITION: Ambassador of the United States (on post)

Envelope:	Official: The Honorable Goodwin Ryan American Ambassador Social: The American Ambassador and Mrs. Ryan
Invitation:	The American Ambassador and Mrs. Ryan
Place Card:	The American Ambassador Mrs. Ryan
Salutation:	Dear Mr. Ambassador:
Complimentary	
Close:	Sincerely yours,
Conversation:	Mr. Ambassador
	Mrs. Ryan
In conversation:	"Ambassador John Ryan"
Announced as:	"The Honorable John Ryan, Ambassador of the United States"

¹ It should be noted that while the invitation, salutation, and conversation forms indicated for retired ambassadors are correct, it is common practice when dealing with a notable, retired, career ambassador of many years service to use "Ambassador and Mrs. Ryan" on the invitation, "Dear Mr. Ambassador" in salutation, and "Mr. Ambassador" in conversation. ² Names should be positioned on the invitation precisely as shown.

Envelope:	Official: The Honorable Marie Ryan
	Social: The American Ambassador and Mr. Ryan
Invitation:	The American Ambassador and Mr. Ryan
Place Card:	The American Ambassador
	Mr. Ryan
Salutation:	Dear Madam Ambassador:
Complimentary	
Close:	Sincerely yours,
Conversation:	Madam Ambassador
	Mr. Ryan
In conversation:	"Ambassador Marie Ryan"
Announced as:	"The Honorable Marie Ryan, Ambassador of the United States"

POSITION: Ambassador of the United States (woman)

POSITION: Ambassador of the United States (with military rank)³

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Envelope:	Official: Admiral John Jays Ryan American Ambassador Social: The American Ambassador and Mrs. Ryan
Invitation:	The American Ambassador and Mrs. Ryan
Place Card:	The American Ambassador Mrs. Ryan
Salutation:	Dear Mr. Ambassador: Dear Admiral Ryan:
Complimentary Close:	Sincerely yours,
Conversation:	Mr. Ambassador or Admiral Ryan Mrs. Ryan
In conversation:	"Ambassador John Ryan"
Announced as:	"Admiral John Ryan, Ambassador of the United States"

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

Envelope:	Official: The Honorable Thad Ryan Assistant to the President	
	Social: The Honorable Thad Ryan and Mrs. Ryan	
Invitation:	Mr. and Mrs. Ryan	
Place Card:	Mr. Ryan	
	Mrs. Ryan	
Salutation:	Dear Mr. Ryan:	
Complimentary		
Close:	Sincerely yours,	
Conversation:	Mr. Ryan	
	Mrs. Ryan	
In conversation:	"Mr. Thad Ryan"	
Announced as:	"The Honorable Thad Ryan, Assistant to the President for"	

POSITION: Assistant to the President

POSITION: Assistant Secretaries of Executive and Military Departments

Envelope:	Official: The Honorable Norton B. Ryan Assistant Secretary of the Navy
	Social: The Honorable Norton B. Ryan and Mrs. Ryan
Invitation:	Mr. and Mrs. Ryan
Place Card:	Mr. Ryan
	Mrs. Ryan
Salutation:	Dear Mr. Ryan:
Complimentary	
Close:	Sincerely yours,
Conversation:	Mr. Ryan
	Mrs. Ryan
In conversation:	"Mr. Norton Ryan"
Announced as:	"The Honorable Norton B. Ryan, Assistant Secretary of the Navy"

Envelope:	Official: Mr. Justice Ryan The Supreme Court of the United States Social: Mr. Justice Ryan and Mrs. Ryan
Invitation:	Mr. Justice Ryan and Mrs. Ryan
Place Card:	Mr. Justice Ryan Mrs. Ryan
Salutation:	Dear Mr. Justice:
Complimentary Close:	Sincerely yours,
Conversation:	Mr. Justice Ryan Mrs. Ryan
In conversation:	"Mr. Justice Ryan"
Announced as:	"The Honorable John Jones Ryan, Associate Justice of the Supreme Court of the United States"

POSITION: Associate Justice of the Supreme Court

Envelope:	Official: The Honorable John Paul Ryan Secretary of Defense	
	Social: The Honorable John Paul Ryan The Secretary of Defense and Mrs. Ryan	
Invitation:	The Secretary of Defense and Mrs. Ryan	
Place Card:	The Secretary of Defense	
	Mrs. Ryan	
Salutation:	Dear Mr. Secretary:	
Complimentary		
Close:	Sincerely yours,	
Conversation:	Mr. Secretary	
	Mrs. Ryan	
In conversation:	"Secretary John Ryan"	
Announced as:	"The Honorable John Ryan, Secretary of Defense"	

Envelope:	Official: The Honorable Spencer Ryan	
*	Social: The Honorable Spencer Ryan	
	The Attorney General and Mrs. Ryan	
Invitation:	The Attorney General and Mrs. Ryan	
Place Card:	The Attorney General	
	Mrs. Ryan	
Salutation:	Dear Mr. Attorney General:	
Complimentary		
Close:	Sincerely yours,	
Conversation:	Mr. Attorney General	
	Mrs. Ryan	
In conversation:	"Attorney General Spencer Ryan"	
Announced as:	"The Honorable Spencer Ryan, Attorney General"	

POSITION: Cabinet Officer: The Attorney General⁴

POSITION: Chargé d'Affaires ad interim of the United States

Envelope:	Official: Paul Fay Ryan, Esquire American Chargé d'Affaires ad interim Social: The American Chargé d'Affaires and Mrs. Ryan
Invitation:	Mr. and Mrs. Ryan
Place Card:	The American Chargé d'Affaires Mrs. Ryan
Salutation:	Dear Mr. Ryan:
Complimentary Close:	Sincerely yours,
Conversation:	Mr. Ryan Mrs. Ryan
In conversation:	<i>"Mr. Paul</i> Ryan"
Announced as:	"Mr. Paul Ryan, The American Chargé d'Affaires ad interim"

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

Envelope:	Official: The Chief Justice The Supreme Court of the United States Social: The Chief Justice and Mrs. Ryan
Invitation:	The Chief Justice and Mrs. Ryan
Place Card:	The Chief Justice Mrs. Ryan
Salutation:	Dear Mr. Chief Justice:
Complimentary Close:	Sincerely yours,
Conversation:	Mr. Chief Justice Mrs. Ryan
In conversation:	"Chief Justice John Ryan"
Announced as:	"The Honorable John Jones Ryan, The Chief Justice of the United States"

POSITION: The Chief Justice of the Supreme Court of the United States

POSITION: Congressman (U.S.) or Congresswoman⁵

Envelope:	Official: The Honorable James Ryan House of Representatives Social: The Honorable James Ryan and Mrs. Ryan
Invitation:	Mr. and Mrs. Ryan
Place Card:	Mr. Ryan Mrs. Ryan
Salutation:	Dear Mr. Ryan:
Complimentary Close:	Sincerely yours,
Conversation:	Mr. Ryan Mrs. Ryan
In conversation:	"Congressman James Ryan" or "Congresswoman"
Announced as:	"Congressman James Ryan of Hawaii" or "Congresswoman"

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

Envelope:	Official: John Ryan, Esquire American Consul General Social: Mr. and Mrs. John Ryan
Invitation:	Mr. and Mrs. Ryan
Place Card:	The American Consul General Mrs. Ryan
Salutation:	Dear Mr. Ryan:
Complimentary	
Close:	Sincerely yours,
Conversation:	Mr. Ryan Mrs. Ryan
In conversation:	"Mr. John Ryan"
Announced as:	"Mr. John Ryan, Consul General of the United States"

POSITION: Consul General, Consul or Vice Consul of the United States

POSITION: Former President of the United States of America⁶

Envelope:	Official: The Honorable James Lee Ryan Social: The Honorable James Lee Ryan and Mrs. Ryan
Invitation:	Mr. and Mrs. Ryan
Place Card:	Mr. Ryan Mrs. Ryan
Salutation:	Dear Mr. Ryan:
Complimentary	
Close:	Sincerely yours,
Conversation:	Mr. Ryan Mrs. Ryan
In conversation:	"President James Ryan"
Announced as:	"The Honorable James Ryan"

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

Envelope:	Official: The Honorable John Ryan The Governor of New York Social: The Honorable John Ryan The Governor of New York and Mrs. Ryan	
Invitation:	Governor and Mrs. Ryan	
Place Card:	Governor Ryan Mrs. Ryan	
Salutation:	Dear Governor Ryan:	
Complimentary Close:	Sincerely yours,	
Conversation:	Governor Ryan Mrs. Ryan	
In conversation:	"Governor John Ryan"	
Announced as:	"The Honorable John Ryan, Governor of New York"	

POSITION: Governor of a State

POSITION: Judge of a Court

Envelope:	Official: The Honorable John RyanJudge of the United StatesDistrict Court for the Southern District of TexasSocial:The Honorable John Ryan and Mrs. Ryan	
Invitation:	Judge and Mrs. Ryan	
Place Card:	Judge Ryan Mrs. Ryan	
Salutation:	Dear Judge Ryan:	
Complimentary Close:	Sincerely yours,	
Conversation:	Judge Ryan Mrs. Ryan	
In conversation:	"Judge John Ryan"	
Announced as:	"The Honorable John Ryan, Judge of the United States District Court for the Southern District of Texas"	

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Envelope:	Official: The Honorable Robert Ryan Mayor of San Francisco Social: The Honorable Robert Ryan and Mrs. Ryan Mayor and Mrs. Ryan	
Invitation:		
Place Card:	Mayor Ryan Mrs. Ryan	
Salutation:	Dear Mayor Ryan:	
Complimentary Close:	Sincerely yours,	
Conversation:	Mr. Mayor Mrs. Ryan	
In conversation:	"Mayor <i>Robert</i> Ryan"	
Announced as:	"The Honorable Robert Ryan, Mayor of San Francisco"	

POSITION: Mayors

POSITION: Minister of an U.S. Legation

Envelope:	Official: The Honorable Cabot Ryan Minister, American Legation Social: The Honorable Cabot Ryan and Mrs. Ryan	
Invitation:	The American Minister and Mrs. Ryan	
Place Card:	The American Minister Mrs. Ryan	
Salutation:	Dear Mr. Minister:	
Complimentary Close:	Sincerely yours,	
Conversation:	Mr. Minister Mrs. Ryan	
In conversation:	"Minister Cabot Ryan"	
Announced as:	"The Honorable Cabot Ryan, Minister of the American Legation"	

Envelope:	Official: The Honorable Clare Ryan Minister, American Legation Social: The Honorable Clare Ryan and Mr. Ryan	
Invitation:	The American Minister and Mr. Ryan	
Place Card:	The American Minister Mr. Ryan	
Salutation:	Dear Madam Minister:	
Complimentary Close:	Sincerely yours,	
Conversation:	Madam Minister Mr. Ryan	
In conversation:	"Minister Clare Ryan"	
Announced as:	"The Honorable Clare Ryan, Minister of the American Legation"	

POSITION: Minister of an U.S. Legation (woman)

POSITION: President of the United States of America

Envelope:	Official: The President The White House Social: The President and Mrs. Ryan The White House	
Invitation:	The President and Mrs. Ryan	
Place Card:	The President Mrs. Ryan	
Salutation:	Dear Mr. President:	
Complimentary Close:	Formal Official: Respectfully yours, Informal Official: Faithfully yours,	
Conversation:	Mr. President Mrs. Ryan	
In conversation:	"President John Ryan"	
Announced as:	"The President of the United States of America"	

Envelope:	Official: The Honorable John Ryan	
-	Presiding Judge	
	Appellate Division	
	Supreme Court	
	Social: Mr. Justice Ryan and Mrs. Ryan	
Invitation:	Mr. Justice Ryan and Mrs. Ryan	
Place Card:	Mr. Justice Ryan	
	Mrs. Ryan	
Salutation:	Dear Mr. Justice:	
Complimentary		
Close:	Sincerely yours,	
Conversation:	Mr. Justice Ryan	
	Mrs. Ryan	
In conversation:	"Mr. Justice Ryan"	
Announced as:	"The Honorable John Ryan, Presiding Justice of the Appellate Division of the Supreme Court"	

POSITION: Presiding Judge

POSITION: Secretaries of the Armed Services⁷

Envelope:	Official: The Honorable Thomas John Ryan Secretary of the Navy	
	Social: The Honorable Thomas John Ryan	
	The Secretary of the Navy and Mrs. Ryan	
Invitation:	The Secretary of the Navy and Mrs. Ryan	
Place Card: The Secretary of the Navy		
	Mrs. Ryan	
Salutation:	Dear Mr. Secretary:	
Complimentary		
Close:	Sincerely yours,	
Conversation:	Mr. Secretary	
	Mrs. Ryan	
In conversation:	"Secretary Thomas Ryan"	
Announced as:	"The Honorable Thomas Ryan, Secretary of the Navy"	

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

Envelope:	Official: The Honorable Rhett Ryan United States Senate Social: The Honorable Rhett Ryan and Mrs. Ryan		
Invitation:	Senator and Mrs. Ryan		
Place Card:	Senator Ryan Mrs. Ryan		
Salutation:	Dear Senator Ryan		
Complimentary Close:	Sincerely yours,		
Conversation:	Senator Ryan Mrs. Ryan		
In conversation:	"Senator Rhett Ryan"		
Announced as:	"The Honorable Rhett Ryan, United States Senator"		

POSITION: Senator (U.S.)

POSITION: The Speaker of the House of Representatives

Envelope:	Official: The Honorable John Henry Ryan Speaker of the House of Representatives Social: The Speaker of the House of Representatives and Mrs. Ryan	
Invitation:	The Speaker and Mrs. Ryan	
Place Card:	The Speaker Mrs. Ryan	
Salutation:	Dear Mr. Speaker:	
Complimentary Close:	Sincerely yours,	
Conversation:	Mr. Speaker or Speaker Mrs. Ryan	
In conversation:	"Speaker John Ryan"	
Announced as:	"The Honorable John Ryan, Speaker of the House of Representatives"	

Foreign Dignitaries

POSITION: Ambassador

Envelope:	Official: His Excellency ⁸ Pierre Ryan Ambassador of Social: His Excellency The Ambassador of and Mrs. Ryan		
Invitation:	The Ambassador of	and Mrs. Ryan	
Place Card:	The Ambassador of Mrs. Ryan	_	
Salutation:	Dear Mr. Ambassador:		
Complimentary Close:	Sincerely yours,		
Conversation:	Mr. Ambassador Mrs. Ryan		
In conversation:	"Ambassador Pierre Ryan"		
Announced as:	"The Ambassador of	,,	

POSITION: Ambassador with personal title of royalty or nobility

Envelope:	Official: His Royal Highness Ambassador of _ Social: His Royal Highness The Ambassador	
Invitation:	The Ambassador of	_and Princess Ryan
Place Card:	The Ambassador of Princess Ryan	_
Salutation:	Dear Mr. Ambassador	
Complimentary		
Close:	Sincerely yours,	
Conversation:	Mr. Ambassador Your Royal Highness (wife)	
In conversation:	"Prince George Ryan"	
Announced as:	"The Ambassador of	"

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

Official: Mr. Donald Ryan		
Chargé d' Affaires ad interim of		
Chargé d' Affaires ad interim of	and Mrs. Ryan	
Chargé d' Affaires ad interim of		
Mrs. Ryan		
Dear Mr. Chargé d' Affaires:		
Sincerely yours,		
Mr. Ryan		
Mrs. Ryan		
"Mr. Donald Ryan"		
"Mr. Donald Ryan, Chargé d' Affaires ad interim of"		
	Social: The Chargé d' Affaires ad interim of and Mrs. Ryan Chargé d' Affaires ad interim of Chargé d' Affaires ad interim of Mrs. Ryan Dear Mr. Chargé d' Affaires: Sincerely yours, Mr. Ryan Mrs. Ryan "Mr. Donald Ryan"	Chargé d' Affaires ad interim of Social: The Chargé d' Affaires ad interim of and Mrs. Ryan Chargé d' Affaires ad interim of and Mrs. Ryan Chargé d' Affaires ad interim of Mrs. Ryan Dear Mr. Chargé d' Affaires: Sincerely yours, Mr. Ryan Mrs. Ryan "Mr. Donald Ryan"

POSITION: Chargé d' Affaires ad interim

POSITION: King

Envelope:	Official: His Majesty Frederick IX King of Denmark Social: Their Majesties The King and Queen of Denmark	
Invitation:	His Majesty The King of Denmark	
Place Card:	His Majesty The King of Denmark Her Majesty The Queen of Denmark	
Salutation:	Your Majesty:	
Complimentary Close:	Respectfully yours,	
Conversation:	Your Majesty Your Majesty (Queen)	
In conversation:	"His Majesty Frederick IX"	
Announced as:	"His Majesty The King of Denmark"	

Envelope:	Official: The Honorable John Ryan British Embassy Social: The Honorable John Ryan and Mrs. Ryan Mr. and Mrs. Ryan	
Invitation:		
Place Card:	Mr. Ryan Mrs. Ryan	
Salutation:	Dear Mr. Ryan:	
Complimentary Close:	Sincerely yours,	
Conversation:	Mr. Ryan Mrs. Ryan	
In conversation:	<i>"Mr. John</i> Ryan"	
Announced as:	"The Honorable John Ryan, Minister of"	

POSITION: Minister of an Embassy⁹

POSITION: Minister plenipotentiary of a Legation

Envelope:	Official: The Honorable Charles Ryan Minister of Social: The Honorable Charles Ryan Minister of and Mrs. Ryan		
Invitation:	The Minister of	and Mrs. Ryan	
Place Card:	The Minister of Mrs. Ryan		
Salutation:	Dear Mr. Minister:		
Complimentary Close:	Sincerely yours,		
Conversation:	Mr. Minister Mrs. Ryan		
In conversation:	"Minister Charles Ryar	1"	
Announced as:	"The Honorable Charles Ryan, Minister of"		

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

Envelope:	Official: His Excellency Leopold Ryan President of the Republic of		
	Social: His Excellency		
	The President of the Republic of and Mrs. Ryan		
Invitation:	His Excellency		
	The President of the Republic of and Mrs. Ryan		
Place Card:	The President of the Republic of		
	Mrs. Ryan		
Salutation:	Dear Mr. President:		
Complimentary			
Close:	Respectfully yours,		
Conversation:	Mr. President		
	Mrs. Ryan		
In conversation:	"President Leopold Ryan"		
Announced as:	"His Excellency The President of the Republic of)"		

POSITION: President of a Republic

POSITION: Prime Minister

Envelope:	Official: His Excellency ¹⁰ Johan The Prime Minister Social: His Excellency The Prime Minister	r of
Invitation:	The Prime Minister of	and Mrs. Ryan
Place Card:	The Prime Minister of Mrs. Ryan	
Salutation:	Dear Mr. Prime Minister: Dear Prime Minister: ¹¹	
Complimentary Close:	Sincerely yours,	
Conversation:	Mr. Prime Minister Mrs. Ryan	
In conversation:	"Prime Minister Johan Ryan"	
Announced as:	"The Prime Minister of	»»

 ¹⁰ In Britain and often in North Ireland, Australia, New Zealand, and Canada, the Prime Minister is a member of the British Privy Council and therefore has the title the Right Honourable. The official envelope would show: The Right Hon. John Ryan, P.C., M.P., Prime Minister of Canada.
 ¹¹ Used for the British Prime Minister only.

POSITION: Queen

Envelope:	Official: Her Majesty Elizabeth II Queen of England Social: Her Majesty Elizabeth II and His Royal Highness The Prince Philip Duke of Edinburgh
Invitation:	Her Majesty The Queen of England
Place Card:	Her Majesty The Queen of England
Salutation:	Your Majesty:
Complimentary Close:	Respectfully yours,
Conversation:	Your Majesty or Ma'am (in long conversation) Your Royal Highness (husband)
In Conversation:	"Her Majesty, Queen Elizabeth II"
Announced as:	"Her Majesty, Queen Elizabeth II or "Her Majesty, The Queen of England"

Military

POSITION: Adm	niral, Vice Admiral, Rear Admiral ¹²
Envelope:	Official: Admiral John Paul Ryan, USN Position Title Social: Admiral and Mrs. John Paul Ryan
Invitation:	Admiral and Mrs. Ryan
Place Card:	Admiral Ryan Mrs. Ryan
Salutation:	Dear Admiral Ryan:
Complimentary Close:	Sincerely yours,
Conversation:	Admiral Ryan Mrs. Ryan
In conversation:	"Admiral John Ryan"
Announced as:	"Admiral John Ryan (position title)"

POSITION: General, Lieutenant General, Major General, Brigadier General

Envelope:	Official: Lieutenant General James Day Ryan, USA			
·	Social: Lieutenant General and Mrs. James Day Ryan			
Invitation:	General and Mrs. Ryan			
Place Card:	General Ryan			
	Mrs. Ryan			
Salutation:	Dear General Ryan:			
Complimentary				
Close:	Sincerely yours,			
Conversation:	General Ryan			
	Mrs. Ryan			
In conversation:	"Lieutenant General James Ryan"			
Announced as:	"Lieutenant General James Ryan, (position title)"			

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

Envelope:	Official: First Sea Lord Admiral Sir Peter Ryan GCB DSO Social: First Sea Lord Admiral Sir Peter Ryan and Lady Ryan
Invitation:	Admiral Sir Peter Ryan and Lady Ryan
Place Card:	Admiral Sir Peter Ryan Lady Ryan
Salutation:	Dear Admiral Ryan: Dear Sir Peter:
Complimentary Close:	Sincerely yours,
Conversation:	Admiral Ryan or <i>Sir Peter</i> <i>Lady</i> Ryan
In conversation:	"Admiral Sir Peter Ryan"
Announced as:	"First Sea Lord, Admiral Sir Peter Ryan"

POSITION: British and Commonwealth Navies¹³

POSITION: Foreign military with title of nobility

Envelope:	Official: Major Count Ivan Ryan			
	Social: Major Count Ivan Ryan and the Countess Ryan			
Invitation:	Major Count Ryan and the Countess Ryan			
Place Card:	Major <i>Count</i> Ryan			
	Countess Ryan			
Salutation:	Dear Major Ryan:			
	Dear Count Ryan:			
Complimentary				
Close:	Sincerely yours,			
Conversation:	Major Ryan or Count Ryan			
	Countess Ryan			
In conversation:	"Major Count Ivan Ryan"			
Announced as:	"Major Count Ivan Ryan"			

¹³ The letters "RN" are placed after any other initials following the surnames of Royal Navy officers, except flag officers who do not use the RN at all.

INITIALS OF BRITISH HONORS, DECORATIONS AND MEDALS

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

It is customary to put only two abbreviations after a name, using the two differing honors highest in rank for this purpose and adding "etc.", if the addressee has more than two. The abbreviations are in capital letters, with no punctuation, as "Admiral Sir Peter Ryan KBE CB DSO".

ORDERS OF KNIGHTHOOD ACCORDING TO PRECEDENCE

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

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

ANNEX A

Order of Precedence

In ceremonies involving the U.S. Marine Corps and U.S. Navy units, the Marine unit shall be on the right of the line or the head of the column. The senior line officer, regardless of service, functions as the commander of the troops.

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

- 1. Cadets, United States Military Academy
- 2. Midshipmen, United States Naval Academy
- 3. Cadets, United States Air Force Academy
- 4. Cadets, United States Coast Guard Academy
- 5. United States Army
- 6. United States Marine Corps
- 7. United States Navy
- 8. United States Air Force
- 9. United States Coast Guard
- 10. Army National Guard of the United States
- 11. Army Reserve
- 12. Marine Corps Reserve
- 13. Naval Reserve
- 14. Air National Guard of the United States
- 15. Air Force Reserve
- 16. Coast Guard Reserve
- 17. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard in that order.
- 18. During any period when the United States Coast Guard shall operate as part of the United States Navy, the Cadets, United States Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve shall take precedence, respectively, next after the Midshipmen, United States Naval Academy, the United States Navy; and the Naval Reserve.

ANNEX B

Foreign Service

FSOs	Diplomatic Title	Consular Title	Military Equivalent Rank	SES/GS Rating
Career Ambassador	Ambassador		General/Admiral	SES-6
Career Minister (FE-CM)	Ambassador; Minister Counselor	Consul General	Lieutenant General / Vice Admiral	SES-5
Minister Counselor (FE-MC)	Ambassador; Counselor	Consul General	Major General / Rear Admiral (Upper Half)	SES-3 and SES-4
Counselor (FE-0C)	Counselor	Consul General/ Consul	Brigadier General / Rear Admiral (Lower Half)	SES-1 and SES-2
FSO-1	Counselor; First Secretary	Consul General; Consul	Colonel / Captain	GS-15
FSO-2	Second Secretary	Consul	Lieutenant Colonel / Commander	GS-13 and GS-14
FSO-3	Second Secretary	Consul	Major / Lieutenant Commander	GS-12
FSO-4	Second Secretary	Vice Consul	Captain / Lieutenant	GS-10 and GS-11
FSO-5	Third Secretary	Vice Consul	1st Lieutenant / Lieutenant Junior Grade	GS-8 and GS-9
FSO-6	Third Secretary	Vice Consul	2nd Lieutenant / Ensign	GS-7

ANNEX C

MILITARY RANKS OF THE ARMED FORCES

Ranks / Rates	Navy	Marine Corps	Army	Air Force	Coast Guard
O-10 Admiral / General	ADM	Gen	GEN	Gen	ADM
O-9 Vice Admiral / Lieutenant General	VADM	LtGen	LTG	Lt Gen	VADM
O-8 Rear Admiral (Upper Half) / Major General	RADM	MajGen	MG	Maj Gen	RADM
O-7 Rear Admiral (Lower Half) / Brigadier General	RDML	BGen	BG	Brig Gen	RADM(L)
O-6 Captain / Colonel	CAPT	Col	COL	Col	CAPT
O-5 Commander / Lieutenant Colonel	CDR	LtCol	LTC	Lt Col	CDR
O-4 Lieutenant Commander / Major	LCDR	Maj	MAJ	Maj	LCDR
O-3 Lieutenant / Captain	LT	Capt	CPT	Capt	LT
O-2 Lieutenant Junior Grade / First Lieutenant	LTJG	lst Lt	1LT	1st Lt	LTJG
O-1 Ensign / Second Lieutenant	ENS	2ndLt	2LT	2nd Lt	ENS
W-5 Chief Warrant Officer	CWO5	W-5	CW5		CW05
W-4 Chief Warrant Officer	CW03 CW04	W-4	CW4		CW05 CW04
W-3 Chief Warrant Officer	CW04 CW03	W-4 W-3	CW4 CW3		CW04 CW03
W-2 Chief Warrant Officer	CW03 CW02	W-2	CW3 CW2		CWO2
W-2 Chief Warrant Officer	WO2	<u>W-2</u> W-1	WO1		WO2
E-10 Master Chief Petty Officer of the Navy		vv - 1	wOI		WO
Sergeant Major of the Marine Corps					
Sergeant Major of the Army					
Master Chief Petty Officer of the Coast Guard	MCPON	SgtMaj	SMA	CMSAF	MCPOCG
E-9 Master Chief Petty Officer (USN, USCG)	WICTON	Sguviaj	SMA	CINISAL	MCLOCO
Sergeant Major / Master Gunnery Sergeant (USMC)		SgtMaj			
Command Sergeant Major (USA)	МСРО	MGySgt	CSM	CMSgt	MCPO
E-8 Senior Chief Petty Officer (USN, USCG)	MCrO	MOySgi	CSIVI	CMSgt	MCIO
First Sergeant / Master Sergeant (USMC)					
First Sergeant (USA)		1stSgt			
Senior Master Sergeant (USAF)	SCPO	MSgt	1SG	SMSgt	SCPO
E-7 Chief Petty Officer (USN, USCG)	Bero	Widge	150	Dividge	
Gunnery Sergeant (USMC)					
Sergeant First Class (USA)	СРО	GySgt	SFC	MSgt	СРО
E-6 Petty Officer First Class (USN, USCG)	010	Oybgt		wibgt	010
Staff Sergeant (USMC, USA)					
Technical Sergeant (USAF)	PO1	SSgt	SSG	TSgt	PO1
E-5 Petty Officer Second Class (USN, USCG)	101		550	108	
Sergeant (USMC, USA)					
Staff Sergeant (USAF)	PO2	Sgt	SGT	SSgt	PO2
E-4 Petty Officer Third Class (USN, USCG)	102			0050	
Corporal (USMC, USA)					
Sergeant (USAF)	PO3	Cpl	CPL	Sgt	PO3
E-3 Seaman (USN, USCG)		<u></u>	0112	~~~~	
Lance Corporal (USMC)					
Private First Class (USA)	SN	LCpl	PFC	A1C	SN
E-2 Seaman Apprentice (USN, USCG)			-		
Private First Class (USMC)					
Private (USA)					
Airman (USAF)	SA	PFC	PVT	Amn	SA
E-1 Seaman Recruit (USN, USCG)					
Private (USMC, USA – no insignia)					
Airman Basic (USAF – no insignia)	SR	Pvt	PVT	AB	SR

ANNEX D

Military and Civilian Pay Grades

Military Grade	Rank	Civilian Grade
O-10	Admiral	SES (ES-6)*
0-9	Vice Admiral	SES (ES-5&6)*
O-8	Rear Admiral (Upper Half)	SES (ES-5&4)
0-7	Rear Admiral (Lower Half)	SES (ES-1-4)
O-6	Captain	GS/GM-14/15
O-5	Commander	GS/GM-13/14
O-4	Lieutenant Commander	GS-12
O-3	Lieutenant	GS-11
0-2	Lieutenant Junior Grade	GS-7/9
0-1	Ensign	GS-7
E-9	Master Chief Petty Officer	GS-6
E-8	Senior Chief Petty Officer	GS-6
E-7	Chief Petty Officer	GS-6
E-6	Petty Officer First Class	GS-5
E-5	Petty Officer Second Class	GS-5
E-4	Petty Officer Third Class	GS-4
E-3 to E-1	Seaman	GS-1-4

* Depends on position occupied (i.e., OSD, political appointee, special assistant, etc.)

ANNEX E

Models of Address

MILITARY

Letter and Envelope

Salutation

Navy and Coast Guard Officers

Addressee

Admiral Vice Admiral Rear Admiral (Upper Half) (USN) Rear Admiral (Upper Half) (USCG) Rear Admiral (Lower Half) (USN) Rear Admiral (Lower Half) (USCG)	ADM VADM RADM RADM RDML RADM (L)	Dear Admiral (Surname): " " " "
Captain	САРТ	Dear Captain (Surname):
Commander Lieutenant Commander	CDR LCDR	Dear Commander (Surname):
Lieutenant Lieutenant Junior Grade	LT LTJG	Dear Lieutenant (Surname):
Ensign	ENS	Dear Ensign (Surname):
Chief Warrant Officer	CWO5 CWO4 CWO3 CWO2	Dear Chief Warrant Officer (Surname): " "
Warrant Officer	WO	Dear Warrant Officer (Surname):

Marine Corps, Air Force and Army Officers

	<u>Marines</u>	Air Force	<u>Army</u>	
General Lieutenant General Major General	Gen LtGen MajGen	Gen Lt Gen Maj Gen	GEN LTG MG	Dear General (Surname): "
Brigadier General	BGen	Brig Gen	BG	. "
Colonel Lieutenant Colonel	Col LtCol	Col Lt Col	COL LTC	Dear Colonel (Surname): "
Major	Maj	Maj	MAJ	Dear Major (Surname):
Captain	Capt	Capt	СРТ	Dear Captain (Surname):
First Lieutenant Second Lieutenant	l stLt 2ndLt	1st Lt 2nd Lt	1LT 2LT	Dear Lieutenant (Surname):
Chief Warrant Officer 5	W-5		CW5	Dear Chief Warrant Officer (Surname):
Chief Warrant Officer 4	W-4		CW4	"
Chief Warrant Officer 3	W-3		CW3	"
Chief Warrant Officer 2	W-2		CW2	"
Warrant Officer	W-1		WO1	Dear Warrant Officer (Surname):

Addressee	Letter and Envelope	Salutation
Navy and Coast Guard Enlisted		
Master Chief Petty Officer of the Navy Master Chief Petty Officer of the Coast Guard Master Chief Petty Officer	MCPON MCPOCG MCPO	Dear Master Chief (Surname): "
Senior Chief Petty Officer	SCPO	Dear Senior Chief (Surname):
Chief Petty Officer	СРО	Dear Chief (Surname):
Petty Officer First Class Petty Officer Second Class Petty Officer Third Class	PO1 PO2 PO3	Dear Petty Officer (Surname): "
Airman (includes Apprentice and Recruit)	AA or AA or AR	Dear Airman (Surname):
Constructionman (includes Apprentice and Recruit)	CN or CA or CR	Dear Constructionman (Surname):
Dentalman (includes Apprentice and Recruit)	DN or DA or DR	Dear Dentalman (Surname):
Fireman (includes Apprentice and Recruit)	FN or FA or FR	Dear Fireman (Surname):
Hospitalman (includes Apprentice and Recruit)	HN or HA or HR	Dear Hospitalman (Surname):
Seaman (includes Apprentice and Recruit)	SN or SA or SR	Dear Seaman (Surname):
Marine Corps Enlisted		
Sergeant Major of the Marine Corps Sergeant Major	SgtMaj SgtMaj	Dear Sergeant Major (Surname): "
Master Gunnery Sergeant	MGySgt	Dear Master Gunnery Sergeant (Surname):
First Sergeant Master Sergeant Gunnery Sergeant Staff Sergeant Sergeant	lstSgt MSgt GySgt SSgt Sgt	Dear First Sergeant (Surname): Dear Master Sergeant (Surname): Dear Gunnery Sergeant (Surname): Dear Staff Sergeant (Surname): Dear Sergeant (Surname):
Corporal Lance Corporal	Cpl LCpl	Dear Corporal (Surname): "
Private First Class Private	PFC Pvt	Dear Private First Class (Surname): Dear Private (Surname):

E-2

Addressee	Letter and Envelope	Salutation
Army Enlisted		
Sergeant Major of the Army Command Sergeant Major Sergeant Major First Sergeant Master Sergeant Platoon Sergeant Sergeant First Class Staff Sergeant Sergeant Corporal	SMA CSM SGM ISG MSG PSG SFC SSG SGT CPL	Dear Sergeant Major (Surname): " Dear First Sergeant (Surname): Dear Master Sergeant (Surname): Dear Sergeant (Surname): " " " Dear Corporal (Surname):
Private First Class Private	PFC PVT	Dear Private (Surname):
Specialists (all grades)	SP7, SP6 (etc.)	Dear Specialist (Surname):
Air Force Enlisted		
Chief Master Sergeant of the Air Force Chief Master Sergeant	CMSAF CMSgt	Dear Chief (Surname):
Senior Master Sergeant Master Sergeant Technical Sergeant Staff Sergeant Sergeant	SMSgt MSgt TSgt SSgt Sgt	Dear Sergeant (Surname): " " "
Senior Airman Airman First Class Airman Airman Basic	SrA A1C Amn AB	Dear Airman (Surname): " "
Other Military		
All retired military	(rank) (full name) (USN, USMC, or other branch) (Ret.)* (All Reserve officers add the letter "R" after their branch of service)	Dear (Rank) (Surname):
Chaplain	Chaplain (full name) (rank), USN	Dear Chaplain (Surname):

* When addressing correspondence to a military member and spouse, do not use service affiliation following last name (i.e., Captain and Mrs. James R. Ryan).

CIVILIAN MODELS OF ADDRESS

1. The following examples of civilian models of address, salutation, and complimentary close are used in the preparation of Navy business-format letters. They may be varied depending on circumstances.

2. Use "The Honorable (name)" in the address of Presidential appointees as well as federal and state elected officials. Avoid "The Honorable" in addresses of county and city officials, except for mayors.

3. While positions may be held by men or women, only the titles "Mr." or "Sir" are shown in the examples that follow.

a. Use the title "Madam" in the salutation of a letter to a high-level woman diplomat or government official, such as the United States Ambassador to the United Nations. Use the title "Madame" in salutations of letters destined for foreign heads of state or diplomats.

b. Substitute the title "Miss" or "Mrs." for "Mr." when addressing a woman by her surname (Mrs. Jones). "Ms." Like "Mr." indicates nothing with regard to a person's marital status. Use "Ms." In the salutation when an incumbent or correspondent has indicated this preference or there is uncertainty about a woman's marital status. Never use "Ms." With a woman's married name, e.g., "Ms. John E. Jones" is incorrect. Use "Mr." with a position or surname if you don't know the addressee's gender and can't find out readily.

Addressee

Letter and Envelope

The White House

The President

Wife of the President

Assistant to the President

Secretary to the President

Secretary to the President (with military rank)

The Vice President

As Vice President

As Senate President

The Judiciary

The Chief Justice

Associate Justice

The President The White House Washington, DC 20500-0001

Mrs. (full name) The White House Washington, DC 20500-0001

The Honorable (full name) Assistant to the President The White House Washington, DC 20500-0001

The Honorable (full name) Secretary to the President The White House Washington, DC 20500-0001

(Full rank) (full name) Secretary to the President The White House Washington, DC 20500-0001

The Vice President The White House Washington, DC 20500-0001

The Honorable (full name) President of the Senate Washington, DC 20510-0001

The Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543-0001

Mr. Justice (surname) The Supreme Court of the United States Washington, DC 20543-0001

Salutation and Complimentary Close

Dear Mr. President: Respectfully yours,

Dear Mrs. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear (rank) (surname): Sincerely,

Dear Mr. Vice President: Sincerely,

Dear Mr. President: Sincerely,

Dear Mr. Chief Justice: Sincerely,

Dear Mr. Justice: Sincerely,

Enclosure (1)

Addressee

Retired Justice

Presiding Justice

Judge of a Court

Clerk of a Court

The Senate

President pro Tempore

Committee Chairman U.S. Senate

Subcommittee Chairman U.S. Senate

United States Senator (Washington, DC office)

(Away from Washington, DC)

Letter and Envelope

The Honorable (full name) (local address)

The Honorable (full name) Presiding Judge (name of the court) (local address)

The Honorable (full name) Judge of the (name of court; if a U.S. district court, give district) (local address)

Mr. (full name) Attorney at Law (local address)

The Honorable (full name) President pro Tempore of the Senate United States Senate Washington, DC 20510-0000

The Honorable (full name) Chairman, Committee on (name of committee) United States Senate Washington, DC 20510-0000

The Honorable (full name) Chairman, Subcommittee on (name of committee) (name of parent committee) OR United States Senate Washington, DC 20510-0000

The Honorable (full name) United States Senate Washington, DC 20510-0000 OR The Honorable (full name) United States Senator (local address) Salutation and Complimentary Close

Dear Mr. Justice: Sincerely,

Dear Mr. Justice: Sincerely,

Dear Judge (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Senator (surname): Sincerely,

Dear Mr. Chairman: Sincerely,

Dear Senator (surname): Sincerely,

Dear Mr. Chairman: Sincerely, (When incoming correspondence is so signed and pertains to subcommittee business)

Dear Senator (surname): Sincerely,

Dear Senator (surname): Sincerely,

Addressee

Senator, Majority (or Minority) Leader (Washington, DC office)

(Away from Washington, DC)

United States Senator-elect (Washington, DC office)

(Away from Washington, DC)

Office of a deceased Senator

Former Senator

Secretary of the Senate

Secretary or Administrative Assistant to a Senator

House of Representatives

Speaker of the House of Representatives

Letter and Envelope

The Honorable (full name) Majority (or Minority) Leader United States Senate Washington, DC 20510-0000 OR The Honorable (full name) Majority (or Minority) Leader United States Senate (local address)

The Honorable (full name) United States Senator-elect United States Senate Washington, DC 20510-0000 OR Mr. (full name) United States Senator-elect (local address, if given)

Mr. (Secretary's full name, if known) Secretary to the Late Honorable (full name) United States Senate Washington, DC 20510-0000

The Honorable (full name) (local address)

The Honorable (full name) Secretary of the Senate Washington, DC 20510-0000

Mr. (full name) Secretary/Administrative Assistant to the Honorable (full name) United States Senate Washington, DC 20510-0000

The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515-0000

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Salutation and Complimentary Close

Dear Senator (surname): Sincerely,

Dear Senator (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Senator (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. Speaker: Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Committee Chairman	The Honorable (full name) Chairman, Committee on (name of committee) House of Representatives Washington, DC 20515-0000	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman	The Honorable (full name) Chairman, Subcommittee on (name of subcommittee) (name of parent committee) House of Representatives Washington, DC 20515-0000	Dear Mr. (surname): Sincerely, OR Dear Mr. Chairman: Sincerely, (When incoming Correspondence is so signed and pertains to subcommittee business)
United States Representative (Washington, DC office)	The Honorable (full name) House of Representatives Washington, DC 20515-0000 OR	Dear Mr. (surname): Sincerely,
(Away from Washington, DC)	The Honorable (full name) Member, United States House of Representatives (local address)	Dear Mr. (surname): Sincerely,
Representative-elect (Washington, DC office)	The Honorable (full name) Representative-elect House of Representatives Washington, DC 20515-0000 OR	Dear Mr. (surname): Sincerely,
(Away from Washington, DC)	Mr. (full name) Representative-elect (local address, if given)	Dear Mr. (surname): Sincerely,
Office of a deceased Representative	Mr. (Secretary's full name, if known) Secretary to the Late Honorable (full name) House of Representatives Washington, DC 20515-0000	Dear Mr. (surname): Sincerely,
Former Representative	The Honorable (full name) (local address)	Dear Mr. (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from (name of area) House of Representatives Washington, DC 20515-0000	Dear Mr. (surname): Sincerely,

Enclosure (1)

Addressee

Delegate of the District of Columbia

Legislative Agencies

Comptroller General (Head of the General Accounting Office)

Public Printer (Head of the U.S. Government Printing Office)

Librarian of Congress

Executive Departments

Members of the Cabinet (if addressed as "Secretary")

Attorney General (Head of the Department of Justice)

Under Secretary of a Department

Deputy Secretary of a Department

Assistant Secretary of a Department

Letter and Envelope

The Honorable (full name) House of Representatives Washington, DC 20515-0000

The Honorable (full name) Comptroller General of the United States Washington, DC 20548-0000

The Honorable (full name) U.S. Government Printing Office Washington, DC 20401-0000

The Honorable (full name) Librarian of Congress Washington, DC 20540-0000

The Honorable (full name) Secretary of (name of department)* Washington, DC 00000-0000

The Honorable (full name) Attorney General Washington, DC 00000-0000

The Honorable (full name) Under Secretary of (name of department) Washington, DC 00000-0000

The Honorable (full name) Deputy Secretary of (name of department) Washington, DC 00000-0000

The Honorable (full name) Assistant Secretary of (name of department) Washington, DC 00000-0000 Salutation and Complimentary Close

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. Secretary: Sincerely,

Dear Mr. Attorney General: Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

* Titles for Cabinet Secretaries are: Secretary of Agriculture, Secretary of Commerce, Secretary of Defense, Secretary of Education, Secretary of Energy, Secretary of Health and Human Services, Secretary of Housing and Urban Development, Secretary of Interior, Secretary of Labor, Secretary of State, Secretary of Transportation, and Secretary of the Treasury.

Addressee

Letter and Envelope

Salutation and Complimentary Close

Independent Organizations

Director, Office of Management and Budget

Head of a Federal Agency, Authority, or Board

Head of a major organization within an agency (if appointed by the President)

President of a Commission

Chairman of a Commission

Chairman of a Board

Postmaster General

American Missions

American Ambassador

American Ambassador (with military rank)

American Minister

The Honorable (full name) Director, Office of Management and Budget Washington, DC 20503-0000

The Honorable (full name) (title), (name of agency) Washington, DC 00000-0000

The Honorable (full name) (title) (organization) (name of agency) Washington, DC 00000-0000

The Honorable (full name) President, (name of commission) Washington, DC 00000-0000

The Honorable (full name) Chairman, (name of commission) Washington, DC 00000-0000

The Honorable (full name) Chairman, (name of board) Washington, DC 00000-0000

The Honorable (full name) Postmaster General Washington, DC 00000-0000

The Honorable (full name) American Ambassador American Embassy (city), (country)

(full rank) (full name) American Ambassador American Embassy (city), (country)

The Honorable (full name) American Minister (city), (country) Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. Chairman: Sincerely,

Dear Mr. Chairman: Sincerely,

Dear Mr. Postmaster General: Sincerely,

Sir: (formal) Dear Mr. Ambassador: (informal) Sincerely,

Sir: (formal) Dear (rank) (surname): (informal) Sincerely,

Sir: (formal) Dear Mr. Minister: (informal) Sincerely,

Addressee

Letter and Envelope

His Excellency (full name)

(local address) 00000-0000

The Honorable (full name)

(local address) 00000-0000

Minister of (country)

Ambassador of (country)

American Minister (with military rank)

(full rank) (full name) American Minister (city), (country)

Foreign Government Officials

Foreign Ambassador in the United States

Foreign Minister in the United States

Foreign Charge d'Affaires in the United States

Mr. (full name) Charge d'Affaires of (country) (local address) 00000-0000

State and Local Government

Governor of a State	The Honorable (full name) Governor of (state) (city), (state) 00000-0000
Acting Governor of a State	The Honorable (full name) Acting Governor of (state) (city), (state) 00000-0000
Lieutenant Governor of a State	The Honorable (full name) Lieutenant Governor of (state) (city), (state) 00000-0000
Secretary of State of a State	The Honorable (full name) Secretary of State of (state) (city), (state) 00000-0000
Chief Justice of the Supreme Court of a State	The Honorable (full name) Chief Justice of the Supreme Court of the State of (state) (city), (state) 00000-0000
Attorney General of a State	The Honorable (full name) Attorney General of the State of (state)

Salutation and **Complimentary Close**

Sir: (formal) Dear (rank) (surname): (informal) Sincerely,

Excellency: (formal) Dear Mr. Ambassador: (informal) Sincerely,

Sir: (formal) Dear Mr. Minister: (informal) Sincerely,

Sir: (formal) Dear Mr. Charge d'Affaires: (informal) Sincerely,

Dear Governor (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Governor (surname): Sincerely,

Dear Mr. (surname): Sincerely,

Dear Mr. Chief Justice: Sincerely,

Dear Mr. Attorney General: Sincerely,

(city), (state) 00000-0000

	·	
Addressee	Letter and Envelope	Salutation and Complimentary Close
Treasurer, Comptroller, or Auditor of a State	The Honorable (full name) State Treasure (Comptroller or Auditor) of the State of (state)	Dear Mr. (surname): Sincerely,
President of the Senate of a State	(city), (state) 00000-0000The Honorable (full name)President of the Senateof the State of (state)	Dear Mr. (surname): Sincerely,
	(city), (state) 00000-0000	
State Senator	The Honorable (full name) (state) Senate (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
State Representative, Assemblyman or Delegate	The Honorable (full name) (state) House of Representatives (Assembly or House of Delegates) (city), (state) 00000-0000	Dear Mr. (surname): Sincerely,
Mayor	The Honorable (full time) Mayor of (city) (city), (state) 00000-0000	Dear Mayor (surname): Sincerely,
Ecclesiastical Organizations		
Roman Catholic Church		
Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (Archdiocese) (local address) 00000-0000	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,
Archbishop	The Most Reverend (full name) Archbishop of (Archdiocese) (local address) 00000-0000	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,

Bishop

Monsignor

The Most Reverend (full name) Bishop of (diocese) (local address) 00000-0000

The Reverend Monsignor (full name) (local address) 00000-0000 Your Excellency: (formal) Dear Bishop (surname):

(informal) Sincerely,

Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,

Addressee	Letter and Envelope	Salutation and Complimentary Close
Priest	The Reverend (full name) (initials of the order, if any, after name) (local address) 00000-0000	Reverend Father: (formal) Dear Father (surname): (Informal) Sincerely,
Superior of a Sisterhood	The Reverend Mother Superior (name of institution) (local address) 00000-0000	Dear Reverend Mother: (formal) Dear Mother (name): (informal) Sincerely,
Sister	Sister (full name) (name of organization) (local address) 00000-0000	Dear Sister (full name): Sincerely,
Superior of a Brotherhood	Brother (name) Superior of (institution) (local address) 00000-0000	Dear Brother: Sincerely,
Member of a Brotherhood	Brother (full name) (name of organization) (local address) 00000-0000	Dear Brother (full name): Sincerely,
Protestant Episcopal Church		
Frotestant Episcopai Church		
Bishop	The Right Reverend (full name) (local address) 00000-0000	Right Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely,
		Dear Bishop (surname): (informal)
Bishop	(local address) 00000-0000 The Venerable (full name) Archdeacon of (name)	Dear Bishop (surname): (informal) Sincerely, Venerable Sir: (formal) My Dear Archdeacon (surname): (informal)
Bishop Archdeacon	(local address) 00000-0000 The Venerable (full name) Archdeacon of (name) (local address) 00000-0000 The Very Reverend (full name) Dean of (church)	Dear Bishop (surname): (informal) Sincerely, Venerable Sir: (formal) My Dear Archdeacon (surname): (informal) Sincerely, Very Reverend Sir: (formal) Dear Dean (surname): (informal)

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Enclosure (1)

Addressee	Letter and Envelope	Salutation and Complimentary Close
Clergy of Other Denominations		
Methodist Bishop	The Reverend (full name) Methodist Bishop (local address) 00000-0000	Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely,
Mormon Elder	Elder (or Brother) (full name) Church of Jesus Christ of Latter Day Saints (local address) 00000-0000	Dear Elder (surname): Sincerely,
Presbyterian Moderator	The Moderator of (name) (local address) 00000-0000 OR The Reverend (full name) Moderator of (name) (local address) 00000-0000	My dear Mr. Moderator: (formal) Dear (Dr. or Mr.) (surname): (informal) Sincerely,
Rabbi	Rabbi (full name) (local address) 00000-0000	Dear Mr. (surname): or Dear Rabbi (surname): Sincerely,
Seventh-Day Adventist Elder	Elder (full name) General Conference of Seventh-Day Adventists (local address) 00000-0000	Dear Elder (surname): Sincerely,
Minister, Pastor or Rector (with doctorate)	The Reverend (full name) (title, name of church) (local address) 00000-0000	Dear Dr. (surname): Sincerely,
Minister, Pastor or Rector (without doctorate)	The Reverend (full name) (title, name of church) (local address) 00000-0000	Dear Mr. (surname): Sincerely,
Eastern Orthodox Bishop	The Right Reverend	Your Grace: (formal)

Dear Bishop: (informal) Sincerely,

> Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,

> > Enclosure (1)

Dear Dr. (surname): Sincerely,

President, (name of institution)

(local address) 00000-0000

4

Eastern Orthodox Priest

Educational Institutions

President of a College or University

The Reverend (name) (local address) 00000-0000

(local address) 00000-0000

(Christian name)

Bishop of (city)

Dr. (full name)

Addressee

Dean of a University or College

Professor

Other Addressees

An Unmarried Woman

A Married Woman

A Woman who is a Widow

Two or More Unmarried Women

Two or More Men

Letter and Envelope

Dean (full name) School of (name) (name of institution) (local address) 00000-0000

Professor (full name) Department of (name) (name of institution) (local address) 00000-0000

Ms. (or Miss) (full name) (local address) 00000-0000

Ms. (or Mrs.) (husband's full name) (local address) 00000-0000

Ms. (or Mrs.) (full name) (local address) 00000-0000

Mses. (surname) and (surname) (local address) 00000-0000 OR Ms. (or Miss) (full name) and Ms. (or Miss) (full name) (local address) 00000-0000

Messrs. (surname) and (surname) (local address) 00000-0000 OR Mr. (full name) and Mr. (full name) (local address) 00000-0000 Salutation and Complimentary Close

Dear Dr. (surname): ("Dear Dean" if without doctoral degree) Sincerely,

Dear Dr. (surname): ("Dear Professor" if without doctoral degree) Sincerely,

Dear Ms. (or Miss) (surname): Sincerely,

Dear Ms. (or Mrs.) (surname): Sincerely,

Dear Ms. (or Mrs.) (surname): Sincerely,

Ladies (or Mesdames): OR Dear Mses (or Misses) (surname) and (surname): Sincerely,

Gentlemen: OR Dear Mr. (surname) and Mr. (surname): Sincerely,

ANNEX F

Attire Guidance

Very Formal Occasions (White Tie). Occasionally, a very formal evening event (after 8 p.m.) will require full dress eveningwear specified as "white tie." This is very seldom worn except by flag officers or those in the diplomatic corps. When required, white tie is worn to evening dances, weddings, dinners, receptions, and on state occasions.

White Tie

Military: Formal Dress Uniform

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

Ladies - very formal evening gowns.

Formal Occasions

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

- -- Military: seasonally appropriate Service Dress Uniform.
- -- Civilian ladies dress appropriately to the occasion as styles dictate.

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

- -- Military: seasonally appropriate Dinner Dress Jacket Uniform.
 - -- Civilian: Gentlemen dinner jackets and tuxedos.

Ladies – formal evening attire

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

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

Military: seasonally appropriate Service Dress Uniform

- Civilian: Gentlemen business suits (dark subdued suit with tie and can include threepiece suits as well).
 - Ladies dress appropriately to the occasion as style dictates (business suit or a dressy, street length or "Sunday" dress).

*NOTE: Coat and Tie differs from Civilian Informal in that gentlemen would wear a sports jacket or blazer with color-coordinated slacks and tie and ladies would wear an appropriate dress or a dressy slacks outfit as styles dictate.

When an invitation is received from an outside agency listing the attire as "Business" attire, clarification of the attire should be made with that organization. Some organizations use coat and tie as business attire and others use suit.

Casual Occasions. Casual functions such as picnics, barbecues, sporting events, etc., will call for "casual attire" or "civilian casual." A gentleman's attire may range from an open collar shirt or sweater to a sports coat, but no tie. For ladies, any suitable casual wear such as any casual dress, slacks, pants suit, blouses, and long or short skirts would be appropriate.

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

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

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

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

ANNEX G

Table of Service Equivalent Uniforms

When Worn	Navy	Marine Corps	Army	Air Force	Coast Guard
Formal & Dinner Dress Uniforms		·····	· · · · · · · · · · · · · · · · · · ·		
Official formal evening functions, State occasions (Civilian White Tie)	Formal Dress	Evening Dress	Blue Mess / Evening Dress	Mess Dress	Formal Dress
Social functions of a general or official nature, private formal dinners or dinner dances, club affairs (Civilian Black Tie)	Dinner Dress Blue Jacket Dinner Dress White Jacket	Evening Dress Evening Dress	Blue Mess White Mess	Mess Dress Mess Dress	Dinner Dress Blue Jacket Dinner Dress White Jacket
Same as Dinner/Mess Dress but less formal occasions requiring more formality than service uniforms	Dinner Dress Blue Dinner Dress White	Blue Dress "A" Blue/White Dress "A"	Army Blue (bow tie) Army White (bow tie)	Mess Dress Mess Dress	Dinner Dress Blue Dinner Dress White
Ceremonial Uniforms					
Parades, ceremonies, and reviews when special honors are being paid to occasion, official visits of and to United States and foreign officials as prescribed by U.S. Navy Regulations	Full Dress Blue Full Dress White	Dress Blue "A" or "B" Blue/White "A" or "B"	Army Blue Army White	Service Dress Service Dress	Full Dress Blue Full Dress White
Service Uniforms Business and informal social occasions as appropriate to local customs (Civilian Informal)	Service Dress Blue Service Dress White Summer Khaki Summer White Winter Blue	Service "A"/Blue Dress "B" Service "A" or Blue/White "B" Service "C" Service "D"/Service "A" Service "B"	Army Green/Class A Army White Army Green/Class B Army Green/Class B Army Green/Class B	Service Dress Service Dress Service Dress Service Dress Service Dress	Service Dress Blue "A" or "B" Service Dress White Tropical Blue Long Tropical Blue Long Winter Dress Blue
Working Uniforms Working in field or plant environment where soiling of clothing is expected	Aviation Working Green Coveralls/Dungaree/Utility Working Khaki/Dungaree	Utility Utility Utility	Battle Dress Battle Dress Battle Dress	BDU BDU BDU	Undress Blue/Working Blue Undress Blue/Working Blue Undress Blue/Working Blue

Note: Some uniforms are optional, seasonal or required for specific pay grades only. Check each Service's uniform regulations for specific guidelines.

ANNEX H

Guidelines for Planning a Reception

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

- 1. Primary Planning
 - Determine who will host the function.
 - Will there be a guest of honor?
 - Select a convenient date and time for the function.
 - Coordinate availability of guest of honor (if there is one).
 - Determine the location.
 - Select appropriate attire.

2. Guests

- Prepare a guest list.
- Mail invitation 3-5 weeks in advance (include a map if using an unfamiliar location).
- Keep a working list of acceptances and regrets.
- Will any of the guests require special attention (handicapped persons, dignitaries to be met, etc.).
- 3. Location if using a club or caterer
 - Select an appropriate menu.
 - Ensure an adequate number of bars and tenders.
 - Ensure non-alcoholic beverages are available.
 - Coat/hat check available.
 - Name tags at check-in table, if desired.
 - A podium and microphone, if needed.
 - Lighting at appropriate level.
 - Parking facilities available.
- 4. Miscellaneous
 - Decorations as appropriate (flowers, flags, etc.).
 - Music, at appropriate sound level.
 - Photographers, properly briefed beforehand.
 - Receiving Line
 - > Inform members of order beforehand.
 - > Place a carpet runner in desired location of the line.
 - > Have a table near by for the ladies' purses and members' beverages.
 - Special events will there be speeches, or presentations?
 - Aides. Often it is helpful to have junior officers and spouses aid in manning check-in tables, directing guests, etc.

ANNEX I

Guidelines for Change of Command Ceremonies

The following guidelines are provided as a reference aid:

DATE AND TIME

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

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

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

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

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

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

CHANGE OF COMMAND MESSAGE

At least a week in advance of the ceremony, a message announcing the change of command should be sent to the Senior Officer Present Afloat (SOPA).

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

"1. LCDR A. B. SEA, USN, WILL BE RELIEVED AS COMMANDING OFFICER, USS NEVERSAIL (YZ 0000) BY LCDR W. T. DOOR, USN, IN CHANGE OF COMMAND CEREMONIES 1000, 5 OCT 98 AT PIER 4, NAVSTA, SDIEGO.
2. ALL INTERESTED PERSONNEL AND THEIR SPOUSES ARE CORDIALLY INVITED TO ATTEND. UNIFORM FOR ATTENDEES IS AS FOLLOWS: OFFICERS – (Specify) ENLISTED – (Specify) CIVILIANS – (Specify)

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

PROGRAMS

Programs for the occasion are not only helpful for the guests, but often serve as souvenirs of this memorable event. Print shops are available for printing change of command programs. Under normal circumstances, allow at least 10 working days for preparation of the programs.

Inclusion of the following items is desirable:

- a. Command insignia, and/or good picture of ship or command.
- b. List of official party and their titles.

c. Schedule of events for the ceremony. The schedule of events should be detailed enough to provide guidance for civilian guests who may not be familiar with the customs and courtesies of the military. Make a note on the program as to when guests will be expected to rise and be seated.

d. Brief biography and photograph of the Commander/Commanding Officer and the Prospective Commander/Commanding Officer. A biography and photograph of the guest speaker may also be included, if desired.

e. List of previous commanders/commanding officers, with dates of command.

f. A summary history of the ship or command may be included, if desired.

PARTICIPATION OF SENIORS

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

BANDS

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

REHEARSAL

A complicated change of command ceremony requires a complete rehearsal (less the principals) the day before the ceremony. A rehearsal precludes awkward situations and serves to

alert those involved to flaws in their planning. The lectern, public address system, chairs for the principals, and other miscellaneous hardware should be in place and the equipment operating for the rehearsal so that, adequacy, positioning, spacing, etc., can be checked on the spot. The more attention paid to details at the rehearsal, the more nearly flawless will be the actual ceremony.

FOUL WEATHER PLAN

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

CHANGE OF COMMAND NOTICE

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

- a. Schedule of events (fair weather).
- b. Diagram of ceremonial area (fair weather).
- c. Schedule of events (foul weather).
- d. Diagram of ceremonial area (foul weather).
- e. Detailed list of services and equipment desired.

INFORMING NEARBY SHIPS

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

TRAFFIC CONTROL

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

PARKING

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

USHERS/USHERETTES

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

THE CEREMONIAL AREA

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

THE CEREMONY

Normally, the program of events should be as follows:

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

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

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

2. National Anthem.

3. Invocation (Master of Ceremonies requests all military personnel remain covered).

- 4. Master of Ceremonies requests all guests to be seated.
- 5. Remarks by senior officer.
- 6. Presentation of award (if appropriate)

7. Remarks and reading of orders by the person being relieved (only those parts of the orders pertinent to the change of command should be read – address, subject, brief of content and signature).

8. The person being relieved orders his/her flag or pennant hauled down. Full honors as appropriate and presentation of his/her flag/pennant.

9. The person relieving reads his/her orders (pertinent parts only), assumes command, orders his/her flag or pennant broken, and receives full honors as appropriate. He/she reports assumption of command to his/her immediate superior, if present, and makes remarks as desired.

10. Master of Ceremonies request all guests to rise and military personnel to remain covered.

11. Departure honors for the official party.

12. Master of Ceremonies announces conclusion of ceremony.

SAMPLE CHECKLIST FOR PROJECT OFFICERS

1.	Initial Coordination/Planning	
	Ceremony	
	Date:	Time:
	Place:	
	Foul Weather Plan:	
	Rehearsal	
	Date:	Time:
	Place:	
	Foul Weather Plan:	
	POC:	
	Phone number:	
	Confirmed:	
		(Date)
	_ Guest Speaker:	
	Host:	
	POC/Aide:	
	Dl	· · · · · · · · · · · · · · · · · · ·
	Confirmed :	
	Commed:	(Date)
	Band:	()
	Requesting letter sent:	
	POC:	
	Phone number:	
	Confirmed:	
		(Date)
	_ Pre-Ceremony site is:	
	Requesting letter sent:	
	Confirmed:	(Date)
	Reception site is:	
	Requesting letter sent:	
	POC:	
	Phone number:	
	Confirmed:	
		(Date)
	_ (For Retirements Only) Per	sonal Flag for presentation
	Ordered:(Date)	
	Guest lists received	
	Departing Officer:	
	·	(Date)
	Relieving Officer:	
		(Date)

I-6

-	essed cards, VIP & General Parking passes
Ordered:(Date)	-
(#) VIP guests is:	
(#) VIP guests is:(#) General guests is:	
Physically challenged guest con	nsiderations:
(Wheelchair assistance, signers, assistance	dogs, etc.)
Equipment and Transportation	
Equipment:	
(#) VIP chairs requested:	
(#) General seating chairs	
(#) Lecterns with microphe	
Dais/platform requested:	Yes No
Transportation:	
(#) Sedans with drivers rec	
(#) Buses with drivers requ	lested:
	ers requested:
Confirmed:	
(Date)	,
Parking Spaces	
(#) VIP spaces requested:	
(#) General spaces requested:	
Requesting letter sent: Confirmed:	
(Date)	
Program approved.	
0 11	
Command Notice .	
Draft forwarded for chop:	
	(Date)
Signed on:	
(Date)	
Master/Mistress of Ceremony is:	
Confirmed:	
(Date)	
Flag Presenter at Ceremony is:	
(#) Ushers is:	. (1 per 50 guests recommended)
Head Escort in Charge:	
Phone number:	

2. 3-5	Weeks Prior to Ceremony	
	(Date)
	Invitations mailed:	
	Programs sent to printers:	
	(Date)	
	Command Notice distributed:	
	(Date)
3. 1 V	Veek Prior to Ceremony	
	Message sent:	
	Called to confirm:	
	(Date)	
	- Ceremony Site:	
	•	(Name/Phone Number)
	- Band:	(Name/Phone Number)
	- Guest Speaker:	(Name/Phone Number)
	- Guest Speaker.	(Name/Phone Number)
	- Pre-Ceremony Site:	
	Post Coromony Site	(Name/Phone Number)
	- Post-Ceremony Site:	(Name/Phone Number)
	- Equipment & Transportation:	
		(Name/Phone Number)
	- Parking:	(Name/Phone Number)
	(For Retirements) Personal Flag	
	Obtained & folded for presentation:	
		(Date)
4. In	formation to Discuss or Bring to Rehea	rsal
	Copy of VIP Guest List.	
	Copy of General Guest List.	
	Copy of Pre-Ceremony Guest List. Copy of VIP Parking Pass (if used).	
	Copy of General Parking Pass (if used).	
	Name of musical selections chosen.	
	Name of State Flag to Honor (Usually home sta	te of Retiree)
	Personal Flag presentation. When?	
	Information on Side Boys (Personal friends or Co	eremonial Guard)
	Information on other presentation(s)	
	What:	
	(Certificate of Appreciation	
	For whom:	
	Who presents:	
	When during ceremony:	

- Information on Award.
 - Type of award:

Cheater on it: Yes No

Who will provide/place on Dais award table:

- VIP Seating labels.
- Information concerning care for physically challenged guests.
- Usher directed seating plan.
- End of ceremony car management departure plan.
- Name/Number of person to call for foul weather option.

Personnel to Attend Rehearsal

- Public Safety/Current Ops.
- Flag Aide.
- Flag Representative.
- Ceremonial Guard Officer, PIC, Gun Crew Leader.
- U.S. Navy Band Representative.
- Security Representative.
- _____ Public Works Representative.
- Project Officer.
- _____ Master/Mistress of Ceremony.
- Personal Flag Presenter (Retirement ceremony only). _____
- Head and All Escorts.
- Head and All Ushers.
- All Side Boys (If not using Ceremonial Guard Side Boys).

RESPONSIBILITIES OF USHERS/USHERETTES AND ESCORTS

USHERS/USHERETTES

One senior usher/usherette will be designated as coordinator and should:

- Take station at a central location.
- Maintain oversight and control of all other ushers and usherettes.
- Designate usher/usherette responsibilities and assignments.
- Terminate single couple ushering when back-ups occur.

Ushers/usherettes should form a continuing column at the entrance, stepping forward to escort as each preceding guest is escorted away, and should:

- Introduce him/herself to guest.
- Offer and escort ladies with right arm.
- Allow accompanying gentlemen to follow.
- Move guests away from entrance quickly.
- Distribute program when approaching seating area.
- Remind military guests this is a covered ceremony.

Ushers/usherettes should be familiar with VIP seating arrangements and VIP cards, if used.

Ushers and usherettes will escort at a pace comfortable for the lady.

Guests are seated from front to rear excepting designated VIP seating.

If guests still require seating when the Official Party arrives, suspend seating until after honors has been rendered.

Two ushers/usherettes should remain at the entrance area throughout the ceremony to assist late arrivals.

Usher/Usherette seats may be reserved in the last row, if available.

In general, politeness will correct any possibly awkward situation between guests and ushers/usherettes.

The following phases of ushering will apply:

- As guest back-ups occur, suspend single couple escorting (except VIP designates) and escort in groups toward seating areas. Resume single couple escorting when back-ups are reduced.
- Suspend escorting when the Colors are presented and posted. Resume upon completion.
- If large groups arrive simultaneously, post ushers at designated seating areas and direct guests to those posts for seating. This should only occur as start time approaches.

ESCORTS

A designated senior escort will coordinate and assemble remaining escorts in a smart military arrangement in front of the arrival area ten minutes prior to the time guests are expected and escort to pre-reception area.

Escorts will move to hall with covers on immediately prior to the departure of the spouses/guests for the ceremony site. They will not mingle with Official Party.

Timing cued by the escort coordinator and established around the presentation of Colors is generally 15 minutes prior to ceremony – all guests and spouses depart for the ceremony site.

Escorts should be familiar with their designated VIP and:

- Introduce him/herself to guest.
- Offer and escort ladies with right arm.
- Allow accompanying gentlemen to follow.
- Distribute program once outside pre-reception area.
- Remind military guests this is a covered ceremony.

Escorts will walk at a pace comfortable for a lady.

Escorts and ladies will proceed with three to five paces between couples.

If en route to seating area when "To the Colors" is played, escorts shall stop and salute until Colors are posted.

Escorts will be familiar with seating arrangements.

When the ceremony is nearing completion (generally immediately following the benediction) escorts will form a single column to the left of the seating area. After the Official Party has departed, escorts will pick up their designated person.

LESSONS LEARNED AND POTENTIAL HAZARDS

1. Following are some lessons learned from previous ceremonies conducted at the Washington Navy Yard and should be of considerable assistance as you plan your ceremony:

- Master of Ceremonies must be prepared to brief the entire sequence of events at the time of the rehearsal. Key items that are also discussed include the guest list to include VIPs, an assigned seating chart, the pre-reception guest list, the sedan list and transportation plan.
- Master of Ceremonies must be in control of events and provide essential cues during the ceremony.
- For seating efficiency, programs should be distributed at entrance.
- A guest list and sample VIP pass, if applicable, should be provided to Security 48 hours before ceremony to facilitate traffic planning.
- Assigned VIP seating should include Vice Admirals and above.
- Name labels should be placed on the metal name holders on the arms of those chairs if placed on the chair back, it may end up affixed to the guest.
- Recommend guest speakers be limited to one. Keep in mind that your honoree and relieving official, if applicable, will also be giving remarks.
- While considering the ceremony's duration, please convey to the speakers that many shipmates are standing throughout the ceremony, and as much as one hour prior to its commencement.
- To minimize guest discomfort and reduce heat-related difficulties, recommend remarks of each speaker not exceed five minutes.
- Recommend providing bottles of water for guests if hot weather is a factor.
- 2. Following are some potential hazards which may be avoided:
 - Close liaison with the Ceremonial Assistant is imperative. The assigned Project Officer should be conversant with every ceremonial aspect.
 - Your draft notice should be "chopped" through chain of command 30 days prior to publication.
 - The personal flag for presentation to the retiree should be ordered well in advance. This flag should be pressed and folded prior to the rehearsal.
 - Master of Ceremonies and Guest Speaker should thoroughly coordinate the reading of citations, presentations, etc.
 - Memoranda requesting ceremonial support should be reviewed a minimum of 45 days in advance of the ceremony.
 - As an absolute minimum, one usher should be assigned duty for each 50 guests expected to attend.
 - Buses should deliver your command personnel no later than 30 minutes prior to ceremony commencement.
 - If flowers (or other mementos) are to be presented to a spouse, or other guests, it should be spelled out in the sequence of events and appropriate ushers/usherettes assigned to deliver them.

- The script for the Master of Ceremonies and each speaker should be detailed enough to enable each one to recognize cues for ceremony events. Orders should be condensed and placed in proper event sequence.
- Need to notify the Ceremonial Guard if Side Boys are required.
- Remember that car alarms must be de-energized. Shock waves caused by the gun salutes will activate them disrupting the ceremony.
- A detailed sedan line-up plan and loading for post-ceremony pick-up should be briefed at the rehearsal.

ANNEX J

Flags, Pennants, Honors, Ceremonies and Customs (U.S. Navy Regulations)

GENERAL

1201. Authority for dispensing with honors. The honors and ceremonies prescribed in these regulations may be dispensed with when directed by the Secretary of the Navy or when requested by an individual to whom such honors and ceremonies are due.

1202. Honors restricted to recognized governments. No salute shall be fired in honor of any nation or of any official of any nation not formally recognized by the Government of the United States. Except as authorized by the Secretary of the Navy, no other honors or ceremonies prescribed in these regulations shall be rendered or exchanged with such nations or officials.

1203. International honors modified by agreement. Should the required number or frequency of international salutes, official visits or other honors or ceremonies be deemed excessive, the senior officer present in the United States naval service may make, subject to the requirements of international courtesy, such modification as circumstances warrant and as may be agreed upon with the responsible officials or the senior officer present of the nation involved.

HONORS TO NATIONAL ANTHEMS AND NATIONAL ENSIGNS

1204. Manner of playing National Anthems.

1. The National Anthem of the United States, "The Star Spangled Banner," when played by a naval band, shall be played in its entirety as written and as prescribed in the official U.S. Navy Band arrangement, which is designated the official Department of Defense arrangement.

2. The playing of the National Anthem of the United States, or of any other country, as part of a medley is prohibited.

3. When a foreign national anthem is prescribed in connection with honors, and it is considered appropriate to perform the National Anthem of the United States therewith, the National Anthem of the United States will be performed last.

4. On other occasions when a foreign national anthem (or anthems) is performed, the National Anthem of the United States will be performed last, except when performed in conjunction with morning colors described in Article 1206.

1205. Procedure during playing of National Anthem.

1. Whenever the National Anthem is played, all naval service personnel not in formation shall stand at attention and face the national ensign. In the event that the national ensign is not

displayed, they shall face the source of the music. When covered, they shall come to the salute at the first note of the anthem, and shall remain at the salute until the last note of the anthem. Persons in formation are brought to order arms or called to attention as appropriate. The formation commander shall face in the direction of the ensign or, in the absence of the ensign, shall face in the direction of the music and shall render the appropriate salute for the unit. Persons in formation participating in a ceremony shall, on command, follow the procedure prescribed for the ceremony. Persons in vehicles or in boats shall follow the procedure prescribed in the following article for such persons during colors. Persons in civilian clothes shall comply with the rules and customs established for civilians.

2. The same marks of respect prescribed during the playing of the National Anthem shall be shown during the playing of a foreign national anthem.

1206. Morning and evening colors.

1. The ceremonial hoisting and lowering of the national ensign at 0800 and sunset at a naval command ashore or aboard a ship of the Navy not under way shall be known as morning and evening colors, respectively, and shall be carried out as prescribed in this article.

2. The guard of the day and the band shall be paraded in the vicinity of the point of hoist of the ensign.

3. "Attention" shall be sounded, followed by the playing of the National Anthem by the band.

4. At morning colors, the ensign shall be started up at the beginning of the music and hoisted smartly to the peak or truck. At evening colors, the ensign shall be started from the peak or truck at the beginning of the music and the lowering so regulated as to be completed at the last note.

5. At the completion of the music, "Carry On" shall be sounded.

6. In the absence of a band, or an appropriate recording to be played over a public address system, "To the Colors" shall be played by the bugle at morning colors, and "Retreat" at evening colors. The salute shall be rendered as prescribed for the National Anthem.

7. In the absence of music, "Attention" and "Carry On" shall be the signals for rendering and terminating the salute. "Carry On" shall be sounded as soon as the ensign is completely lowered.

8. During colors, a boat under way within sight or hearing of the ceremony shall lie to, or shall proceed at the slowest safe speed. The boat officer, or the coxswain in the absence of the boat officer, shall stand and salute except when dangerous to do so. Other persons in the boat shall remain seated or standing and shall not salute.

9. During colors, vehicles within sight or hearing of the ceremony shall be stopped. Persons riding in such vehicles shall remain seated at attention.

10. After morning colors, if foreign warships are present, the national anthem of each nation so represented shall be played in the order in which a gun salute would be fired to, or exchanged with, the senior official or officer present of each such nation; provided that, when in a foreign port, the national anthem of the port shall be played immediately after morning colors, followed by the national anthems of other foreign nations represented.

1207. Salutes to the national ensign.

1. Each person in the naval service, upon coming on board a ship of the Navy, shall salute the national ensign if it is flying. He or she shall stop on reaching the upper platform of the accommodation ladder, or the shipboard end of the brow, face the national ensign, and render the salute, after which he or she shall salute the officer of the deck. On leaving the ship, he or she shall render the salutes in inverse order. The officer of the deck shall return both salutes in each case.

a. After rendering the appropriate salute to the national ensign, an officer coming on board a ship to which he or she is attached shall report his or her return. An officer coming on board a ship to which he or she is not attached shall request permission to come on board and shall state his or her business. An enlisted person shall request permission to come on board, and shall state his or her business if the ship is not the one to which he or she is attached.

b. After rendering the appropriate salute to the officer of the deck, an officer shall state that he or she has permission to leave. An enlisted person shall request permission to leave.

2. A member not in uniform shall render appropriate honors to the national ensign by facing the flag and standing at attention with the right hand over the heart. If covered, men shall remove their headdress with the right hand and hold it at the left shoulder, the hand being over the heart.

3. Each person in the naval service in uniform, upon being passed by or passing a military formation carrying the national ensign uncased shall render the hand salute. A member not in uniform being passed by or passing such a formation shall face the flag and stand at attention with the left hand over the heart. If covered, men shall remove the headdress and hold it at the left shoulder, the hand being over the heart. Persons in vehicles or boats shall follow the procedure prescribed for such persons during colors.

4. The salutes prescribed in this article shall also be rendered to foreign national flags and ensigns and aboard foreign men-of-war, unless to do so would cause embarrassment or misunderstanding. Aboard foreign men-of-war, the practice of the host nation may be followed, if known.

1208. "Hail to the Chief."

1. The traditional music selection "Hail to the Chief" is designated as a musical tribute to the President of the United States, and as such will not be performed by naval bands as a tribute to other dignitaries. The same honors as accorded during renditions of the National Anthem or "To the Colors" will be given to "Hail to the Chief" by naval personnel.

2. When performed by naval bands, renditions of "Hail to the Chief" shall be as prescribed in the official U.S. Marine Band arrangement, which is designated as the official Department of Defense arrangement.

HAND SALUTES AND OTHER MARKS OF RESPECT

1209. Exchange of hand salutes.

1. The hand salute is the long-established form of greeting and recognition exchanged between persons in the armed services. All persons in the naval service shall be alert to render or return the salute as prescribed in these regulations.

2. The salute by persons in the naval service shall be rendered and returned with the right hand, when practicable. With arms in hand, the salute appropriate thereto shall be rendered or returned.

3. Juniors shall salute first. All salutes received when in uniform and covered shall be returned; at other times salutes received shall be appropriately acknowledged. Persons uncovered shall not salute, except when failure to do so would cause embarrassment or misunderstanding.

4. Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap shall not be raised as a form of salutation.

5. A person in the naval service not in uniform shall, in rendering salutes or exchanging greetings, comply with the rules and customs established for a civilian, except that, when saluting another person in the armed services, the hand salute shall be used.

1210. Occasions for rendering hand salutes.

1. Salutes shall be rendered by persons in the naval service to officers of the armed services of the Untied States, the National Oceanic and Atmospheric Administration, the Public Health Service and foreign armed services.

2. All persons in the naval service shall salute all officers senior to themselves on each occasion of meeting or passing near or when addressing or being addressed by such officers; except that:

a. On board ship, salutes shall be dispensed with after the first daily meeting, except for those rendered to the commanding officer and officer senior to him or her, to visiting officers, to officers making inspections, and to officers when addressing or being addressed by them.

b. When such procedure does not conflict with the spirit of these regulations, at crowded gatherings or in congested areas, salutes shall be rendered only by a person addressing or being addressed by an officer who is senior to him or her.

c. Persons at work or engaged in games shall salute only when addressed by an officer senior to them and then only if circumstances warrant.

d. Persons in formation shall salute only on command.

e. When boats pass each other with embarked officers or officials in view, hand salutes shall be rendered by the senior officer and coxswain in each boat. Officers seated in boats shall not rise when saluting; coxswains shall rise unless it is dangerous or impracticable to do so. f. Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

g. Persons guarding prisoners will not salute.

1211. Other marks of respect.

1. Juniors shall show deference to seniors at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.

2. Juniors shall stand at attention, unless seated at mess, or unless circumstances make such action impracticable or inappropriate:

a. When addressed by an officer senior to them.

b. When an officer of flag or general rank, the commanding officer, or an officer senior to the commanding officer in the chain of command, or an officer making an official inspection enters the room, compartment or deck space where they may be.

3. Juniors shall walk or ride on the left of seniors whom they are accompanying.

4. Officers shall enter boats, aircraft and automobiles in inverse order of rank and shall leave them in order of rank, unless there is special reason to the contrary. The seniors shall be accorded the more desirable seats.

5. Subject to the requirements of the rules for preventing collisions, junior boats shall avoid crowding or embarrassing senior boats.

GUN SALUTES

1212. Saluting ships and stations. Saluting ships and stations of the naval service are those designated as such by the Secretary of the Navy or by the Secretary's duly authorized representative. The gun salutes prescribed in these regulations shall be fired by such ships and stations. Other ships and stations shall not fire gun salutes unless directed to do so by the senior officer present on exceptional occasions when courtesy requires.

1213. Gun salutes to the flag of the President or the Secretary of State.

1. A 21-gun salute shall be fired to the flag of the President:

a. by each ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore or present, when such flag is broken;

b. by a naval station when a ship displaying such flag arrives at the naval station, or when such flag is broken by a ship present; and

c. by a flag or general officer assuming command or, while in command, breaking the flag of an increased grade, in the presence of a ship or naval station displaying the flag of the President.

2. Under the circumstances prescribed by this article, a 19-gun salute shall be fired to the flag of the Secretary of State when acting as special foreign representative of the President.

Enclosure (1)

1214. Gun salutes to the flag of the Secretary of Defense, Deputy Secretary of Defense, the Secretary of the Navy, and Under Secretary of Defense, and Assistant Secretary of Defense, the General Counsel of the Department of Defense, the Under Secretary of the Navy or an Assistant Secretary of the Navy.

1. A 19-gun salute shall be fired to the flag of the Secretary of Defense, Deputy Secretary of Defense, the Secretary of the Navy, Under Secretary of the Navy, Under Secretary of Defense, the General Counsel of the Department of Defense, or the Under Secretary or an Assistant Secretary of the Navy:

a. by each ship falling in with a ship displaying such flag, arriving at a place where such flag is displayed ashore or present when such flag is broken. When two or more ships are in company, only the senior shall salute;

b. by a naval station when a ship displaying such flag arrives at the naval station, or when such flag is broken by a ship present; and

c. by a flag or general officer assuming command or, while in command, breaking the flag of an increased grade, in the presence of a ship or naval station displaying the flag of such official; provided that such officer is the senior officer present or the senior officer present on shore.

2. When the flags of two or more such officials are displayed under the circumstances prescribed by this article, only the flag of the senior shall be saluted.

1215. Gun salutes to a foreign nation.

1. When a ship enters a port of a foreign nation, the government of which is formally recognized by the Government of the United States, she shall fire a salute of 21 guns to that nation unless:

a. there is present no saluting battery or warship of that nation capable of returning the salute; or

b. the ship is returning from a temporary absence from port, when, by agreement with local authorities, the salute may be dispensed with.

2. When a ship is passing through the territorial waters of a foreign nation with no intention of anchoring therein, the salute to the nation need not be fired unless unusual circumstances make it desirable to do so.

3. In case of two or more ships arriving in port or passing through territorial waters of a foreign nation in company, only the senior shall fire the salute prescribed in this article.

4. The salute to the nation, if fired, shall precede any salutes fired in honor of individuals.

1216. Returning salute to the nation fired by foreign warship. A salute to the nation fired by a foreign warship entering a port of the United States shall be returned by the senior ship present, provided no saluting battery of an armed service of the United States, designated to return such salutes, is present in the area.

1217. Gun salutes to the flag of a foreign president, sovereign or member of a reigning royal family.

1. A 21-gun salute shall be fired by a ship or station to the flag or standard of the president, sovereign or member of a reigning royal family under the circumstances prescribed in these regulations for firing a salute to the flag of the President of the United States.

2. In some foreign countries it is the custom to fire special 21-gun salutes on certain occasions in honor of the president, sovereign or member of the reigning royal family. In such cases, ships shall conform to the national custom when requested by the proper local authorities.

1218. Gun salutes when several heads of state are present.

1. Each ship, upon entering a port where the personal flags or standards of several presidents, sovereigns or members of reigning royal families are displayed, shall fire a 21-gun salute to each of the several flags or standards displayed, in the following order:

a. the president, sovereign or member of the reigning royal family of the nation to which the port belongs;

b. the President of the United States;

c. the presidents or sovereigns of other nations, in alphabetical order of the names of the nations in the English language; and

d. members of reigning royal families of other nations, in the same order as in subparagraph c. above.

2. In the circumstances set forth in this article, only the flag or standard of the senior dignitary of each nation will be saluted.

1219. Authority to fire gun salutes to officers in the United States naval service. Gun salutes prescribed in Article 1235 of these regulations for officers and officials entitled to 17 or more guns shall be fired on the occasion of each official visit of the individual concerned. Gun salutes prescribed in these regulations for officers and officials entitled to 15 guns or less shall not be fired unless so ordered by the senior officer present or higher authority.

1220. Gun salutes to the senior officer present.

1. A flag officer who is the senior officer present shall be saluted by the senior of one or more ships arriving in port.

2. When a flag officer embarked in a ship of his or her command arrives in port and is the senior officer present, or when a flag officer assumes command and becomes the senior officer present, he or she shall be saluted by the former senior officer present.

3. A gun salute shall be fired by the flagship when a flag officer who is the senior officer present assumes or is relieved of command, or is advanced in grade.

4. The provisions of this article shall be subject to the provisions of Article 1226.4 and shall apply, where appropriate, to officers of the naval service in command ashore.

1221. Gun salutes to foreign flag officers.

1. When a ship enters a port where there is present no officer of the naval service senior to the senior arriving officer, and finds displayed there, afloat or ashore, the flags of foreign flag officers of one or more nations, salutes shall be exchanged with the senior flag officer present of each nation.

2. The senior officer present of the United States Navy in a port shall exchange gun salutes with the senior foreign flag officer displaying a flag in an arriving warship, provided such flag officer is the senior officer present of his or her nation.

3. Upon departure from port of the senior officer present of the United States Navy, the new senior officer present shall exchange gun salutes with the senior flag officer present of each foreign nation.

4. The senior officer present of the United States Navy shall exchange gun salutes with the senior officer present of a foreign nation when either hoists the flag of an increased grade.

5. In firing the salutes prescribed by this article, the following rules shall govern:

- a. An officer of a junior grade shall fire the first salute.
- b. When officers are of the same grade, the arriving officer shall fire the first salute.

c. Seniors shall be saluted in order of rank, except that when firing salutes to two or more foreign officers of the same grade, the first salute fired to an officer in that grade shall be to the flag officer the nationality of the port.

6. When a ship of the Navy falls in at sea with a foreign warship displaying the flag of a flag officer, an exchange of salutes shall be fired, the junior saluting first. Such salutes shall be exchanged only between the senior United States ship and the senior foreign ship. Should flag officers be of the same grade and their relative rank be unknown or in doubt, they should mutually salute without delay.

7. The provisions of this article shall be subject to the provisions of Article 1226.4.

1222. Notification of gun salute. Whenever practicable, an official or officer to be saluted shall be notified of the salute and the time that it is to be fired.

1223. Procedure during a gun salute.

1. The interval between gun salutes normally shall be five seconds.

2. During the gun salute, persons on the quarterdeck, or in the ceremonial party if ashore, shall render the hand salute. Observers on deck, or in the vicinity of the ceremonial party if ashore, shall stand at attention facing the personage, or if the personage is not in view, toward the ceremonial party, and if in uniform shall salute.

3. Officers being saluted shall render the hand salute during the firing of the gun salute.

4. The boat or vehicle in which a person being saluted is embarked shall be stopped, if practicable to do so, during the firing of the gun salute.

1224. Inability to render or return a gun salute.

1. A gun salute shall not be fired when a return salute is required and cannot be fired, but shall be considered as having been rendered and returned.

2. In cases where, from any special cause, a ship, from which a salute in compliment to a foreign power or official may reasonably be expected, is unable to salute, the circumstances are to be explained immediately to the representative of such foreign power.

3. In cases where, from any special circumstances, the failure to salute cannot be explained without giving offense to a foreign power or official, salutes shall be fired by anyship which can do so with safety.

1225. Returning a gun salute.

1. The following rules shall be observed by United States ships and stations:

a. A salute fired to the nation by a foreign ship arriving in port shall be returned gun for gun.

b. A salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun.

c. A salute fired in honor of the President of the United States, or of the Secretary of State when acting as special representative of the President, shall not be returned.

d. A salute fired in honor of any official or officer on the occasion of an official visit or inspection shall not be returned.

e. A salute fired in honor of a flag or general officer by his or her flagship or headquarters shall not be returned.

f. A salute fired in honor of an anniversary, celebration or solemnity shall not be returned.

g. Subject to the provisions of this article, a salute fired in honor of a United States officer or official shall be returned with the number of guns specified for the grade of the flag or general officer rendering the salute, or, if he or she is not a flag or general officer, with seven guns.

2. No return salute may be expected in the case of a salute fired by a United States ship or station in honor of a foreign sovereign, head of state, member of a reigning royal family or special representative of a head of state, or on the occasion of a foreign anniversary, celebration or solemnity, or on the occasion of an official visit. Otherwise a salute fired in honor of a foreign official or officer, may be expected to be returned gun for gun.

1226. Restrictions on gun salutes.

1. In the presence of the President of the United States, or the president, sovereign or a member of the reigning royal family of a foreign nation, no gun salute which may be prescribed elsewhere in these regulations shall be fired to any other official of lesser rank of that nation.

2. When two or more officials or officers, each entitled to a gun salute, make an official visit in company to a ship or station, only the senior shall be saluted. If they arrive or depart at different times, each shall be rendered the gun salute to which he or she is entitled.

3. Salutes shall not be fired in ports or locations where they are forbidden by local regulations.

4. No official or officer, United States or foreign, except those entitled to 17 or more guns, shall be saluted by the same ship or station more than once in 12 months, unless, and subject to the other provisions of these regulations, such official or officer has been advanced in grade, makes an official visit or inspection, or is on special duty in which international courtesy is involved or exceptional circumstances exist. In the latter case, the commanding officer, in the absence of instructions, shall exercise discretion.

5. No officer, except a flag or general officer, shall be saluted with guns except in return for a gun salute.

6. No officer of the armed services, while in civilian clothes, shall be saluted with guns, unless he or she is at the time acting in an official civil capacity.

7. No salute shall be fired between sunset and sunrise, before 0800 or on Sunday, except where international courtesy so dictates, or when related to death ceremonies. Subject to the provisions of this paragraph, a gun salute in honor of an official or officer who arrives before 0800 shall be fired at 0800. However, if the day is Sunday, the salute shall be fired on Monday. The salute shall not be fired if the official or officer has departed meanwhile. In case of a gun salute at 0800, the first gun of the salute shall be fired immediately upon the completion of morning colors or the last note of the last national anthem.

PASSING HONORS

1227. "Passing honors" and "close aboard" defined. "Passing honors" are those honors, other than gun salutes, rendered on occasions when ships or embarked officials or officers pass, or are passed, close aboard. "Close aboard" shall mean passing within six hundred yards for ships and four hundred yards for boats. These rules shall be interpreted liberally, to ensure that appropriate honors are rendered.

1228. Passing honors between ships.

1. Passing honors, consisting of sounding "Attention" and rendering the hand salute by all persons on view on deck and not in ranks, shall be exchanged between ships of the Navy and between ships of the Navy and the Coast Guard, passing close aboard.

2. In addition, the honors prescribed in Table 2 shall be rendered by a ship of the Navy passing close aboard a ship or naval station displaying the flag of the officials indicated therein and by naval stations, insofar as practicable, when a ship displaying such flag passes close aboard. These honors shall be acknowledged by rendering the same honors in return.

1229. Passing honors to officials and officers embarked in boats.

1. The honors prescribed in Table 3 shall be rendered by a ship of the Navy being passed close aboard by a boat displaying the flag or pennant of the following officials and officers.

2. Persons on the quarterdeck shall salute when a boat passes close aboard in which a flag officer, a unit commander or a commanding officer is embarked as indicated by a display of a personal flag, command pennant, commission pennant or miniature thereof.

1230. Passing honors to foreign dignitaries and warships.

1. The honors prescribed for the President of the United States shall be rendered by a ship of the Navy being passed close aboard by a ship or boat displaying the flag or standard of a foreign president, sovereign or member of a reigning royal family, except that the foreign national anthem shall be played in lieu of the national anthem of the United States.

2. Passing honors shall be exchanged with foreign warships passed close aboard and shall consist of parading the guard of the day, sounding "Attention," rendering the salute by all persons in view on deck, and playing the foreign national anthem.

1231. Sequence in rendering passing honors.

1. "Attention" shall be sounded by the junior when the bow of one ship passes the bow or stern of the other, or, if the senior is embarked in a boat, before the boat is abreast, or nearest to abreast, the quarterdeck.

2. The guard, if required, shall present arms, and all persons in view on deck shall salute.

3. The music, if required, shall sound off.

4. "Carry on" shall be sounded when the prescribed honors have been rendered and acknowledged.

1232. Dispensing with passing honors.

1. Passing honors shall not be rendered after sunset or before 0800 except when international courtesy requires.

2. Passing honors shall not be exchanged between ships of the Navy engaged in tactical evolutions outside port.

3. The senior officer present may direct that passing honors be dispensed with in whole or in part.

4. Passing honors shall not be rendered by nor required of ships with small bridge areas, such as submarines, particularly when in restricted waters.

1233. Crew at quarters on entering or leaving port.

1. The crew shall be paraded at quarters during daylight on entering or leaving port on occasions of ceremony except when weather or other circumstances make it impracticable or undesirable to do so. Occasions of ceremony include:

- a. visits that are not operational;
- b. at homeport when departing for or returning from a lengthy deployment;
- c. visits to foreign ports not visited recently; and
- d. other special occasions so determined by a superior.

2. In lieu of parading the entire crew at quarters, an honor guard may be paraded in a conspicuous place on weather decks.

OFFICIAL VISITS AND CALLS

1234. Definitions.

1. An official visit is a formal visit of courtesy requiring special honors and ceremonies.

2. A call is an informal visit of courtesy requiring so special ceremonies.

1235. Table of honors for official visits of United States officers. Except as modified or dispensed with by these regulations, the honors prescribed in Table 4 shall be rendered by a ship or station on the occasion of the official visits of the United States officers listed therein (ashore, the single gun salute, when prescribed, shall be fired on arrival instead of on departure.

1236. Table of honors for official visits of United States civil officials. Except as modified or dispensed with by these regulations, the honors prescribed in Table 5 shall be rendered by a ship or station on the occasion of the official visits of the following United States civil officials (ashore, the single gun salute, when prescribed, shall be fired on arrival instead of on departure).

1237. Table of honors for official visits of foreign officials and officers. Except as modified or dispensed with by these regulations, the honors prescribed in Table 6 shall be rendered by a ship or station on the occasion of the official visits of the following foreign officials and officers (ashore, the single gun salute, when prescribed, shall be fired on arrival instead of on departure).

1238. Table of precedence of diplomatic and consular representatives. A diplomatic representative in a country to which accredited, and a consular representative in a district to which assigned, takes precedence as set forth in Table 7.

1239. Official visits to the President and to civil officials of the Department of Defense.

When the President, the Secretary of Defense, Deputy Secretary of Defense, the Secretary of the Navy, and Under Secretary of Defense, and Assistant Secretary of the Navy, away from the seat of government, arrives in the vicinity of a naval command, the senior officer present shall, if practicable and appropriate, pay such person an official visit. Such visit ordinarily is not returned.

1240. Official visits and calls among officers of the naval service.

1. An officer assuming command shall, at the first opportunity thereafter, make an official visit to the senior to whom he or she is reporting for duty in command, and to any successor of that senior; except that for shore commands a call shall be made in lieu of such official visit.

2. Unless dispensed with by the senior, calls shall be made:

a. By the commander of an arriving unit upon his or her immediate superior in the chain of command if present; and, when circumstances permit, upon the senior officer present.

b. By an officer in command upon an immediate superior in the chair of command upon the arrival of the latter.

c. By an officer who has been the senior officer present, upon his or her successor.

d. By the commander of a unit arriving at a naval base or station upon the commander of such base or station; except that when the former is senior, the latter shall make the call.

e. By an officer reporting for duty, upon the commanding officer.

3. When arrivals occur after 1600, or on Sunday, or on a holiday, the required calls may be postponed until the next working day.

1241. Official visits or calls between officers of the naval service and other armed services. When in the vicinity of a command of another armed service of the United States, the senior officer present in the naval service shall arrange with the commander concerned for the exchange of official visits, or calls, as appropriate.

1242. Official visits with United States diplomatic and consular representatives.

1. Upon arrival in a foreign port where United States diplomatic or consular representatives accredited to that foreign government are present, the senior officer present shall, if time and circumstances permit, exchange official visits with both the senior diplomatic representative and the senior consular representative present. When practicable, prior notice of arrival in port, and the probable duration of stay, shall be given to such representatives. A suitable boat shall be furnished them for making official visits.

2. Officers of the naval service shall make the first visit to the chief of a diplomatic mission of or above the rank of chargé d'affaires.

3. In the exchange of visits with consular representatives, officers in the naval service shall make or receive the first official visit in accordance with their relative precedence with the consular representatives concerned, as set forth in the precedence table of this chapter.

1243. Official visits with governors of United States territories, commonwealths and possessions.

1. At the seat of government of a United States territory, commonwealth or possession having a governor general or governor commissioned as such by the President, the senior officer present shall, within 24 hours after arrival or assuming command, make an official visit to the governor general, governor or, in the absence of that official, to the acting governor general or governor.

2. When the senior officer permanently established in command ashore in such territory, commonwealth or possession is not the senior officer present, such officer shall also make an official visit to the governor general or governor as soon as practicable after assuming command.

3. Similar visits shall be made whenever a governor general or governor assumes office.

4. A flag or general officer may expect such visits to be returned in person by the official to whom it was made. Other officers may expect such visits to be returned by a suitable representative.

5. The provisions of this article shall apply in the case of an officer of the armed services commissioned as governor general or governor by the President, regardless of such officer's naval or military rank.

6. Modifications of the provisions of this article may be effected upon agreement with the governor general or governor.

1244. Official visits with foreign officials and officers.

1. The senior officer present shall make official visits to foreign officials and officers as custom and courtesy demand.

2. When in doubt as to what foreign officials and officers are to be visited, saluted or otherwise honored, or as to the rank of any official or officer, or whether a gun salute involving a return will be returned, the senior officer present shall send an officer to obtain the required information.

3. When exchanging official visits with a foreign officer who occupies a position comparable to the Chairman, Joint Chiefs of Staff, Chief of Staff, U.S. Army, Chief of Naval Operations, Chief of Staff, U.S. Air Force or Commandant of the Marine Corps, the rank of the foreign officer shall be considered equivalent to these United States officers and the first official visit shall be made accordingly.

4. The following rules, in which the maritime powers generally have concurred, shall be observed by officers of the naval service, and their observance by foreign officers may be expected:

a. The senior officer present shall, upon the arrival of foreign warships, send an officer to call upon the officer in command of the arriving ships to offer customary courtesies and exchange information as appropriate, except that in a foreign port such calls shall be made only if the officer in command of the arriving ships is the senior officer present afloat of his or her nation. This call will be returned at once.

b. Within 24 hours after arrival, the senior officer in command of arriving ships shall, if the senior officer present of his or her nation, make an official visit to the senior officer present of each foreign nation who holds and equal or superior grade, and the senior officer present of each foreign nation who holds a junior grade will make an official visit to the senior officer in command of the arriving ships within the same time limit.

c. After the interchange of visits between the senior officer specified above, other flag officers in command and the commanding officers of ships arriving shall exchange official visits, when appropriate, with the flag and commanding officers of ships present. An arriving officer shall make the first visits to officers present who hold equal or superior grades, and shall receive the first visits from others. d. It is customary for calls to be exchanged by committees of wardroom officers of the ships of different nations present, in the order in which their respective commanding officers have exchanged visits.

e. Should another officer become the senior officer present of a nation, he or she shall exchange official visits with foreign senior officers present as prescribed in this article.

1245. Uniform for official visits. Unless otherwise prescribed by the senior concerned:

a. A junior making an official visit shall wear the uniform prescribed in the tables of this chapter opposite the grade of the senior to whom the visit is made.

b. A senior returning an official visit shall wear the uniform corresponding to that which the junior has worn.

c. An officer receiving an official visit, and all participants in the reception, including the crew if paraded, shall wear the uniform prescribed in the tables of this chapter opposite the grade of the official or officer from whom the visit is received.

d. Boat crews shall wear the uniform corresponding to that worn by the senior officer embarked.

1246. Honors on departure for, or return from, an official visit. An officer leaving or returning to his or her flagship or command upon the occasion of an official visit shall be rendered the honors prescribed for an official visit except that, aboard the officer's flagship, the uniform of the day normally shall be worn and gun salutes shall not be fired.

1247. Procedure for official visits.

1. The honors prescribed for an official visit shall be rendered on arrival as follows:

a. When the rail is manned, personnel shall be uniformly spaced at the rail on each weather deck, facing outboard.

b. "Attention" shall be sounded as the visitor's boat or vehicle approaches the ship.

c. If a gun salute is prescribed on arrival, it shall be fired as the visitor approaches and is still clear of the side. The prescribed flag or pennant shall be broken on the visited ship on the first gun and hauled down on the last gun except where prescribed in the Table of Honors for the duration of the visit. Other ships firing a concurrent salute shall, on the last gun, haul down the flag or pennant displayed in honor of the visitor. If the ship being visited is moored to a pier in such a position that is not practicable to render the gun salute prior to the arrival on board, the salute shall be rendered, provided local regulations do not forbid gun salutes, after the official has arrived on board and the commanding officer has assured him- or herself that the official and the official party are moved to a position in the ship that is well clear of the saluting battery.

d. The boat or vehicle shall be piped as it comes alongside.

e. The visitor shall be piped over the side, and all persons on the quarterdeck shall salute and the guard shall present arms until the termination of the pipe flourishes, music or gun salute, whichever shall be the last rendered. If the gun salute is not prescribed on arrival and a flag or pennant is to be displayed during the visit, it shall be broken at the start of the pipe.

f. The piping of the side, the ruffles and flourishes, and the music shall be rendered in the order named. In the absence of a band, "To the Colors" shall be sounded by bugle in lieu of the National Anthem, when required.

g. The visitor, if entitled to 11 guns or more, shall be invited to inspect the guard upon completion of such honors as may be rendered.

2. The honors prescribed for an official visit shall be rendered on departure as follows:

a. The rail shall be manned, if required.

b. "Attention" shall be sounded as the visitor arrives on the quarterdeck.

c. At the end of leave taking, the guard shall present arms, all persons on the quarterdeck shall salute and the ruffles and flourishes, followed by the music, shall be rendered. As the visitor enters the line of side boys, he or she shall be piped over the side. The salute and present arms shall terminate with the pipe; and, unless a gun salute is to be fired, a flag or pennant displayed in honor of the visitor shall be hauled down.

d. The boat or vehicle shall be piped away from the side.

e. If a gun salute is prescribed on departure, it shall be fired when the visitor is clear of the side and the flag or pennant displayed in honor of the visitor shall be hauled down with the last gun of the salute.

3. The same honors and ceremonies as for an official visit to a ship of the Navy shall be rendered, insofar as practicable and appropriate, on the occasion of an official visit to a naval station except that manning the rail, piping the side, and parading side boys are not considered appropriate. When, in the opinion of the senior officer present, such honors will serve a definite purpose, they be rendered.

1248. Returning official visits and calls.

1. An official visit shall be returned within 24 hours, when practicable.

2. A flag or general officer shall, circumstances permitting, return the official visits of officers in the grade of captain in the Navy or senior thereto, and to officials of corresponding grade. His or her chief of staff may be sent to return other official visits.

3. Officers other than flag or general officers shall personally return all official visits.

4. Flag and general officers may expect official visits to be returned in person by foreign governors, officers, and other high officials except chiefs of state. Other officers may expect such visits to be returned by suitable representatives.

5. Calls made by juniors upon seniors in the naval service shall be returned as courtesy requires and circumstances permit; calls made by persons not in the naval service shall be returned.

1249. Side honors.

1. On the arrival and departure of civil officials and foreign officers, and of United States officers when so directed by the senior officer present, the side shall be piped and the appropriate number of side boys paraded.

2. Officers appropriate to the occasion shall attend the side on the arrival and departure of officials and officers.

1250. Dispensing with side boys and guard and band.

1. Side boys shall not be paraded on Sunday, or other days between sunset and 0800, or during meal hours of the crew, general drills and evolutions, and periods of regular overhaul, except in honor of civil officials or foreign officers, when they may be paraded at any time during daylight. Side boys shall be paraded only for scheduled visits.

2. Except for official visits and other formal occasions, side boys shall not be paraded in honor of officers of the armed services of the United States, unless otherwise directed by the senior officer present.

3. Side boys shall not be paraded in honor of an officer of the armed services in civilian clothes, unless he or she is at the time acting in an official civil capacity.

4. The side shall be piped when side boys are paraded, but not at other times.

5. The guard and band shall not be paraded in honor of the arrival or departure of an individual at times when side boys in his or her honor are dispensed with except at naval shore installations.

1251. Uniform for members of the Marine Corps. Members of the Marine Corps will wear dress uniform when full dress is prescribed for naval personnel.

FORMAL OCCASIONS OTHER THAN OFFICIAL VISITS

1252. Honors to an official entitled to 19 or more guns. An official or officer entitled to a salute of 19 or more guns shall receive the honors for an official visit, subject to the regulations pertaining to gun salutes, on the occasion of every visit.

1253. Honors for a flag or general officer, or unit commander, assuming or relieving command.

1. On the occasion of a flag or general officer or unit commander assuming command, and on the departure of such officer after being relieved, honors shall be rendered as for an official visit, subject to the regulations pertaining to gun salutes.

2. A flag officer or unit commander assuming command shall read his or her orders to the assembled officers and crew, immediately after which his or her flag or command pennant shall be broken, and a gun salute, if required by these regulations, shall be fired.

3. Under the conditions described in the preceding paragraph, an officer being relieved shall read his or her orders to the assembled officers and crew, an on completion thereof, or after the gun salute, if fired, his or her flag or command pennant shall be hauled down. The officer succeeding to command shall then read his or her orders, and on the completion thereof, his or her flag or command pennant shall be broken. Aboard ship, the commission pennant shall be displayed while no personal flag or command pennant is flying.

1254. Honors at official inspection.

1. When a flag officer or unit commander boards a ship of the Navy to make an official inspection, honors shall be rendered as for an official visit, except that the uniform shall be as prescribed by the inspecting officer. The inspecting officer's flag or command pennant shall be broken upon arrival, unless otherwise prescribed by these regulations, and shall be hauled down on departure of the inspecting officer.

2. The provisions of this article shall apply, insofar as practicable and appropriate, when a flag or general officer, in command ashore, makes an official inspection of a unit of the command.

1255. Honors for a civil official taking passage. When a civil official of the United States takes passage officially in a ship of the Navy, he or she shall, on embarking and disembarking, be rendered honors as prescribed for an official visit. In addition, if entitled to a gun salute, the official shall be rendered the salute upon disembarkation in a port of the foreign nation to which he or she is accredited.

1256. Quarterdeck. The commanding officer of a ship shall establish the limits of the quarterdeck and the restrictions as to its use. The quarterdeck shall embrace so much of the main or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions.

1257. Musical honors to the President of the United States.

1. If, in the course of any ceremony, it is required that honors involving musical tribute to the President of the United States be performed more than one time, "Hail to the Chief" may be used interchangeably with the National Anthem as honors to the President of the United States.

2. When specified by the President of the United States, the Secretary of State, the Chief of the Secret Service, or their authorized representatives, "Hail to the Chief" may be used as an opportunity for the President and immediate party to move to and from their places while all others stand fast.

DISPLAY OF FLAGS AND PENNANTS

1258. Authorized display of flags and pennants.

1. When the national ensign is displayed on occasions other than those prescribed in these regulations, the manner of display shall be as prescribed in Navy Department publications.

2. No flags or pennants, other than as prescribed by these regulations or as may be directed by the Secretary of the Navy, shall be displayed from a ship or craft of the Navy, or from a naval station, as an honor to a nation, state or an individual or to indicate the presence of any individual.

3. All flags and pennants displayed in accordance with these regulations shall conform to the pattern prescribed in Navy Department publication.

4. Flags or pennants of officers not eligible for command at sea shall not be displayed from ships of the United States Navy.

1259. Display of national ensign, union jack and distinctive mark from ships and craft.1. The national ensign, union jack, personal flag or pennant, or commission pennant shall be

displayed from ships and craft of the Navy as specified in Table 8.

2. The distinctive mark of a ship or craft of the Navy in commission shall be a personal flag or command pennant of an officer of the Navy, or a commission pennant. The distinctive mark of a hospital ship of the Navy, in commission, shall be the Red Cross flag.

a. Not more than one distinctive mark shall be displayed by a ship or craft at any one time, nor shall the commission pennant and the personal flag of a civil official be displayed at one time.

b. Except as prescribed by these regulations for certain occasions of ceremony and when civil officials are embarked, the distinctive mark shall be displayed day and night at the after masthead or, in a mastless ship, from the loftiest and most conspicuous hoist.

3. When not underway, the national ensign and the union jack shall be displayed from 0800 until sunset from the flagstaff and the jack staff, respectively. A ship which enters port at night shall, when appropriate, display the national ensign from the gaff at daylight for a time sufficient to establish her nationality; it is customary for other ships of war to display their national ensigns in return.

4. The national ensign shall be displayed during daylight from the gaff (or from the triatic stay in the case of those ships with mast-mounted booms and stays which would interfere with the hoisting, lowering or flying of the ensign) of a ship underway under the following circumstances, unless or as otherwise directed by the senior officer present:

- a. Getting underway and coming to anchor.
- b. Falling in with other ships.
- c. Cruising near land.
- d. During battle.

5. The union jack displayed from the jack staff shall be the size of the union of the national ensign displayed from the flagstaff.

6. The union jack shall be displayed at a yardarm to denote that a general court-martial or court of inquiry is in session.

1260. National ensign at commands ashore. The national ensign shall be displayed from 0800 to sunset near the headquarters of every command ashore, or at the headquarters of the senior when the proximity of headquarters of two or more commands makes the display of separate ensigns inappropriate. When an outlying activity of the command is so located that its governmental character is not clearly indicated by the display of the national ensign as prescribed above, the national ensign shall also be displayed at the activity.

1261. Display of national ensign during gun salute.

1. A ship of the Navy shall display the national ensign at a masthead while firing a salute in honor of a United States national anniversary or officials, as follows:

a. At the main during the national salute prescribed for the third Monday in February and the Fourth of July.

b. At the main during a 21-gun salute to a United States civil official, except by a ship displaying the personal flag of the official being saluted.

c. At the fore during a salute to any other United States civil official, except by a ship which is displaying the personal flag of the official being saluted.

2. During the gun salute, the national ensign shall remain displayed from the gaff or the flagstaff, in addition to the display of the national ensign prescribed in this article.

1262. Display of national ensign in boats.

The national ensign shall be displayed from waterborne boats of the naval service:

- a. When underway during daylight in a foreign port.
- b. When ships are required to be dressed or full-dressed.
- c. When going alongside a foreign vessel.
- d. When an officer or official is embarked on an official occasion.
- e. When a flag or general officer, a unit commander, a commanding officer or a chief of

staff, in uniform, is embarked in a boat of the command or in one assigned to the personal use of such an officer.

f. At such other times as may be prescribed by the senior officer present.

1263. Dipping the national ensign.

1. When any vessel, under United States registry or the registry of a nation formally recognized by the Government of the United States, salutes a ship of the Navy by dipping her ensign, it shall be answered dip for dip. If not already being displayed, the national ensign shall be hoisted for the purpose of answering the dip. An ensign being displayed at half-mast shall be hoisted to the truck or peak before a dip is answered.

2. No ship of the Navy shall dip the national ensign unless in return for such compliment.

3. Of the colors carried by a naval force on shore, only the battalion or regimental colors shall be dipped in rendering or acknowledging a salute.

4. Submarines, or other ships of the line in which it would be considered hazardous for personnel to do so, shall not be required to dip the ensign.

1264. Half-masting the national ensign and union jack.

1. In half-masting the national ensign, it shall, if not previously hoisted, first be hoisted to the truck or peak and then lowered to half-mast. Before lowering from half-mast, the ensign shall be hoisted to the truck or peak and then lowered.

2. When the national ensign is half-masted, the union jack, if displayed from the jack staff, shall likewise be half-masted.

3. Personal flags, command pennants and commission pennants shall not be displayed at halfmast except as prescribed in these regulations for a deceased official or officer.

4. When directed by the President, the national ensign shall be flown at half-mast at military facilities and naval vessels and stations abroad whether or not the national ensign of another nation is flown full-mast alongside that of the United States.

1265. Following motions of senior officer present in hoisting and lowering the national ensign.

1. On board ship or a command ashore, upon all occasions of hoisting, lowering or half-masting the national ensign, the motions of the senior officer present shall be followed, except as prescribed for answering a dip or firing a gun salute.

2. A ship displaying the flag of the President, Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, Under Secretary of Defense, an Assistant Secretary of Defense, Under Secretary of the Navy, or an Assistant Secretary of the Navy shall be regarded as the ship of the senior officer within the meaning of this article.

1266. Personal flags and pennants afloat.

1. Except as otherwise prescribed in these regulations, a flag officer or unit commander afloat shall display his or her personal flag or command pennant from his or her flagship. At no time shall he or she display the personal flag or command pennant from more than one ship.

2. When a flag officer eligible for command at sea is embarked for passage in a ship of the Navy, his or her personal flag shall be displayed from such ship, unless there is already displayed from such ship the flag of an officer senior to such officer.

3. When a civil official, in whose honor the display of a personal flag is prescribed during an official visit, is embarked for passage in a ship of the Navy, his or her personal flag shall be displayed from such ship.

4. A personal flag or command pennant may be hauled down during battle or at any time when the officer concerned, or the senior officer present, considers it advisable thus to render a flagship less distinguishable. When hauled down, it shall be replaced with a commission pennant.

5. An officer of the Navy commanding a ship engaged otherwise than in the service of the Untied States shall not display a personal flag, command pennant or commission pennant from such ship, or in the bow of a boat.

6. A ship underway shall not display a personal flag or command pennant unless a flag officer or unit commander is aboard. Should a flagship get underway during the absence of a flag officer or unit commander, the personal flag or command pennant shall be hauled down and replaced with a commission pennant.

1267. Broad or burgee command pennant.

1. The broad or burgee command pennant shall be the personal command pennant of an officer of the Navy, not a flag officer, commanding a unit of ships or aircraft.

- 2. The broad command pennant shall indicate command of:
 - a. a force, group or squadron of ships of any type; or
 - b. an aircraft wing or carrier air wing.
- 3. The Burgee command pennant shall indicate command of:
 - a. A division of ships or craft.
 - b. A major subdivision of an aircraft wing.

1268. Display of more than one personal flag or pennant aboard ship.

1. When the personal flag of a civil official is displayed aboard a ship of the Navy, a personal flag or command pennant of an officer of the Navy shall be displayed, if required, as follows:

- a. Aboard a single-masted ship, at the starboard yardarm.
- b. Aboard a two-masted ship, at the fore truck.
- c. Aboard a ship with more than two masts, at the after truck.

2. When, in accordance with these regulations, the personal flag of a civil official and the personal flag or command pennant of an officer of the Navy are displayed at the starboard yardarm, the personal flag of the civil official shall be displayed outboard.

3. When two or more civil officials, for each of whom the display of a personal flag is prescribed, are embarked in the same ship of the Navy, the flag of the senior only shall be displayed.

1269. Display of a personal flag or command pennant when a national ensign is at masthead.

1. The President's flag, if displayed at a masthead where a national ensign is required to be displayed during an official visit, or during periods of dressing an official visit, or during periods of dressing or full-dressing ship, shall remain at that masthead to port of the United States national ensign and to starboard of a foreign national ensign.

2. Except as provided above, a personal flag or command pennant shall not be displayed at the same masthead with a national ensign, but shall:

a. During a gun salute, be lowered clear of the ensign.

b. During an official visit, be shifted to the starboard yardarm in a single-masted ship and to the fore truck in a two-masted ship.

c. During periods of dressing or full-dressing ship:

(1) If displayed from the fore truck or from the masthead of a single-masted ship, be shifted to the starboard yardarm.

(2) If displayed from the main truck, be shifted to the fore truck in lieu of the national ensign at the mast.

(3) If displayed from the after truck of a ship with more than two masts, remain at the after truck in lieu of the national ensign at that mast.

1270. Personal flags and pennants ashore.

1. A flag or general officer ashore shall display his or her personal flag day and night at a suitable and conspicuous place within his or her command. When such an officer makes an official inspection at an outlying activity of the command, his or her flag shall, if practicable and appropriate, be shifted to such outlying activity.

2. A flag or general officer or unit commander of the operating forces whose headquarters are ashore shall display his or her personal flag or pennant day and night at a suitable and conspicuous place at his or her headquarters, unless it is displayed from a ship of the officer's command.

3. When the points for display of two or more personal flags ashore are in such close proximity as to make their separate display inappropriate, that of the senior officer present only shall be displayed.

4. When a personal flag or a foreign ensign is required to be displayed ashore during the official visit of, or a gun salute to, a civil official or foreign officer, it shall be displayed from the normal point of display of a personal flag or pennant of the officer in command, and the latter's flag or pennant shall be displayed at some other point within the command.

5. During the official inspection by a flag or general officer of a unit of his or her command ashore, such officer's personal flag shall displace a personal flag or pennant of the officer in command.

6. If two or more civil officials, for each of whom the display of a personal flag is prescribed, are present officially at a command ashore at the same time, the flag of the senior only shall be displayed.

1271. Personal flag or command pennant, when officer temporarily succeeded in command.

1. When a flag or general officer or unit commander has been succeeded temporarily in command, as prescribed in these regulations, his or her personal flag or command pennant shall be hauled down. The officer who has succeeded temporarily to the command shall display the personal flag or command pennant to which he or she is entitled by these regulations.

2. In a foreign port upon the occasion of the absence of a flag officer from the command for a period exceeding 72 hours, the command, subject to any directions from the flag officer, shall devolve on the senior officer present of the unit who is eligible for the exercise of command at

sea, but as standard procedure, the absent flag officer's flag shall continue to be flown in his or her regular flagship until that ship is underway, at which time the personal flag shall be hauled down and not again hoisted until the absent flag officer returns to his or her flagship. Commanders in chief and fleet commanders have authority to modify the procedure with respect to their personal flags as the exigencies of the services require.

1272. Absence indicators. In ships, the absence of an official or officer whose personal flag or pennant is displayed, a chief of staff, or a commanding officer shall be indicated from sunrise to sunset by the display of an absence indicator as prescribed in current instructions.

1273. Personal flags and pennants of officers in boats, automobiles and aircraft.

1. An officer in command, or a chief of staff when acting for him or her, when embarked in a boat of the naval service on official occasions, shall display from the bow the appropriate personal flag or command pennant or, if he or she is not entitled to either, a commission pennant.

2. An officer entitled to the display of a personal flag, command pennant or commission pennant may display a miniature of such flag or pennant in the vicinity of the coxswain's station within embarked on other than official occasions in a boat of the naval service.

3. An officer entitled to the display of a personal flag or command pennant may, when riding in an automobile on an official occasion, display such flag or pennant forward on such vehicle.

4. An officer entitled to the display of a personal flag or command pennant may, when embarked in an aircraft on an official occasion, display such flag or pennant on both sides just forward of and below the cockpit of such aircraft at rest.

1274. Flags of civil officials in boats, automobiles and aircraft. A flag shall be displayed in the bow of a boat in the naval service whenever a United States civil official is embarked on an official occasion, as follows:

a. A union jack for:

(1) A diplomatic representative of or above the rank of chargé d'affaires, within the waters of the country to which accredited.

(2) A governor general or governor commissioned as such by the President, within the area of his or her jurisdiction.

b. The consular flag for a consular representative.

c. The prescribed personal flag for other civil officials when they are entitled to the display of a personal flag during an official visit.

d. A civil official entitled to the display of a personal flag may, when riding in an automobile on an official occasion, display such flag forward on such vehicle.

e. A civil official entitled to the display of a personal flag may, when embarked in an aircraft, display a miniature of such flag on both sides just forward of and below the cockpit of such aircraft at rest.

1275. Bow insignia and flagstaff insignia for boats.

1. Boats regularly assigned to officers for their personal use shall carry insignia on each bow as follows:

a. For a flag or general officer, the stars as arranged in his or her flag.

- b. For a unit commander not a flag officer, a replica of his or her command pennant.
- c. For a commanding officer, or a chief of staff not a flag officer, an arrow.

2. Staffs for the ensign, and for the personal flag or pennant in a boat assigned to the personal use of a flag or general officer, unit commander, chief of staff or commanding officer, or in which a civil official is embarked, shall be fitted at the peak with devices as follows:

- a. A spread eagle for an official or officer whose official salute is 19 or more guns.b. A halberd:
 - (1) For a flag or general officer whose official salute is less than 19 guns.
 - (2) For a civil official whose official salute is 11 or more guns but less than 19

guns.

c. A ball:

- (1) For an officer of the grade, or relative grade, of captain in the Navy.
- (2) For a career minister, a counselor or first secretary of embassy or legation, or

a consul.

d. A star: For an officer of the grade, or relative grade, of commander in the Navy.

e. A flat truck:

(1) For an officer below the grade, or relative grade, of commander in the Navy.

(2) For a civil official not listed above, and for whom honors are prescribed for

an official visit.

1276. Display of foreign national ensign during gun salute.

1. While firing a salute to the nation upon entering a foreign port, returning such salute fired by a foreign warship, or firing a salute on the occasion of a foreign national anniversary, celebration or solemnity, a ship shall display the ensign of the foreign nation on the main truck.

2. While firing a salute to a foreign dignitary or official entitled to 21 guns, a ship shall display the national ensign of such dignitary or official at the main truck. While firing a salute to a foreign official entitled to less than 21 guns, or to a foreign officer, or when returning a salute fired by a foreign officer, the national ensign of the foreign official or officer shall be displayed at the fore truck.

3. At a naval station, under the circumstances set forth in the preceding paragraphs of this article, the appropriate foreign ensign shall be displayed from the normal point of display of the personal flag or pennant of the officer in command, and the latter's flag or pennant shall be displayed at some other point within the command.

1277. Display of national ensigns of two or more nations.

1. When the national ensigns of two or more nations are required to be displayed from the same masthead, the Untied States national ensign, if required, shall be displayed to starboard of all others. The national ensigns of other nations shall be displayed, starboard to port, in the

alphabetical order of the names of the nations in the English language; except that the ensign of a foreign nation within whose waters the ship is located, if displayed, shall be to starboard of other foreign ensigns.

2. While a salute is being fired under the foregoing conditions, the ensign of the nation being honored, or whose dignitary is being honored, shall be displayed alone.

3. In rendering honors, the national ensign of one nation shall not be displayed above that of another nation at the same masthead.

1278. Choice of foreign flag or ensign in rendering honors. In rendering honors requiring the display of a foreign flag or ensign:

a. In the case of a government having both a national flag and a national ensign (man-ofwar flag), the national ensign shall be displayed except under the conditions set forth in this article.

b. In the case of a commonwealth, dominion or similar government recognized as independent by the Government of the United States, which has a national flag of its own but which also employs the national ensign (man-of-war flag) of the empire or federation to which it belongs, the national flag of the commonwealth or dominion shall be displayed except when rendering honors to naval officers; in which latter case the national ensign (man-of-war flag) shall be displayed.

c. In the case of a government not recognized as independent by the Government of the United States, such as a protectorate or colony, the flag of the government exercising protective or colonial power shall be displayed except when otherwise directed by the Secretary of the Navy.

d. In the case of a government carried on by a joint mandate or trusteeship and having no distinct national flag of its own, the flags of the several countries comprising the mandate shall be displayed when rendering honors.

1279. Dressing and full-dressing ships.

1. On occasions of dressing ship the largest national ensign with which the ship is furnished shall be displayed from the flagstaff and, except as prescribed for a ship displaying a personal flag or command pennant, a national ensign shall be displayed from each masthead. The national ensigns displayed at the masthead shall be of uniform size, except when, due to a substantial difference in heights of masthead, a difference in the size of national ensigns is appropriate.

2. On occasion of full-dressing ship, in addition to the dressing of the mastheads, a rainbow of signal flags, arranged in the order prescribed in Navy Department publications, shall be displayed, reaching from the foot of the jack staff to the mastheads and thence to the foot of the flagstaff. Peculiarly masted or mastless ships shall make a display as little modified from the rainbow effect as it practicable.

3. When dressing or full-dressing ship in honor of a foreign nation, the national ensign of that national shall replace the United States national ensign at the main, or at the masthead in the case

of a single-masted ship; provided that when a ship is full-dressed or dressed in honor of more than one nation, the ensign of each such nation shall be displayed at the main, or at the masthead in a single-masted ship.

4. Should half-masting of the national ensign be required on occasions of dressing or fulldressing ship, only the national ensign at the flagstaff shall be half-masted.

5. When full-dressing is prescribed, the senior officer present may direct that dressing be substituted if, in his or her opinion, the state of the weather makes such action advisable. The senior officer present may, also, under such circumstances, direct that the ensigns be hauled down from the mastheads after being hoisted.

6. Ships not under way shall be dressed or full-dressed from 0800 until sunset. Ships under way shall not be dressed or full-dressed.

1280. Senior officer afloat pennant. If two or more ships of the Navy are together in port, the senior officer present afloat pennant shall be displayed from the ship in which the senior officer present afloat is embarked, except when his or her personal flag clearly indicates his or her seniority. The pennant shall be displayed from the inboard halyard of the starboard main yardarm.

SPECIAL CEREMONIES, ANNIVERSARIES AND SOLEMNITIES

1281. Ships passing Washington's Tomb. When a ship of the Navy is passing Washington's tomb, Mount Vernon, Virginia, between sunrise and sunset, the following ceremonies shall be observed insofar as may be practicable:

a. The full guard and band shall be paraded, the bell tolled, and the national ensign halfmasted at the beginning of the tolling of the bell.

b. When opposite Washington's tomb, the guard shall present arms, persons on deck shall salute, facing in the direction of the tomb, and "Taps" shall be sounded.

c. The national ensign shall be hoisted to the truck or peak and the tolling shall cease at the last note of "Taps," after which the National Anthem shall be played.

d. Upon completion of the National Anthem, "Carry on" shall be sounded.

1282. Ships passing USS ARIZONA Memorial. When a ship of the Navy is passing the USS ARIZONA Memorial, Pearl Harbor, Hawaii, between sunrise and sunset, passing honors consisting of sounding "Attention" and rendering the hand salute by all persons in view on deck and not in ranks shall be executed by that ship.

1283. National holidays.

1. The following shall be observed as holidays on board ships of the Navy and at naval stations and activities: New Year's Day, the 1st of January; Martin Luther King Day, the third Monday in January; President's Day, the third Monday in February; Memorial Day, the last Monday in May; Independence Day, the 4th of July; Labor Day, the first Monday in October; Veterans Day,

the 11th of November; Thanksgiving Day, the fourth Thursday in November; Christmas Day, the 25th of December; and such other days as may be designated by the President.

2. Whenever any of the above-designated dates falls on Saturday, the preceding day shall be observed as a holiday, and whenever such date falls on Sunday, the following day shall be observed.

1284. Ceremonies for national holidays.

1. On President's Day and on Independence Day, every ship of the Navy in commission, not under way, shall full-dress ship. At noon each saluting ship, and each naval station equipped with a saluting battery, shall fire a national salute of 21 guns.

2. On Memorial Day, each saluting ship and each naval station having a saluting battery shall fire at noon a salute of 21 minute-guns. All ships and naval stations shall display the national ensign at half-mast from 0800 until the completion of the salute or until 1220 if no salute is fired or to be fired.

3. When the 4th of July occurs on Sunday, all special ceremonies shall be postponed until the following day.

1285. Foreign participation in United States national anniversaries and solemnities.

1. Prior to celebrating a United States national anniversary, or observing a national solemnity, in a foreign place or in the presence of foreign warships, the senior officer present of the United States naval service shall give due notice to the foreign port authorities, and to the senior officer of each nationality present, of the time and manner of conducting the celebration or solemnity, and shall, as appropriate, invite their participation therein. An officer shall be sent to thank the foreign authorities or ships which participate in such celebration or solemnity.

2. When foreign troops participate in parades within the territorial jurisdiction of the United States, they shall be assigned a position of honor ahead of United States troops, except that a small detachment of United States troops will immediately precede the foreign troops as a guard of honor.

3. On occasions when troops of two or more foreign nations participate, the troops of the nation in whose honor the parade is held will be assigned a position ahead of all others, otherwise the order of precedence among foreign troops will be determined, as appropriate by:

a. The relative ranks of the commanders of the forces from which the parade detachments are drawn; or

- b. The relative ranks of the commanders of the parade detachments; or
- c. The alphabetical order in the English language of the names of the nations concerned.

1286. Observance of foreign anniversaries and solemnities.

1. In a foreign place, or when in company with a foreign warship, when a national anniversary or solemnity is being observed by foreign port authorities or a foreign warship, a ship of the Navy shall, upon official invitation, follow the example of the foreign authority or warship in

full-dressing or dressing ship, firing salutes, and half-masting ensigns. Salutes shall not exceed 21 guns unless the senior officer present deems it proper to fire a larger number in order to participate properly in the ceremony or to avoid giving offense. Upon all such occasions, efforts shall be made to accord, so far as practicable, with the foreign authorities in the time and manner of conducting the ceremonies.

2. Uniform accoutrements of mourning, including mourning badges or bands, may be worn on the uniform when appropriate, or when directed by competent authority, by persons in the naval service who are stationed in, or who are officially visiting, a foreign nation during the period of foreign government ordains as the period of national mourning.

DEATHS AND FUNERALS

1287. Death of a United States civil official.

1. Upon the death of a United States civil official listed below, the ceremonies set forth in Table 9 shall be observed.

2. When the day after receipt of notice of death falls upon a Sunday or national holiday, gun salutes will be fired on the day following Sunday or a national holiday.

3. The national ensign shall be half-masted upon receipt of notification from any reliable source, including news media, of the death of one of the designated civil officials.

1288. Death of a person in the military service.

1. Upon the death of a person in the military service, the ceremonies set forth in table 10 shall be observed.

2. At joint installations or commands the procedures prescribed by the responsible military commanders or the executive agent will be executed uniformly by all the Untied States military units present.

3. The national ensign shall be half-masted upon receipt of notification from any reliable source, including news media, of the death of one of the designated officials.

4. If the senior officer present deems it appropriate, such officer may direct that the ceremonies prescribed in this article be observed during the transfer of the body of the deceased from the ship or naval station, rather than during the funeral.

5. In the event of a military funeral of a person in the naval service on the retired list, ceremonies as prescribed in this article shall be rendered insofar as may be practicable.

6. On the occasion of conducting the funeral of a person in the naval service near posts, stations, or ships of other armed services of the United States, or of the Coast Guard, the commanding officers thereof shall be duly notified of the time and the honors to be rendered by ships of the Navy or by naval stations.

7. During the funeral of a flag officer of the Coast Guard or a general officer of the armed services of the United States, other than naval, and other than those listed in paragraph 1 of this article, at a place where there is a naval station, or where one or more ships of the Navy are present, the ensigns of such stations and ships shall be half-masted during the funeral service and for one hour thereafter; and minute-guns, of the number prescribed for the funeral of the deceased by the regulations of the service of which he or she was a member, shall be fired by the naval station, if practicable, and by the senior saluting ship present.

1289. General provisions pertaining to funerals.

1. If there is no chaplain or clergyman available, the commanding officer, or a designated representative, shall conduct the funeral service.

2. There shall be six pallbearers and six bodybearers. The pallbearers shall, if practicable, be the same grade or rating as the deceased. If a sufficient number of foreign officers of appropriate grade attend the funeral, they may be invited to serve as additional pallbearers. Pallbearers and bodybearers shall follow the procedure prescribed in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691).

3. The wearing of the mourning badge is discretionary for those in attendance at a funeral and shall be worn by the escort for a military funeral as prescribed in the appropriate uniform regulations.

4. Boats taking part in a funeral procession shall display the national ensign at half-mast. If the deceased was a flag or general officer, or at the time of death a unit commander, or a commanding officer of a ship, his or her flag or command pennant, or a commission pennant, shall be draped in mourning and displayed at half-mast from a staff in the bow of the boat carrying the body. A funeral procession of boats shall, in general, be formed in the order prescribed in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691).

5. The casket shall be covered with the national ensign, so placed that the union is at the head and over the left shoulder of the deceased. The ensign shall be removed from the casket before it is lowered into the grave or committed to the deep.

6. Persons in the naval service shall salute when the body has been carried past them, while the body is being lowered into the grave or committed to the deep, and during the firing of volleys and the sounding of "Taps."

7. Three rifle volleys shall be fired after the body has been lowered into the grave or committed to the deep, following which "Taps" shall be sounded by the bugle; except that in a foreign port, when permission has not been obtained to land an armed escort, the volleys shall be fired over the body after it has been lowered into the boat alongside.

8. During burial at sea, the ship shall be stopped, if practicable, and the ensign shall be displayed at half-mast from the beginning of the funeral service until the body has been committed to the

deep. Further display of the ensign at half-mast may be prescribed according to circumstances by the senior officer present.

9. Funeral honors shall not be rendered between sunset and sunrise. When it is necessary to bury the dead at night, such funeral services as are practicable shall take place.

1290. Funeral escorts.

1. An escort under arms shall, when practicable, accompany the funeral cortege to the place of interment, and shall follow the procedure prescribed in the Marine Corps Drill and Ceremonies Manual (NAVMC 2691).

2. The funeral escort for a President, Vice President, Secretary of Defense, Secretary of the Navy, Under Secretary of the Navy, Assistant Secretary of the Navy, Fleet Admiral, Chief of Naval Operations, or Commandant of the Marine Corps shall be as prescribed by the Secretary of the Navy.

3. Unless otherwise prescribed by the senior officer present, the funeral escort for other persons in the Navy or the Marine Corps shall be as set forth in Table 11.

1291. Display of personal flag, command pennant or commission pennant in funerals ashore. If the deceased was a flag or general officer, or at the time of his or her death, a unit commander or commanding officer of a ship, the appropriate personal flag or command pennant, or commission pennant, shall be draped in mourning and carried immediately in advance of the body in the funeral procession to the grave.

1292. Burial in a foreign place. Before a person in the naval service is buried in a foreign place, the senior officer present shall arrange with the local authorities for the interment of the body and shall also request permission to parade an escort under arms. The senior officer present shall inform the senior foreign officers present and the appropriate local officials of the time and place of the funeral, and of the funeral honors to be rendered by United States forces present.

1293. Death of diplomatic, consular or foreign official.

1. On the death in a foreign place of a diplomatic or consular representative of the United States, the senior officer present shall, as circumstances permit, arrange for appropriate participation in the funeral ceremonies by persons in the naval service.

2. The senior officer present, upon receiving official notice of the death or funeral of a foreign official, or member of a foreign armed service, shall, as circumstances warrant and as international courtesy demands, direct visits of condolence to be made, and arrange for participation by persons in the naval service in the funeral ceremonies.

1294. Transporting body of deceased official. When a ship of the Navy is transporting the body of a deceased official, the honors and ceremonies prescribed for an official visit shall, if directed by the senior officer present or higher authority, be rendered when the body is received aboard or leaves the ship.

Table 1 Relative Rank and Precedence of Officers of Different Services U.S. Navy Regulations (Article 1002)

Navy	Marine Corps	Army and Air Force	Coast Guard	National Oceanic and Atmospheric Administration	Public Health Service
Admiral	General	General	Admiral		
Vice Admiral	Lieutenant General	Lieutenant General	Vice Admiral		
Rear Admiral	Major General	Major General	Rear Admiral	Rear Admiral	Surgeon General ¹ Deputy Surgeon General
Rear Admiral (Lower Half)	Brigadier General	Brigadier General	Rear Admiral (Lower Half)	Rear Admiral (Lower Half)	Assistant Surgeon General ²
Captain	Colonel	Colonei	Captain	Captain	Medical Director ³
Commander	Lieutenant Colonel	Lieutenant Colonel	Commander	Commander	Senior Surgeon ³
Lieutenant Commander	Major	Major	Lieutenant Commander	Lieutenant Commander	Surgeon ³
Lieutenant	Captain	Captain	Lieutenant	Lieutenant	Senior Assistant Surgeon ³
Lieutenant Junior Grade	First Lieutenant	First Lieutenant	Lieutenant Junior Grade	Lieutenant Junior Grade	Assistant Surgeon ³
Ensign	Second Lieutenant	Second Lieutenant	Ensign	Ensign	Junior Assistant Surgeon ³

 ¹ Surgeon General's grade corresponds to that of Surgeon General of the Army.
 ² May hold grade corresponding to Major General or Brigadier General.
 ³ And other officers of same grade, within titles appropriate to their duties.

Table 2Passing Honors Between ShipsU.S. Navy Regulations (Article 1228)

Official	Uniform	Ruffles and Flourishes	Music	Guard	Remarks
President	As prescribed by the senior officer present	4	, , , , , , , , , , , , , , , , , , ,		Man rail, unless otherwise directed by the senior officer present
Secretary of State, when special foreign representative of the President	As prescribed by the senior officer present	4	National Anthem	Full	Crew at quarters
Vice President	Of the Day		Hail Columbia	Full	Crew at quarters
Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, or Under Secretary of Defense	Of the Day		National Anthem	Full	Crew at quarters
An Assistant Secretary of Defense, Under Secretary or an Assistant Secretary of the Navy	Of the Day		National Anthem	Full	Crew at quarters

Table 3
Passing Honors to Officials and Officers Embarked in Boats
U.S. Navy Regulations (Article 1229)

Official	Ruffles and Flourishes	Music	Guard	Remarks
President	4	National Anthem	Full	"Attention" sounded, and salute by all persons in view on deck. If directed by the senior officer present, man rail
Secretary of State, when special foreign representative of the President	4	National Anthem	Full	"Attention" sounded, and salute by all persons in view on deck
Vice President		Hail Columbia		"Attention" sounded, and salute by all persons in view on deck
Secretary of Defense, Deputy Secretary of Defense, Secretary of the Navy, or Under Secretary of Defense, an Assistant Secretary of Defense, Under Secretary or an Assistant Secretary of the Navy		Admiral's March	Full	"Attention" sounded, and salute by all persons in view on deck
Other civil official entitled to honors on official visit				"Attention" sounded, and salute by all persons in view on deck

Table 4
Honors for Official Visits of United States Officers
U.S. Navy Regulations (Article 1035)

····	Gun Salute		n Salute	Ruffles and			Side
Officers ⁶	Uniform	Arrival	Departure	Flourishes	Music	Guard	Boys ²
Chairman, Joint Chiefs of Staff	Full Dress	19	19	4	General's or Admiral's March	Full	8
Chief of Staff, U.S. Army ³	Full Dress	19	19	4	General's March	Full	8
Chief of Naval Operations ³	Full Dress	19	19	4	Admiral's March	Full	8
Chief of Staff, U.S. Air Force ³	Full Dress	19	19	4	General's March	Full	8
Commandant of the Marine Corps ³	Full Dress	19	19	4	Admiral's March	Full	8
Commandant of the Coast Guard ³	Full Dress	19	19	4	Admiral's March	Full	8
General of the Army ³	Full Dress	19	19	4	General's March	Full	8
Fleet Admiral ³	Full Dress	19	19	4	Admiral's March	Full	8
General of the Air Force ³	Full Dress	19	19	4	General's March	Full	8
Generals ⁴	Full Dress	17	17	4	General's March	Full	8
Admirals⁴	Full Dress	17	17	4	Admiral's March	Full	8
Naval or other military governor, commissioned as such by the President, within the area of his or her jurisdiction	Full Dress		17	4	General's or Admiral's March ¹		
Vice Admiral or Lieutenant General ⁵	Full Dress		15	3	General's or Admiral's March ¹	Full	8
Rear Admiral or Major General	Full Dress		13	2	General's or Admiral's March ¹	Full	6
Rear Admiral (Lower Half) or Brigadier General	Full Dress		11	1	General's or Admiral's March1	Full	6

- ¹ Marine Corps' General Officers receive the Admiral's March
 ² Not appropriate on shore installations
 ³ Take precedence, in order, after Secretary of the Air Force (Art. 1236 Table)
 ⁴ Take precedence after Under Secretary of the Air Force (Art. 1236 Table)
 ⁵ Take precedence after Under Secretaries of Cabinet (Art. 1236 Table)
 ⁶ On efficient percentage and secretary for an entropy of the secretary of the secretary of the secretary of the secretary of the first force (Art. 1236 Table)

- ⁶On official occasions, honors may be rendered to retired flag and general officers with their permission and at discretion of local commanders. Honors so rendered will be in accord with retired grade except former Chiefs of Naval Operations and former Commandants of the Marine Corps will receive honors prescribed for those officers.

Table 5
Honors and Ceremonies
U.S. Navy Regulations (Article 1236)

	-	Gur	Salute	Ruffles and			Side		Within What	Flag		
Official	Uniform	Arrival	Departure	Flourishes	Music	Guard	Boys 4	Crew 4	Limits	What	Where	During
The President	Full Dress	21	21	4	National Anthem ¹	Full	8	Man rail		President's	Main Truck	Visit
Former Presidents	Full Dress		21	4	Admiral's March	Full	8	Quarters		National	Main Truck	Salute
Vice President	Full Dress		19	4	Hail Columbia	Full	8	Quarters		Vice President's	Main Truck	Visit
Governor of State	Full Dress		19	4	Admiral's March	Full	8		Area under his or her jurisdiction	National	Fore Truck	Salute
Speaker of the House of Representatives	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
The Chief Justice of the United States	Full Dress		19	4	Admiral's March	Fuil	8			National	Fore Truck	Salute
Ambassador, High Commissioner or special diplomatic representative whose credentials give him or her authority equal to or greater than that of an Ambassador	Full Dress		19	4	National Anthem	Full	8		Nation or Nations to which accredited	National	Fore Truck	Salute
Secretary of State	Full Dress		19	4	National Anthern	Full	8			National	Fore Truck	Saiute
United States Representatives to the United Nations	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
Associate Justices of the Supreme Court	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
Secretary of Defense	Full Dress	19	19	4	Honor's March ³	Full	8	Quarters		Secretary's	Main Truck	Visit
Cabinet officer other than Secretaries of State and Defense ²	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
President pro tempore of the Senate	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
United States Senators	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
Governor of a State of the United States	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
Members of the House of Representatives	Full Dress		19	4	Admiral's March	Full	8			National	Fore Truck	Salute
Deputy Secretary of Defense	Full Dress	19	19	4	Honor's March ³	Full	8			Deputy Secretary's	Main Truck	Visit
Secretary of the Army	Full Dress	19	19	4	Honor's March ³	Full	8			National	Fore Truck	Salute

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Table 5	(Continued)
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	_	Gun	Salute	Ruffles			614-		14//+1= 14/L =+	Flag		
Official	Uniform	Arrival	Departure	and Flourishes	Music	Guard	Side Boys ⁴	Crew 4	Within What Limits	What	Where	During
Secretary of the Navy	Full Dress	19	19	4	Honor's March ³	Full	8			Secretary's	Main Truck	Visit
Secretary of the Air Force	Full Dress	19	19	4	Honor's March ³	Full	8			National	Fore Truck	Salute
Under Secretary of Defense	Full Dress	19	19	4	Honor's March ³	Full	8			National	Main Truck	Visit
Assistant Secretaries of Defense and General Counsel of the Department of Defense	Full Dress	17	17	4	Honor's March ³	Full	8			Assistant Secretary's	Main Truck	Visit
Under Secretary of the Army	Full Dress	17	17	4	Honor's March ³	Full	8			National	Fore Truck	Salute
Under Secretary of the Navy	Full Dress	17	17	4	Honor's March ³	Full	8			Under Secretary's	Main Truck	Visit
Under Secretary of the Air Force	Fuli Dress	17	17	4	Honor's March ³	Full	8			National	Fore Truck	Salute
Assistant Secretaries of the Army	Full Dress	17	17	4	Honor's March ³	Full	8			National	Fore Truck	Salute
Assistant Secretaries of the Navy	Full Dress	17	17	4	Honor's March ³	Full	8			Assistant Secretary's	Main Truck	Salute
Assistant Secretaries of the Air Force	Full Dress	17	17	4	Honor's March ³	Full	8			National	Fore Truck	Salute
Governor General or Governor of a Commonwealth or Possession of the United States, or area under United States jurisdiction	Full Dress		17	4	Admiral's March	Full	8			National	Fore Truck	Salute
Other Under Secretaries of the Cabinet, the Deputy Attorney General	Full Dress		17	4	Admiral's March	Full	8			National	Fore Truck	Salute
Envoy Extraordinary and Minister Plenipotentiary	Full Dress		15	3	Admiral's <u>M</u> arch	Full				National	Fore Truck	Salute
Minister Resident	Full Dress		13	2	Admiral's March	Full				National	Fore Truck	Salute
Charge d'Affaires	Full Dress		11	1	Admiral's March	Full				National	Fore Truck	Salute
Career Minister or Counselor of Embassy or Legation	Full Dress			1	Admiral's March	Full				National	Fore Truck	Salute
Consul General; or Consul or Vice Consul or Deputy Consul General when in charge of a Consulate General	Full Dress		11	1	Admiral's March	Full				National	Fore Truck	Salute
First Secretary of Embassy or Legation	Of the Day					Of the Day		<u> </u>		National	Fore Truck	Salute
Consul; or Vice Consul when in charge of a Consulate	Of the Day		7							National	Fore Truck	Salute

Table 5	(Continued)
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	Gun Salute Ruffles				Flag							
Official	Uniform	Arrival	Departure	and Flourishes	Music	Guard	Side Boys 4	Crew 4	Within What Limits	What	Where	During
Mayor of an incorporated city	Of the Day									National	Fore Truck	Salute
Second or Third Secretary of Embassy or Legation	Of the Day									National	Fore Truck	Salute
Vice Consul when only representative of the United States and not in charge of a Consulate General or Consulate	Of the Day		5							National	Fore Truck	Salute
Consular Agent when only representative of the United States	Of the Day											

¹ See Article regarding musical honors to President ² In the order of precedence as follows:

Secretary of State

Secretary of Treasury Secretary of Defense

Attorney General

Secretary of the Interior

Secretary of Agriculture Secretary of Commerce

Secretary of Labor

Secretary of Housing and Urban Development

Secretary of Transportation

Secretary of Health and Human Services

Secretary of Health and Human Services
 Secretary of Education
 ³ 32-bar melody in the trio of "Stars and Stripes Forever"
 ⁴ Not appropriate on shore installations
 ⁵ Not to be construed as a precedence list

Honors and Ceremonies/Administrative Notes:

1. Table 5 of U.S. Navy Regulations lists officials who rate specific honors and ceremonies associated with formal visits. Only officials listed in Table 5 rate honors and ceremonies. For those officials listed in Table 5 conducting an informal visit aboard ship, the administrative announcements listed in Chapter 12 of NTP 13 are appropriate.

2. There are occasions when it is appropriate to announce the arrival of other high-ranking officials – flag rank equivalents – not listed in Table 5, aboard Navy ships. Typically these are high-ranking officials within the Department of Defense, the Secretary of the Navy's staff or other high-ranking officials at the senior executive service (SES) level. Examples include Deputy Assistant Secretaries of Defense (3 Star equivalents) and Deputy Assistant Secretaries of the Navy (2 Star equivalents). If deemed appropriate by the commanding officer or senior officer present, an administrative announcement of the official's arrival consisting of the appropriate number of bells followed by his/her plain language official position may be used. The following examples are provided:

For a Deputy Assistant Secretary of Defense:

8 bells...Deputy Assistant Secretary of Defense, arriving!

For a Deputy Assistant Secretary of the Navy: 6 bells...Deputy Assistant Secretary of the Navy, arriving!

These officials do not rate any honors such as gun salutes, side boys, etc.

Table 6
Honors for Official Visits of Foreign Officials and Officers
U.S. Navy Regulations (Article 1237)

Official or		Gun	Salute	Ruffles and			Side			Flag	
Officer	Uniform	Arrival	Departure	Flourishes		Guard	Boys ¹	Crew ¹	What	Where	During
President or Sovereign	Full Dress	21	21	4	Foreign national anthem	Full	8	Man Rail	Foreign ensign	Main Truck	Visit
Member of reigning royal family	Full Dress	21	21	4	Foreign national anthem	Full	8	Man Rail	Foreign ensign	Main Truck	Salute
Prime Minister or other cabinet officer	Full Dress		19	4	Admiral's March	Full	8		Foreign ensign	Fore Truck	Salute

Officers of armed forces, diplomatic or consular representative in country to which accredited, or other distinguished official.

Civil officials: Honors as for official of the United States of comparable position.

Officers of Armed Forces: Honors as for officers of the United States of the same grade, except that equivalent honors shall be rendered to foreign officers who occupy a position comparable to member of the Joint Chiefs of Staff.

Honors as prescribed by the senior officer present: Such honors normally shall be those accorded the foreign official when visiting officially a ship of his or her own nation, but a gun salute, if prescribed, shall not exceed 19 guns.

¹Not appropriate on shore installations

Table 7Precedence of Diplomatic and Consular RepresentativesU.S. Navy Regulations (Article 1238)

Official	Takes Precedence
Chief of a United States diplomatic mission, including a Charge d'Affaires ¹	Over any officer of the armed services of the United States; and over any United States civil official, except the Secretary of State, whose official salute is less than 21 guns
Career Minister	With, but before, rear admiral (lower half) or brigadier general
Counselor	With, but after, rear admiral (lower half) or brigadier general
First Secretary, when no Counselor is assigned	With, but after, rear admiral (lower half) or brigadier general
Consul General, or Consul or Vice Consul or Deputy Consul General when in charge of a Consulate General	With, but after, rear admiral (lower half) or brigadier general
First Secretary, when a Counselor is assigned	With, but after, captain in the Navy
Consul, or Vice Consul when in charge of a Consulate	With, but after, captain in the Navy
Second Secretary	With, but after, captain in the Navy
Vice Consul	With, but after, lieutenant in the Navy
Third Secretary	With, but after, lieutenant in the Navy
Consular Agent	With, but after, lieutenant in the Navy

¹ An acting chief of a United States diplomatic mission when holding the title of Charge d'Affaires takes precedence as specified in this table but shall be accorded the honors specified for a Charge d'Affaires on the occasion of an official visit.

Table 8 Display of National Ensign and Union Jack U.S. Navy Regulations (Article 1259)

Ships or Craft	National Ensign Displayed	Union Jack Displayed	Personal Flag, Command Pennant, or Commission Pennant Displayed
Active:			
In commission	Yes	Yes	Yes
In service	Yes	Yes	No ²
Inactive:			
In commission, in reserve	Yes	Yes	Yes
In service, in reserve	Yes	Yes	No
Out of commission, in reserve	No ¹	No	No
Out of service, in reserve	No ¹	No	No
Special Status:			
In commission, special	Yes	Yes	Yes
In service, special	Yes	Yes	No
Out of commission, special	No ¹	No	No
Out of service, special	No ¹	No	No

¹ National ensign shall be displayed if necessary to indicate the national character of the ship or craft. ² Applies to display of commission pennant only. A flag officer or unit commander embarked may display a personal flag or command pennant.

Table 9Death of a United States Civil OfficialU.S. Navy Regulations (Article 1287)

04	National Ensig	in Half-Masted	Gun Salute		
Official	Ву	Period of Display	Fired by	How and when used	
President, former President, or a President-elect	All ships and stations of the Department of the Navy	For 30 days from the date of death	(a) All saluting ships, not under way, in ports under United States jurisdiction, and each naval station having a saluting battery	One gun every half hour from 0800 until sunset on day after receipt of notice of death	
			(b) Senior saluting ship present in each port under United States jurisdiction, and each naval station having a saluting battery	21 minute-guns fired at noon on day of funeral	
Vice President, Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives	All ships and stations of the Department of the Navy	For 10 days from the date of death	(a) All saluting ships, not under way, in ports under United States jurisdiction, and each naval station having a saluting battery	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death	
			(b) Senior saluting ship present, and each naval station having a saluting battery, in port where funeral occurs	Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral	
An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the President pro- tempore of the	All ships and stations of the Department of the Navy	From the day of death until interment	(a) All saluting ships, not under way, in ports under United States jurisdiction, and each naval station having a saluting battery	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death	
Senate, the Minority Leader of the Senate, the Majority Leader of the House of Representatives, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air			(b) Senior saluting ship present, and each naval station having a saluting battery, in port where the funeral occurs	Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral	

Table 9 (Continued)

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[National Ensig	n Half-Masted	Gun Salute		
Official	Ву	Period of Display	Fired by	How and when used	
Governor of a State, territory, commonwealth or possession	All ships and stations in such state, territory, commonwealth or possession	From the day of death until interment	Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death Minute-guns equal in	
				number to official salute of deceased, fired at noon on day of funeral	
United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico	All ships and stations in the metropolitan area of the District of Columbia, and All ships and stations in the applicable state, congressional district, territory or commonwealth	On the day of death and the following day	Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death Minute-guns equal in number to official salute of deceased, fired at noon on day of funeral	
Civil official not listed above, but entitled to gun salute on official visit	Ships and stations in the vicinity when directed by the senior officer present or other competent authority to join in funeral honors	From 0800 until sunset on the day of the funeral	Ship and station as designated by senior officer present in port where funeral honors are directed to be rendered	Minute-guns equal in number to official salute of deceased, fired at noon on day after receipt of notice of death Minute-guns equal in number to official salute of deceased, fired at	

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Table 10Death of a Person in the Military ServiceU.S. Navy Regulations (Article 1288)

	National En	sign Half-Masted	Personal flag or command pennant of deceased, commissioned	Gu	in Salute
Deceased	Ву	Period of Display	pennant of ship commanded	Fired by	How and when fired
Chairman or former chairman of the Joint Chiefs of Staff, United States military officer of 5-star rank, Chief or former Chief of Naval Operations, Commandant or former Commandant of the Marine Corps	All ships and stations of the Department of the Navy	From the time of death until sunset of the day of the funeral	Half-masted from time of death until sunset of the day of the funeral, or removal of the body, and then hauled down	Flagship or station commanded; or as designated by the senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
Flag or General Officer (Marine) in command	All ships present, not under way, and by naval stations in the vicinity	From time of death until sunset of day of funeral or removal of the body	Half-masted from time of death until sunset of the day of the funeral, or removal of the body, and then hauled down	Flagship or station commanded; or as designated by the senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
Flag or General Officer (Marine) not in command	All ships present, not under way, and by naval stations in the vicinity	From the beginning of the funeral until sunset of that day		Ship or station designed by the senior officer present	Minute-guns equal in number to official salute of deceased, fired during funeral
Unit commander not a flag officer; commanding officer	All ships present, not under way, and by naval stations in the vicinity	From the beginning of the funeral until sunset of that day	Half-masted from time of death until sunset of the day of the funeral, or removal of the body, and then hauled down	Flagship or station commanded; or as designated by the senior officer present	Seven minute-guns, fired during funeral
All other persons in the naval service	All ships present, not under way, and by naval stations in the vicinity	During funeral and for one hour thereafter			

Table 11 Funeral Escorts U.S. Navy Regulations (Article 1290)

Deceased	Escort
Admiral (Navy) and General (Marine Corps)	1 Battalion
Other Flag Officers (Navy) and General Officers (Marine Corps)	1 Company
Captain (Navy) and Colonel (Marine Corps)	1 Company
Other Commissioned Officers, Warrant Officers and Midshipmen of the Navy and Marine Corps	1 Platoon
Chief Petty Officer (Navy) and Gunnery Sergeant (Marine Corps)	2 Squads
Other enlisted persons (Navy and Marine Corps)	1 Squad

ANNEX K Marine Corps Drill and Ceremonies Manual (Chapter 19)

Funerals

19-1. GENERAL

a. When not contrary to orders and regulations, the extent to which the naval service participates in a funeral depends upon the expressed wishes of the family of the deceased.

b. The composition and strength of the escort will be as prescribed in <u>U.S. Navy</u> <u>Regulations</u> or as modified by proper authority.

c. The military aspect of a funeral usually begins at one of the following places: home of the deceased, mortuary, railroad station, church or chapel, cemetery gates, or the grave. It may, however, begin at any designated place.

d. The ceremony starts when the escort first receives the remains. Before that, the body bearers may be detailed to conduct the remains wherever necessary.

e. In general, the escort receives the body at one of the following places:

(1) The designated place and conducts it to the place of services and then to the grave.

(2) The chapel before, and conducts it to the grave after, the services.

(3) The cemetery gates and conducts it to the grave.

(4) The grave.

f. Each time the body bearers remove the remains:

(1) The escort is brought to present arms.

(2) The band renders prescribed honors, followed by appropriate music.

(3) The pallbearers salute.

(4) All observers in uniform, except the body bearers, salute.

(5) All civilian-dressed naval personnel, except women, uncover and hold the headdress over the heart with the right hand. Women place the right hand over the heart without uncovering.

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g. When the national color is draped on the casket, it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national color. The color will be removed as the casket is being lowered into the grave, and in time so the color will not touch the ground.

h. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.

i. Pallbearers may walk or ride, depending upon the distance to be covered.

j. The senior pallbearer will give necessary cautionary commands to the others in a low voice. All salute at the command PRESENT, <u>ARMS</u>, when given by the escort commander.

k. The personal flag of a deceased general or flag officer will be carried immediately in front of the hearse or caisson. If he or she was a unit commander or ship's captain, the command or commission pennant will also be carried.

1. If the entrance to the cemetery prevents the hearse or caisson from entering, the procession halts, the casket is removed, and the procession proceeds again.

m. When the deceased is entitled, the minute gun salute prescribed by <u>U.S. Navy</u> <u>Regulations</u> is fired. The first gun fires as the body enters the cemetery. Three volleys are fired at 5-second intervals as the casket is lowered into the grave.

n. When the band is playing a hymn and it becomes necessary to stop, it continues until the next stanza ending.

o. Uniformed officers in an official capacity will wear a mourning band on the left sleeve. If armed with the sword, its hilt will be affixed with the morning knot.

p. Participation by fraternal or patriotic organizations is as follows:

(1) Fraternal or semi-military organizations of which the deceased was a member may participate in the service if desired by the immediate family.

(2) If the ritual is military or semi-military, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and Taps, these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.

q. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.

(1) For all phases of the funeral in which the cremated remains are carried by hand, one enlisted person will be detailed to carry the receptacle. Four enlisted personnel will be

detailed as flag bearers. When the receptacle is carried from a conveyance into the chapel, from the chapel to the conveyance, or from the conveyance to the grave, the flag bearers will follow the receptacle with the flag folded as prescribed in paragraph 16-3e (Marine Corps Drill and Ceremonies Manual) and carried by the leading flag bearer on the right.

(2) When the receptacle has been placed on the stand before the chancel of the chapel, or when placed in the conveyance, the flag will be folded and placed inside it. If the caisson is equipped with a casket container for the receptacle, the open flag will be laid on the container as prescribed for a casket.

(3) When a hearse or caisson is not used, suitable transportation will be provided the receptacle bearer and flag bearers.

(4) When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and Taps are omitted. If the funeral is held at the crematory and not further military honors are anticipated, the volleys will be fired (if local ordinances permit) and Taps sounded outside the crematory.

19-2. DUTIES OF THE OFFICER IN CHARGE OF THE CEREMONY

a. The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. He or she will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made. The chaplain will perform the duties of officer in charge of the ceremony in case no other officer is so designated.

b. As soon as the service in the church or chapel has begun, the officer in charge will:

(1) Make sure the hearse or caisson is ready to receive the casket at the front entrance.

(2) Ensure a conveyance for flowers is posted at the side or rear entrance.

(3) Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order. (See figure 19-1.)

(4) Designate four of the body bearers to help carry the flowers out after the body has been placed in the conveyance. They should return through the side or rear door, at whichever the flower conveyance is parked. The remaining body bearers will secure the casket on the caisson or hearse. After the flowers have been moved, the four designated body bearers will take position in rear of the caisson or hearse.

c. When the body is transferred from the hearse to the caisson, the officer in charge will be in the vicinity. He or she will signal the escort commander when the transfer begins and when it is completed.

d. When the procession is in motion, the officer in charge will go to the grave and await the arrival of the funeral party. He or she will determine the positions for the band, escort, firing party (if separated from the escort), the bugler, and other units. Upon their arrival, he or she will direct these individuals and units to their proper positions at the grave.

e. After the units and individuals are in position at the grave, he or she will signal the body bearers to carry the remains from the conveyance and the band and escort to render the honors.

f. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave. When practicable, he or she will remain with her to render assistance until completion of the commitment.

g. After the commitment service, he or she will deliver the folded national color, used on the

casket, to the family of the deceased.

h. When situations arise which are not covered in this manual (Marine Corps Drills and Ceremonies Manual), the officer in charge will use his or her own judgment.

i. Final decisions pertaining to troop handling or movement will be made by the officer in charge. All orders to troops participating in a funeral party will be given through him or her.

j. The officer in charge must cooperate with the funeral director engaged by the deceased's family. He or she must not arbitrarily assume the duties the funeral director is being paid to perform.

k. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next of kin, and ascertain whether the volleys are desired.

19-3. RECEIVING THE REMAINS

Whenever the remains are received, the following procedure will govern (see figures 19-1, 19-2, and 19-3):

a. The escort is formed opposite the place where the remains are to be received. As they arrive, or when all is ready to receive the remains, the commander of the escort commands PRESENT, <u>ARMS</u>. After the remains have been received, the door to the hearse is closed, or the casket secured to the caisson, and the escort commander orders ORDER, <u>ARMS</u>.

b. The band is formed on the flank toward which the escort is to march. At the command of execution for present arms by the escort commander, the band will render musical honors if the deceased is entitled to such honors. Following this, they play appropriate music; stopping at the next stanza ending after order arms has been ordered.

c. The bearer of the personal flag of the deceased takes position and marches in front of the hearse or caisson.

d. Duties of the pallbearers are as follows:

(1) When the remains are received at the chapel before the services, form in two ranks facing inboard at the entrance with the juniors nearest the door. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse or caisson, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.

(2) When the remains are received from a building (see figure 19-1), assemble inside the building in column of twos, in reverse order of rank, junior to the left front, prepared to march out. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket in inverse order of rank, junior to the left front, the leading person of each column opposite the front wheels of the hearse or caisson.

(3) When the remains are received at the cemetery gates (see figure 19-3), they form in a single rank on the flank of the escort, opposite the hearse or caisson and in such order of rank that moving to position alongside the caisson is facilitated. They execute and terminate the hand salute on the commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse or caisson as described in paragraph 19-3d(2).

e. The body bearers, if not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, caisson, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain covered.

19-4. PROCESSION

a. After the remains have been placed in the hearse or caisson and all is ready, the officer in charge of the ceremony signals the escort commander. The escort commander puts the band and escort in motion. Elements in rear follow.

b. The procession forms in the following order (see figure 19-4):

(1) Escort Commander.

(2) Band or field music (bugler).

(3) Escort in suitable formation.

(4) Clergy.

(5) Pallbearers if riding.

(6) Personal flag if rated.

(7) Casket. If pallbearers are not riding, they form on either side of the hearse or caisson as described in paragraph 19-3d(2). If the pallbearers ride, the body bearers take the place of the pallbearers.

(8) Body bearers in column of twos behind the hearse or caisson.

(9) Family of the deceased.

(10) Enlisted personnel.

(11) Officers from the ship or organization of the deceased, in inverse order of rank.

(12) Other officers in inverse order of rank.

(13) Foreign officers.

(14) Distinguished persons.

(15) Delegations.

(16) Societies.

(17) Citizens.

c. The procession marches in slow time to solemn music.

19-5. AT THE GRAVE

a. As the procession arrives at the grave, units turn out of column and take the following positions (see figure 19-5):

(1) The band forms in line with and on the right of the escort.

(2) The escort forms in line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the volleys will not disturb the mourners. The terrain may dictate that the formation be inverted with the band on the left.

(3) The clergy forms between the hearse or caisson and the grave.

(4) The bearer of the personal flag of the deceased takes post between the clergy and the caisson or hearse.

(5) The pallbearers form in two ranks between the clergy and the rave. They face each other with the juniors nearest the grave. They allow room between their ranks to permit passage of the casket.

(6) The family of the deceased remains near the caisson or hearse.

(7) Other units form in separate lines near and facing the grave. Their positions are indicated by the officer in charge of ceremonies.

b. When all units are in position and upon signal of the officer in charge of the ceremony, the body bearers remove the casket from the caisson or hearse. They carry it between the pallbearers and in front of the escort, and then place it on the lowering device over the grave. They raise the national color by the corners and sides and hold it waist or shoulder high until the end of the services.

c. As the body bearers remove the casket from the caisson or hearse (see figure 19-6):

(1) The band renders prescribed honors, if rated, after which they play appropriate music. The music stops when the casket is placed on the lowering device.

(2) The escort presents arms until the casket is placed on the lowering device.

(3) The clergy precedes the personal flag and the casket to the grave.

(4) The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. He or she remains there during the service.

(5) The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.

(6) The family of the deceased follows the pallbearers and takes position provided for it.

d. When the casket is placed on the lowering device and the family has arrived (see figure 19-7):

(1) The escort commander orders ORDER, <u>ARMS</u>; PARADE, <u>REST</u>. Members of the escort execute parade rest.

(2) Pallbearers and other units execute parade rest on the escort commander's order.

(3) The body bearers remain in their positions, holding the national color so it will not touch the ground when the casket is lowered.

(4) The clergy conducts the commitment services.

e. After the commitment services:

(1) The escort commander orders ESCORT, <u>ATTENTION</u>. He or she then commands ESCORT, PRESENT, <u>ARMS</u>. The noncommissioned officer in charge of the firing party then gives the command (see chapter 12, Marine Corps Drill and Ceremonies Manual) for the firing of volleys. The firing party executes present arms after completion of the three volleys. When sufficient troops are not available for a separate firing party, the front squad of the escort will be designated as the firing party.

(2) The pallbearers come to attention on the command of the escort commander and salute on his or her command for present arms.

(3) Other units are brought to attention and present arms at the same time as the escort.

(4) The clergy come to attention and, if in uniform, salute.

(5) The band leader comes to attention and salutes.

(6) The bearer of the personal flag of the deceased comes to attention and salutes. If necessary, he or she first steps aside to allow the field music to take his or her position for sounding Taps.

(7) The field music takes position at the head of the grave on the escort commander's order to present arms. (The officer in charge may direct that the field music assume a position forward of and to the flank of the escort rather than directly at the head of the grave.) He or she salutes, and then sounds Taps immediately after the last volley and the firing party executes present arms. He or she salutes again, faces about, and rejoins his or her unit.

f. After the last note of Taps has sounded:

(1) The escort commander brings the entire escort to order arms and, after the color has been folded by the body bearers and presented to the next of kin by the officer in charge, marches the escort and band to a suitable place for dismissal. The band does not play during the march from the grave. The rifles of the firing party are unloaded and inspected. If the escort and band continue in formation after leaving the cemetery, they remove all mourning and muffling from any colors that may be present. The band then plays march music.

(2) The pallbearers fall out and withdraw.

(3) The flag bearer folds the flag and rejoins his or her unit.

(4) The body bearers fold the national color and give it to the officer in charge of the ceremony and march away.

(5) Other units march from the vicinity behind the escort.

19-6. MEMORIAL SERVICE HONORS

a. <u>General</u>. Upon the request of the next of kin, memorial services will be held for naval personnel whose remains have been declared non-recoverable.

b. Honor Guard. The honor guard shall consist of the personnel listed in figure 19-8.

c. Ceremony.

(1) The color bearer is present in the rear of the church or chapel before the arrival of the next of kin. At the exact time set for the services to begin (if next of kin has arrived), he or she carries the folded national color down the center aisle to the altar. He or she places it on the rostrum, where it remains throughout the ceremony, and retires to the wall on the left of the congregation. For the remainder of the services, he or she stands at attention, facing inward, just in front of the first pew.

(2) The honor guard, with color guard on their left, forms outside the church or chapel exit which will be used by the next of kin as he or she leaves. They remain at ease outside the church or chapel during the services. When Taps is sounded, they come to attention.

(3) The field music takes position in the vestibule or other room separate from the congregation.

(4) If requested by the next of kin, the chaplain conducts the services. Otherwise, the family minister or priest presides.

(5) At the conclusion of services, the field music sounds Taps.

(6) The chaplain presents the national color to the next of kin. If a family minister has officiated or the rank of the deceased requires, this duty is performed by the officer in charge.

(7) While presenting the flag, or after the flag has been presented by the chaplain, the officer in charge pays his or her respects and offers the condolences of the District Marine Officer.

(8) The chaplain speaks to the next of kin if he or she did not present the flag.

(9) The officer in charge escorts the next of kin from the church or chapel.

(10) The honor guard and color guard are called to attention by the squad leader (senior color bearer if squad is not present) upon the appearance of the next of kin. As the next of kin approaches to within six paces, the squad leader orders PRESENT, <u>ARMS</u>. The position of present arms is retained until the squad leader is directed to give order arms by the officer in charge. This will be after the next of kin has departed the vicinity.

(11) All participating personnel are dismissed.

19-7. CONDUCT OF FUNERALS WHEN MILITARY PERSONNEL ARE LIMITED

When personnel are limited, military honors for funerals may be efficiently rendered by a detail of eight personnel and one field music. The firing squad wills tack arms at the place from which volleys will be fired, which should be approximately 50 feet from the head of the grave. They then will return to the hearse and convey the body to the grave. After placing the casket over the grave, six members of the party will take position as the firing squad while the remaining two personnel will remain at the grave and fold the flag over the casket during the service and rendition of military honors. The field music should take position approximately 50 feet from the head of the grave until the volleys have been fired, at the conclusion of which he or she shall sound Taps. Then the two personnel holding the flag shall fold it. The flag will be handed either to the Marine in charge of the detail or to the military escort commander. He or she will present it to the next of kin in a dignified manner with a short statement such as, "This flag is offered by a grateful nation in memory of the faithful service performed by your (relationship)."

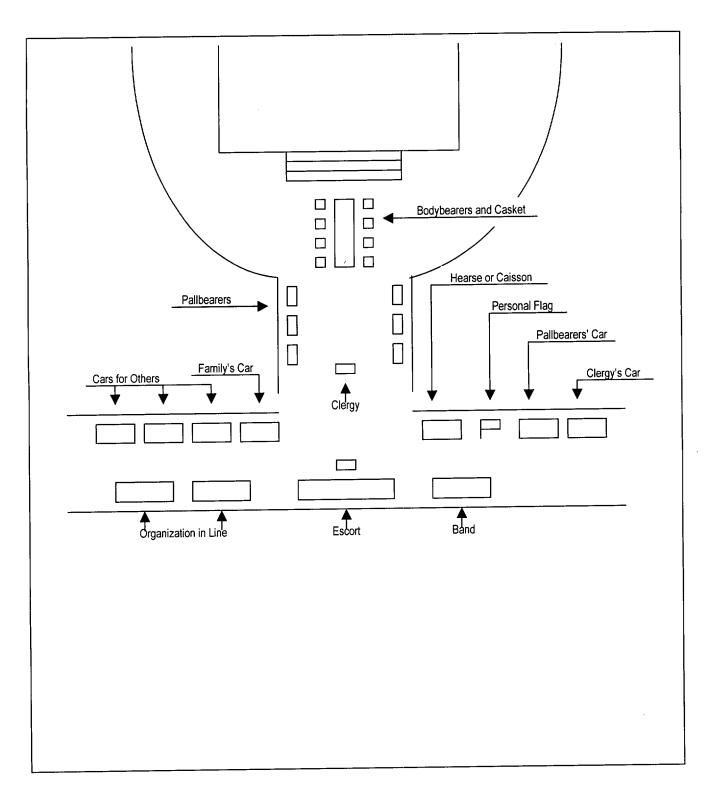


Figure 19-1 Receiving the Remains from a Building

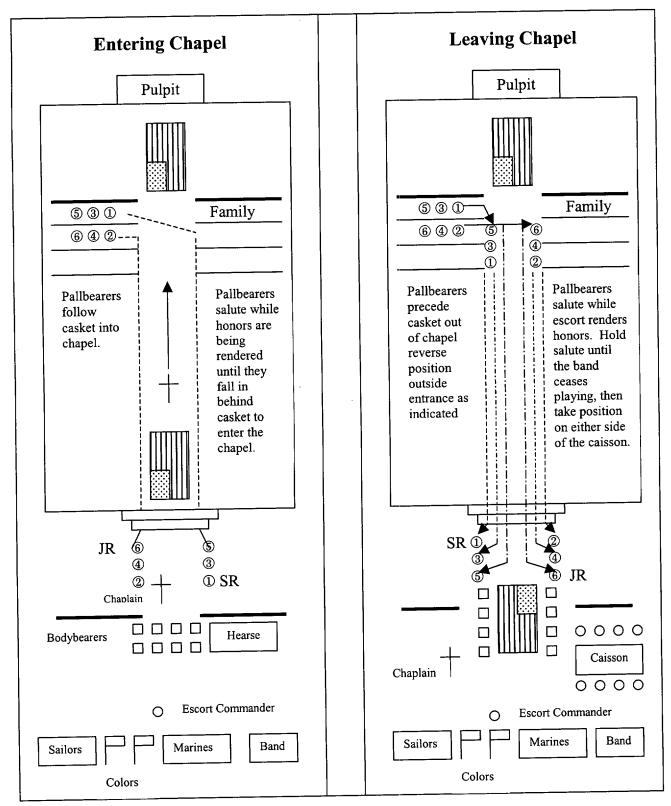
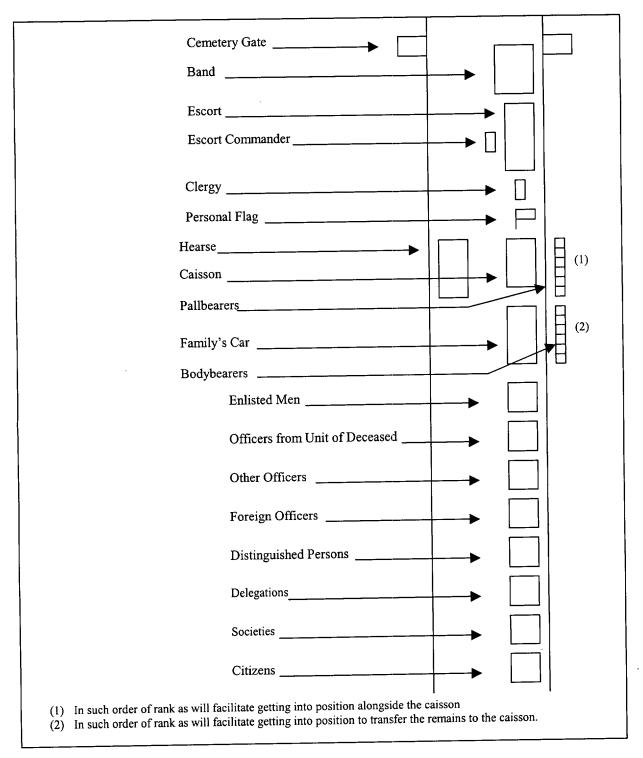
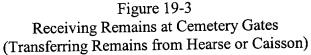


Figure 19-2 Entering Chapel; Leaving Chapel





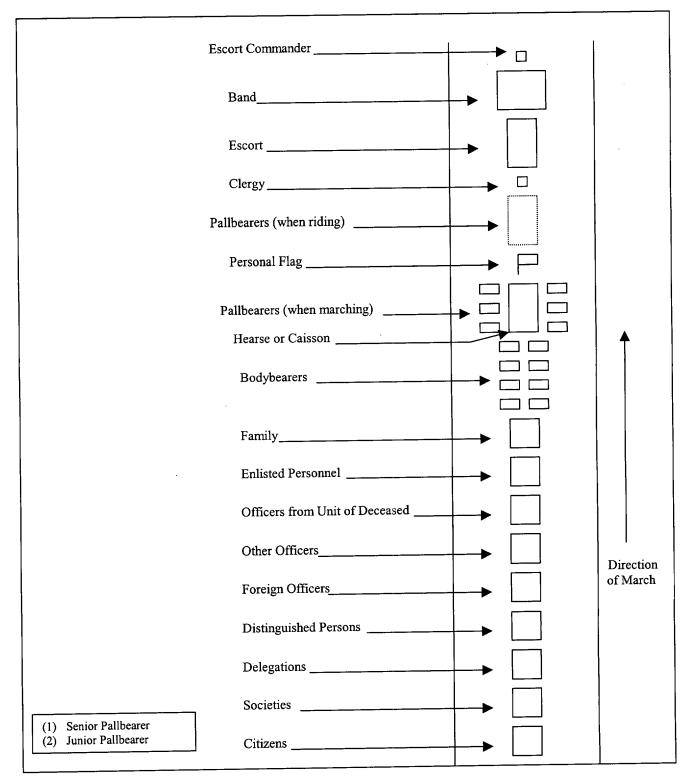


Figure 19-4 Order of March of Funeral Procession

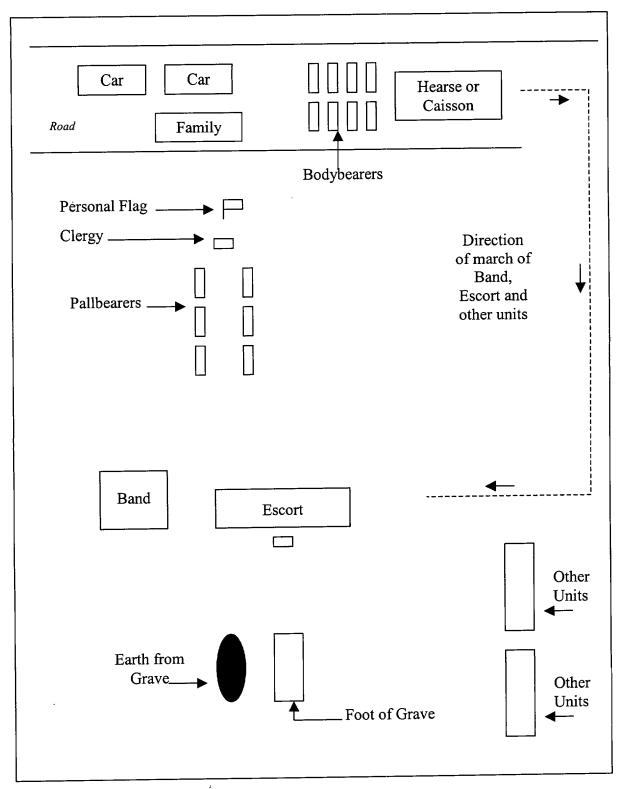


Figure 19-5 Receiving the Remains at the Burial Ground

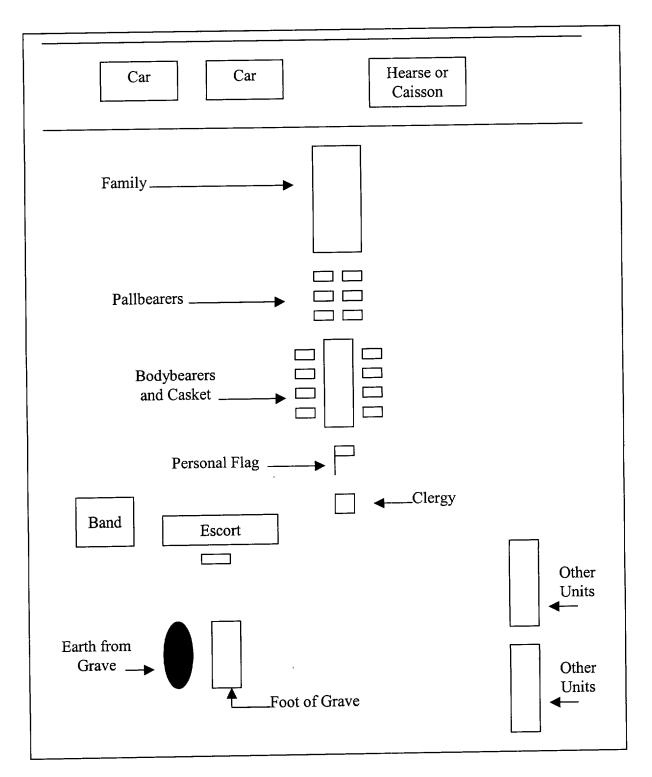


Figure 19-6 March to the Grave

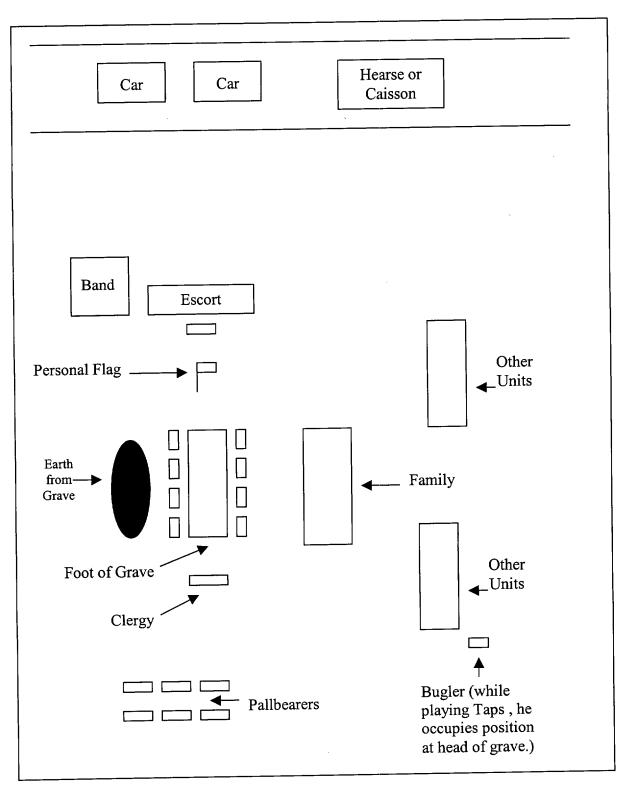


Figure 19-7 A Distribution of Units at the Grave

	Full Honors (Officers Only)	Honors (Enlisted, Officers if so requested)
Squad Leader	1	
Squad	12	· ·
Color Guard	4	4
Field Music	1	1
Officer in Charge		
(Representative of the		
Naval District Commandant		
or District Marine Officer)	1	1
Chaplain (if requested)	1	1
Color Bearer	1	1
Total	21	8

Figure 19-8 Honor Guard

Enclosure (1)

ANNEX L

Sources of Etiquette and Protocol Information and Regulations

Protocol: The Complete Handbook of Diplomatic, Official and Social Usage By Mary Jane McCaffree & Pauline Innis; Devon Publishing Company, Inc., Washington, DC; 1997

- Service Etiquette (Fourth Edition) By Oretha D. Swartz; Naval Institute Press; Annapolis, MD; 1988
- Flags, Pennants and Customs, NTP 13(B) August, 1986. (A Naval Telecommunications Publication).

Navy Regulations 1990. Chapter 12 (Flags, Pennants, Honors, Ceremonies and Customs)

<u>Naval Ceremonies, Customs and Traditions (5th Edition)</u> By William P. Mack and Roy W. Connell; U.S. Naval Institute; Annapolis, MD 1980.

The Bluejackets' Manual (21st Revised Edition)

By Bill Bearden; U.S. Naval Institute, Annapolis, MD; 1991. (Note: 22nd Edition advertised by Amazon. Com as soon-to-be released.)

<u>Naval Officer's Guide (11th Revised Edition)</u> By William P. Mack, et al; U.S. Naval Institute; Annapolis, MD; 1988.

Naval Terms Dictionary (5th Edition) By John V. Noel, Jr. and Edward L. Beach; U.S. Naval Institute; Annapolis, MD; 1988.

Do's and Taboos Around the World By Roger E. Axtell (editor); John Wiley & Sons; 1993.

Saluting Ships and Stations; designation of (OPNAV Instruction 5060.5D (CH-1, dated 29 Sep 1977))

Department of the Navy Correspondence Manual (SECNAVINST 5216.5D)

Printed Matter for Official Ceremonies (SECNAVINST 5603.2D)

Marine Corps Drill and Ceremonies Manual (NAVMC 2691 of 28 Aug 1980)

Congressional Medal of Honor Society of the United States of America (Document of Oct 1995)

Guidelines for Use of Official Representation Funds (ORF) (SECNAVINST 7042.7J)

Guidelines for Use of Latin American Cooperation (LATAM COOP) Funds Under the O&M, N Appropriation (SECNAVINST 7042.13A)

ANNEX M

Glossary of Terms

Accreditation	An official presentation of credentials by foreign diplomats (to include military attachés) to the host government, thereby establishing a date of precedence within that country's diplomatic or attaché corps.
Attaché	A technical expert on the diplomatic staff of his/her country at a foreign capital. A naval attaché is his/her Navy's representative to a foreign nation.
Black Tie	Formal attire, generally not worn before 8 p.m. Military: Dinner Dress Blue jacket Civilian: A dinner jacket or tuxedo for men and formal dress for women.
Calling Card	A small card bearing the name and title/rank of an individual and used socially. Calling cards may be sent with flowers or gifts, as bearers of short messages.
Canapés	An appetizer consisted of a piece of bread or toast, or a cracker topped with a savory spread.
Casual Attire	Attire which is never more formal than a sports coat for men and slacks or casual skirts for women.
Charge	"To charge" one's glass is an expression and used at dining-ins meaning to fill one's glass to capacity.
Chargé d'Affaires	The officer in charge of diplomatic business in the absence of the ambassador or minister.
Christening	A ceremony in which a naval vessel is named by a sponsor who breaks a bottle of wine against the ship's bow as the ship slides into the water.
Cocktail party	An informal gathering featuring a stand-up buffet in which there is no receiving line.
Colors	National ensign; distinguishing flag flown to indicate a ship's nationality. Naval ceremonies are performed when the national flag is hoisted at eight o'clock in the morning and hauled down at sunset.

Commission	To activate a ship or station; written order giving an officer rank and
	authority.

Commissioning Ceremonies Ceremonies during which a new ship is placed in service. Captain of the yard or designated Navy official reads orders for delivery of ship, attention is sounded on bugle, National Anthem is played, ensign, commission pennant, and jack are hoisted simultaneously. The officer ordered to command the ship reads his/her orders from Navy department and orders his/her executive officer to set the watch. Full dress uniform is usually worn by officers. It is customary to invite friends of officers and others interested to attend the ceremony, along with the sponsor who christened the ship.

Commission Commission pennant is the distinctive mark of a vessel of war adopted by all nations. It is blue at the hoist, with a union of seven white stars; it is red and white at the fly, in two horizontal stripes. The number of stars has no special significance but was arbitrarily selected as providing the most suitable display. The pennant is flown at the main by vessels not carrying flag officers. In lieu of the commission pennant, a vessel with an admiral or other officer in command of a division, squadron, etc., or a high ranking civil official aboard, flies the personal flag or command pennant of that person.

- Company Grade Refers to officers of the grade O1-O3 in the Army, Air Force and Marine Corps.
- Decommissioning A somber ceremony that terminates the active naval service of ships other than those lost at sea.
- Dining-In A formal dinner given by a unit which follows a traditional format.
- Dinner Partner At formal dinner, a gentleman will often escort the lady who will sit to his right at the table (his dinner partner).
- Ensign A flag designated by a country to be flown by its man-of-war.
- Escort Cards A small folded card used at formal dinners, with a gentleman's name written on the outside and his partner's names written inside together with a small diagram showing their position at the table.
- Etiquette Behavior or form required by good breeding or prescribed by authority in social and official life.
- Excellency A courtesy title used in addressing a foreign ambassador.

- Field Grade A term used by the Army, Air Force and Marine Corps to refer to officers of the grades O4-O6.
- Flag Officers Refers to officers O7 and above.
- Formal Attire General term used to refer to "Black Tie" or White Tie" events.
- General Officers Army, Air Force, and Marine Corps officers grade O7 and above.
- Honorable A courtesy title used in addressing U.S. ambassadors, ministers, governors, cabinet officers, Senators, Congressmen and women, Assistant to the President, Assistant Secretaries, Judges, Mayors.
- Hors d'oeuvres Any of various savory foods served as appetizers.
- Informal Attire Seasonally appropriate service dress uniform for military. Civilian: Business suit for men and short dressy dresses, long skirts, or long dresses for women.
- Junior Officer Term used in the U.S. Navy to refer to officers of the grades O1-O4.
- Keel-laying The first milestone in the history of a ship, recognized by a simple ceremony to mark the laying of the keel.
- Launching See Christening.
- Lounge Suite Expression used by the British for Civilian Informal; or business suit for men, informal dresses for women.
- Luncheon Used interchangeably with lunch in writing to refer to a gathering of individuals for a noon meal. On invitations: to *a luncheon* implies a number of guests will attend; *to luncheon* indicates fewer and a more intimate group.
- Menu Cards A formal card approximately 4 x 6 inches in size upon which is printed the menu for a formal luncheon or dinner.
- Merchant Ensign The Flag designated by a country to be flown by merchant vessels of that country.
- "Mr. Vice/ Affectionate term for the junior member of a mess who acts as Madame Vice" Vice President for a Dining-In.
- National Flag The Flag flown to represent a national government.

Notations written on calling cards:	 n.b Note well, pay special attention. Change of address, to call attention to. p.c pour condoler - to condole, may replace the usual English expressions of sympathy on a card left personally or sent through the mail at times of bereavement. p.f pour feliciter - to congratulate, is used to extend felicitations on occasions such as national holidays or some special event. Cards so inscribed are generally mailed or delivered on the day being celebrated. p.m pour memoire - to remind, a party, etc. p.p pour presenter - to present, is occasionally seen on a friend's card that has been sent with a stranger's card. This is intended to introduce the stranger. When such a card is received, one should immediately send cards or call on the person so introduced. p.p.c - pour prende conge - to take leave, is used on a card by the individual who is departing from a station or community. If it is impossible to call in person, such cards may be sent by mail and should be left on all officials and all acquaintances by whom one has been entertained. p.r pour remercier - to thank, is written on a card mailed to a person who has sent a card inscribed with p.f. or p.c.
Precedence	The right to superior honor on a ceremonial or formal occasion. A diplomat's "date of precedence" is the day on which he/she presented credentials to the host government. This date aids in ranking members of the diplomatic dorps.
Protocol	A code prescribing adherence to correct etiquette and precedence.
Receiving Line	A group of people who stand in a line and individually meet and welcome arriving guests to a social function.
Reception	A ceremony of receiving guests. Very often a cocktail party which has a receiving line.
Regrets only	Used on invitation cards in the lower left hand corner in lieu of R.S.V.P "Regrets only" indicates a response is required only when the invitation is not accepted.
Reminder Cards	All called "To remind" cards and used as a follow-up on accepted telephone invitations.
R.S.V.P.	The French abbreviation for respondéz s'il vous plat, meaning, please reply. It is written on invitations in the lower left-hand corner.

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

Senior Officer Refers to naval officers of the grades O5-O6.

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

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

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

Wetting Down

White Tie

Very formal attire not often used in the U.S. today.

Military: Formal dress.

Slang for a promotion party.

Civilian: Full dress evening wear; tails for men; very dressy gowns for women.