

Social Usage and Protocol

Handbook



A Guide for Personnel of the U.S. Navy

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



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From: Chief of Naval Operations

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Ref: (a) SECNAVINST 7042.7L
(b) Title 10, Section 6011, Navy Regulations, Chapter 12

Encl: (1) Social Usage and Protocol Handbook

1. Purpose. To issue policies, responsibilities and standards for guidance on social usage and protocol matters throughout the Navy.
2. Scope and Applicability. The provisions of this instruction are applicable throughout the U.S. Navy.
3. Policy. The Social Usage and Protocol Handbook contains the current information on formal and informal activities that have a distinct naval, military and 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. Records Management
 - a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).
5. Review and Effective Date. Per OPNAVINST 5215.17A, this instruction will be reviewed annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST

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5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

1/2/2023

X Andrew S Haeuptle

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Releasability and distribution:

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CHAPTER 1
OFFICIAL ENTERTAINMENT

1. General.

a. All Sailors at some point in their career can expect to be involved in the planning and execution of an official ceremony or social event. Protocol is a code of established guidelines on proper etiquette and precedence. When followed, it lays the foundation for a successful event.

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

c. The most critical consideration in planning should always be the comfort of one's guests. A clever host or 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.

2. Precedence.

a. Precedence is defined as priority in place, time or rank. In the government, military and diplomatic corps, precedence among positions play 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 one's position.

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

c. Military rank constitutes a clear basis for determining seniority among military personnel. By custom, reserve officers rank with, but after active duty officers of that same grade. Retired officers rank similarly with their precedence following reserve officers of that same grade. Comparable rank and attainment date will decide the precedence among officers from the different services, both United States and foreign.

d. Precedence for the Diplomatic Corps is the result of an international agreement. The precedence of chiefs of missions rests upon the length of their service in that country.

(1) An ambassador who arrived and accredited in April precedes another who arrived and is accredited in November of that same year. An ambassador will always precede a minister who heads a legation.

(2) 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 2021. This becomes their date of precedence. When the Danish Ambassador arrives six months later in October 2021, they succeed the British Ambassador in precedence. In this case, the British Ambassador outranks the Danish Ambassador. The British First Secretary will outrank the Danish First Secretary.

e. Precedence List. The list in Figure 1-1 gives general guidelines for determining precedence among civil officials and Department of Defense personnel. The Office of the Chief of Protocol of the United States, which resides in the Department of State, is the authoritative source for order of precedence for the United States; another reference is the Department of Defense Order of Precedence memorandum series. When individuals do not hold such official positions, consider their prominence within their own career areas. Refer to figure 1-1.

1	President of the United States
2	Vice President of the United States
3	Governor of a State – when in own state
4	Speaker of the House of Representatives
5	Chief Justice of the United States
6a	Former Presidents of the United States or their widows or widowers (by seniority of assuming office)
b	Former Vice Presidents of the United States or their widows or widowers (by seniority of assuming office)
7a	American Ambassadors Extraordinary and Plenipotentiary to foreign governments – when at post.
b	American Ambassadors, Permanent Representatives or Representatives to international organizations who hold Chief of Mission authority
c	American Chargé d’Affaires ad interim – when at post
8	Secretary of State
9a	President, United Nations General Assembly – when in session
b	Secretary General of the United Nations – when at the United Nations
c	President, United Nations General Assembly – when not in session
10	Ambassadors Extraordinary and Plenipotentiary of foreign diplomatic missions to the United States (in order of presentation of credentials to the President of the United States)
11	Associate Justices of the Supreme Court (ranked by date of appointment)
12	The Cabinet (other than the Secretary of State), ranked according to date of establishment of the Department and as added by the President(*):
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 and Human Services
i	Secretary of Housing and Urban Development
j	Secretary of Transportation
k	Secretary of Energy
l	Secretary of Education
m	Secretary of Veterans Affairs
n	Secretary of Homeland Security
o	Chief of Staff to the President
p	Administrator, Environmental Protection Agency (EPA)
q	Director, Office of Management and Budget (OMB)
r	United States Trade Representative (USTR)
s	Administrator, Small Business Administration (SBA)
t	Director of National Intelligence (DNI)
u	Director, Central Intelligence Agency (CIA)
13	President pro tempore of the U.S. Senate
14	Governors of States – when outside their own states (Relative precedence among governors, all of whom are outside their own state, is determined by each state's date of admission into the Union or alphabetically by state) See Appendix B.
15	House Majority Leader
16	Delegates or Resident Commissioners to the House of Representatives (non-voting members) from Territory of American Samoa, District of Columbia, Territory of Guam, Commonwealth of Puerto Rico and United States Virgin Islands (by length of service)
17	Assistants to the President and Deputy Chiefs of Staff (ranked by date of appointment)
18	American Ambassadors, Permanent Representatives or Representatives to international organizations who do not hold Chief of Mission authority – when at post
19	Former Secretaries of State (by seniority of assuming office)
20	Deputies to Members of the Cabinet, ranked according to date of establishment of the Department, and as added by the President:
a	Deputy Secretary of State
b	Deputy Secretary of the Treasury
c	Deputy Secretary of Defense
d	Deputy Attorney General
e	Deputy Secretary of the Interior
f	Deputy Secretary of Agriculture
g	Deputy Secretary of Commerce
h	Deputy Secretary of Labor
i	Deputy Secretary of Health and Human Services
j	Deputy Secretary of Housing and Urban Development

k	Deputy Secretary of Transportation
l	Deputy Secretary of Energy
m	Deputy Secretary of Education
n	Deputy Secretary of Veterans Affairs
o	Deputy Secretary of Homeland Security
p	Deputy Administrator, Environmental Protection Agency (EPA)
q	Deputy Director, Office of Management and Budget (OMB)
r	Deputy United States Trade Representative (USTR)
s	Deputy Administrator, Small Business Administration (SBA)
t	Principal Deputy Director of National Intelligence (DNI)
u	Deputy Director, Central Intelligence Agency (CIA)
21a	Secretary of the Army
b	Secretary of the Navy
c	Secretary of the Air Force
d	Chairman, Joint Chiefs of Staff
22	Chairman of the Board of Governors of the Federal Reserve and Commissioner of Social Security of the Social Security Administration (SSA)
23	Under Secretaries of State and Counselor of the Department of State (as ranked by State Department)
24	Retired Chairman, Joint Chiefs of Staff
b	Vice Chairman, Joint Chiefs of Staff
c	Chief of Staff, Army; Commandant of the Marine Corps; Chief of Naval Operations; and Chief of Staff, Air Force, Chief of Space Operations (order is established by date of appointment)
d	Chief, National Guard Bureau
e	Commandant of the Coast Guard
f	Combatant Commanders (order is established by date of appointment)
25a	Heads of Federal Independent Agencies whom are at Level III of the Executive Schedule (ranked by agency's creation date; when the same, by length of service) These agencies include, but are not limited to, the following: U.S. International Trade Commission (USITC), Export-Import Bank of the United States, Federal Communications Commission (FCC), General Services Administration (GSA), Peace Corps (PC), U.S. Trade and Development Agency (USTDA), National Foundation on the Arts and Humanities (NFAH), National Archives and Records Administration (NARA), Merit Systems Protection Board (MSPB)
26	Lieutenant Governors – when in own State
27	Mayors of U.S. cities and the District of Columbia – when in own city
28	Heads of International Organizations (ranked by their date of establishment) – when not at post These organizations are including, but not limited to, the following: Inter-American Development Bank (IDB), International Monetary Fund (IMF), North Atlantic Treaty Organization (NATO), Pan-American Health Organization (PAHO), Organization of American States (OAS), World Bank, United Nations (UN)

29	American Ambassadors Extraordinary and Plenipotentiary to foreign governments – on official business in the United States or another country (ranked by the oath of office)
30	Chief Judges and Circuit Judges of the United States Courts of Appeals (by length of service)
31	American Chargé d’Affaires ad interim – on official business in the United States or when representing the United States
32	Under Secretaries of the Department of the Army, Navy and Air Force (by date of appointment)
33	Assistant Secretaries (according to date of establishment of the Department, if more than one from a Department, then as ranked within the Department)
34	Assistant Administrators, Environmental Protection Agency (EPA)
35	Comptroller General of the United States
36	American Ambassadors-designate (in the United States)
37	Mayors of U.S. cities – when not in own city (if multiple mayors present, rank by length of service)
38	Vice Chief of Staff, Army; Assistant Commandant of the Marine Corps; Vice Chief of Naval Operations; and Vice Chief of Staff, Air Force, Vice Chief Space Operations (by date of appointment)
39	Three Star Military Officers – Lieutenant General, Vice Admiral (in order of seniority; retired officers rank after active duty members)
40	Chairmen or Heads of other federal Boards, Councils and Commissions not previously listed (ranked by creation date, when the same, by length of service)
41	Deputy Under Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department) Two Star Military – Major General, Rear Admiral (in order of seniority; retired officers rank with but after active duty officers)
42	Deputy Assistant Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
43	Chief Judge and Judges, United States Court of International Trade
44	One Star Military – Brigadier Generals, Rear Admirals (in order of seniority; retired officers rank with but after active officers)

Figure 1-1

NOTES:

1. Precedence list is based on the Department of State, Office of the Chief of Protocol for the United States “Order of Precedence of the United States of America,” effective 30 October 2020 (<http://www.state.gov/s/cpr/>).
2. Precedence does not always follow the individual. When the ambassador is on leave or visiting their home country, they do not hold the same status as when “on post.” When an individual cannot attend a function but sends a representative, the latter is not accorded the former’s place of precedence.

3. Order of precedence among civilians who previously held a precedence list position is based on tradition, social usage and courtesy. The person is ranked at their 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.
4. Order of precedence among uniformed retired personnel: Active, reserve and then retired officers within similar rank.
5. For precedence ranking, Principal Deputy Assistant Secretaries of the Navy are ranked at the same level, but senior to Deputy Assistant Secretaries of the Navy
6. 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 and O-6 level.
7. 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.)
8. Senior Enlisted Service Representatives (SMA, SGMCM, 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 or flag officer present. This is not an exact rule, but one which can be used to arrive at the proper placement for most situations.
9. Foreign attachés who are accredited to the Department of the Navy are assigned relative precedence 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 or her date of precedence at his or her new rank is that of his or her date of rank. Assistant attachés take precedence among themselves in a manner similar to the principal attachés.

CHAPTER 2
INVITATIONS

1. General. Invitations vary in style and format depending on the type of occasion. The categories of computer-generated, informal and formal invites are used in this discussion.

a. Computer-generated (Electronic) Invitations. Computer-generated invitations are every bit as permissible and accepted as an invitation produced by a printer. Computer-generated invitations are used more frequently due to timeliness, flexibility and cost savings. The host may choose the “do it yourself” method or use the eInvitations website, sponsored by the Department of Defense (DoD) (<https://einvitations.afit.edu>), free of cost to DoD users.

b. Informal. Invitations may be hand written on informal cards, personal stationery or on a variety of invitations available for specific occasions in stationary stores. A short, personal note from the host or hostess is appropriate. Good practice dictates that a follow-up “to remind” card or email (or even formal invitation) should follow an informal invitation.

c. Formal. A formal occasion might include an official ceremony, any type of reception, official luncheons or dinners. In these situations, a formal invitation is appropriate. Formal invitations are generally printed on cardstock with the originator’s engraved, official emblem centered at the top of the invite. Refer to examples 2-1 and 2-2.

EXAMPLE:



The Chief of Naval Operations and Mrs. Linda Gilday
request the pleasure of your company
at a dinner in your honor
on Monday, the thirty-first of January
at half past six o’clock in the evening
Tingey House
Washington Navy Yard

Please RSVP by the 26th of January
email@us.navy.mil
(703) 123-4567

Attire: Business
(Suit and tie for men,
suit or dress for ladies)

Example 2-1

EXAMPLE:



Vice Admiral and Mrs. Paul Anthony Connelly
request the pleasure of the company of
Rear Admiral and Mrs. Cerny
at a reception
in honor of the Chief of Naval Operations and Mrs. Gilday
on Saturday, the first of May
at seven o'clock
Bethesda Naval Medical Center Officers' Club

R.S.V.P.
(703) 123-4567

Military: Service Dress White
Civilian: Informal

Example 2-2

(1) Preparations.

(a) The term “request the pleasure of your company.” may replace the host or hostess and guests names. Additionally, either use of principal’s full name or alternatively, spouse’s first name, is acceptable according to preference.

(b) Never use figures in formal invitations and always capitalize the day and month. Examples of correct time indications:

- 1 “from six to eight o'clock”
2. “at half past six o'clock” or “at half after six o'clock”
3. “from six-thirty to eight-thirty o'clock” (used only when two half hour periods must be shown and space is limited).

(c) Corps or service designations and retired status are never reflected on invitations extended by or to spouses.

(d) The phrase “honor of the company” is considered more formal than “pleasure of the company.” The former should be used on invitations to Ambassadors and others of comparable rank.

(e) The date and hour of the event as well as rank, title and name should always be spelled out in full. Permissible abbreviations include Mr., Mrs., Dr. and R.S.V.P. or Rsvp

(Répondez S'il Vous Plaît). In addition, it is permissible to use an individual's initials, if this is their 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.

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

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

(h) Spell out full rank and name on addressing envelopes (e.g., Lieutenant Commander and Mrs. Timothy Daniel Johnson).

(i) Invitations are inserted engraving up, top of card appearing at the top of the envelope, so they may be easily read when withdrawn from the envelope.

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

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

(a) 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 an invitation.

(b) 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 may use the gold officer's crest.

(c) 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.

(d) When double envelopes are used, the outer one should have the full name and address of the invited guest(s) written in ink; and the inner one, the guests' courtesy titles and surnames only (e.g. 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.

2. 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, e-mail and

printed forms are generally used to notify guests. In those instances when time is very short, telephone notifications are a necessity.

3. Responding to Invitations. Every attempt should be made to respond to an invitation promptly out of consideration for the host or hostess 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 to 48 hours and no later than the specified R.S.V.P date.

a. Generally, a telephone number for the R.S.V.P. is provided on the card. Occasionally, an address for the R.S.V.P. 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.

b. 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.

c. For electronic invitations, the reply should also be electronic or by telephone in the same manner as the invitation.

4. Withdrawing Acceptances. Official duties 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. An e-mail is generally used to notify guests. In those instances, when time is very short, telephone notifications are a necessity.

CHAPTER 3
SEATING ARRANGEMENTS

1. General. Seating arrangements are an essential part of all functions. The host or hostess should take the type of function and the audience into consideration during preparation. When hosting a formal event, the primary concern is that guests enjoy themselves completely. Gathering information such as varying ranks, career backgrounds and nationalities will allow the host or hostess to create an effective seating arrangement. The importance of seating by rank should be considered to an extent; however, a blend within the group creates an environment for exciting and enjoyable conversation. Ultimately, there is both an art and science to seating arrangements that should be considered as the situation dictates.

2. Procedures. Subparagraphs 2a through 2d outline general guidance for seating guests by rank. Use these rules, coupled with the purpose of the function, to assign seating.

a. The place of honor is to the host's right if the guest is a woman and to the right of the hostess if the guest is a man.

b. When the event involves both men and women, guests are seated alternating man and woman. This would place the ranking man to the hostess' right 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 (see Chapter One for additional information on the precedence list).

c. 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, select one course of action by considering the personalities and the particular situation involved.

(1) Place the guest of honor in the honored position and the ranking guest next in line.

(2) Make the senior ranking guest the co-host or co-hostess if it is an all-male or all-female event.

(3) Ask the higher-ranking guest to waive their right in favor of the guest of honor.

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

d. Spouses who do not hold an official title themselves are seated according to the rank of their spouse. If spouses hold an official title or position themselves, they are placed where their official position dictates. Avoid seating married couples side by side, unless they may be more comfortable if seated together.

e. When seating a group of foreign and U.S. officials, alternating each seat is recommended.

(1) Interpreters may be required at events with foreign dignitaries. The interpreter should sit close to the dignitary and the person for whom they are interpreting.

3. Seating Diagrams. These diagrams are visual aids for seating guests; however, these are the most traditional and historical examples. For contemporary times, there may be events with a host and host, or conversely, a hostess and hostess; uneven numbered of guests, unaccompanied spouses, etc. The examples are provided as a guide and additional considerations should be applied as the situation dictates.

a. Traditional Mixed Dinners.

(1) Host and Hostess at ends of table. Refer to figure 3-1.

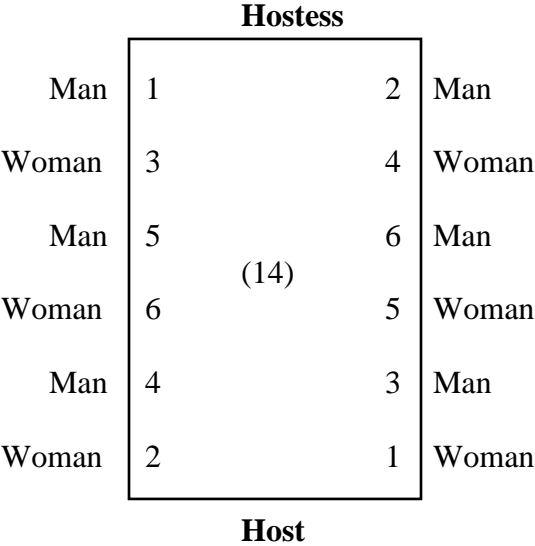


Figure 3-1

(2) Host and Hostess at mid-table. Refer to figure 3-2.

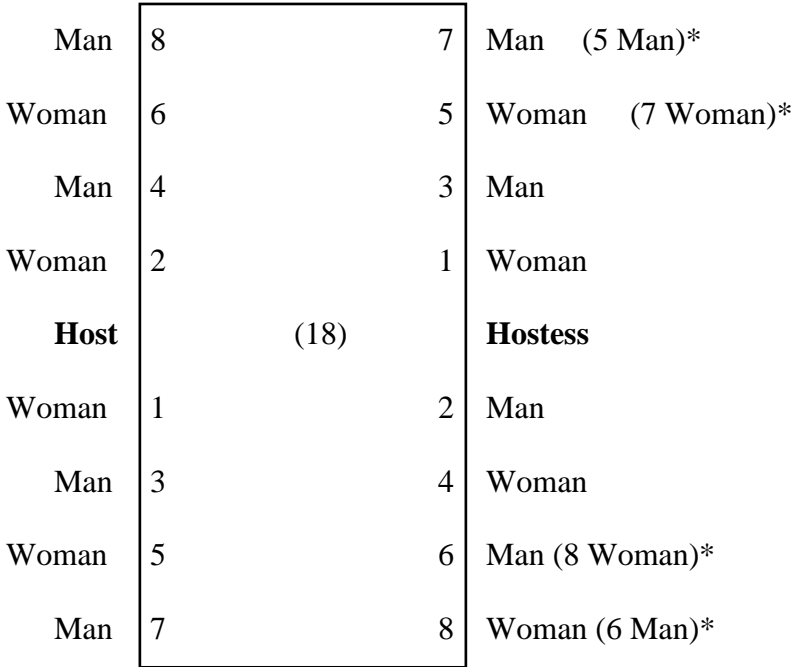


Figure 3-2

(3) Two at each end of table. Refer to figure 3-3.

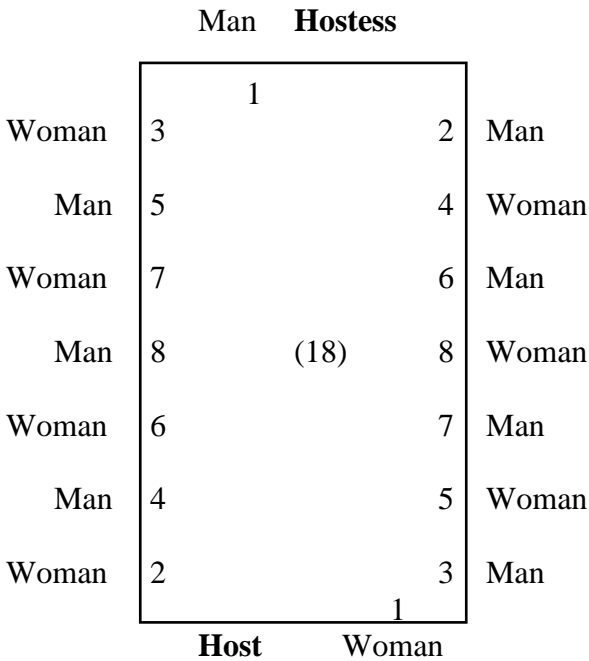


Figure 3-3

(4) Host and Hostess at separate tables. Refer to figure 3-4 and 3-5

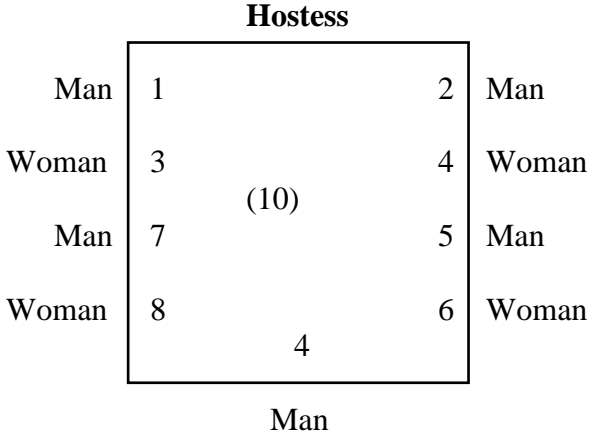


Figure 3-4

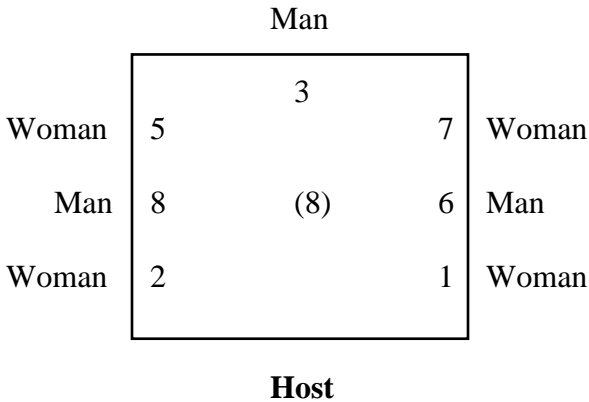


Figure 3-5

b. Mixed Dinners at Horseshoe-Shaped Table. Sometimes used at large official banquets, the horseshoe table 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. If places are set both within and without the curving ends, the inside seats begin at point x.

(1) Horseshoe-shaped table with couples. Refer to figures 3-6 and 3-7.

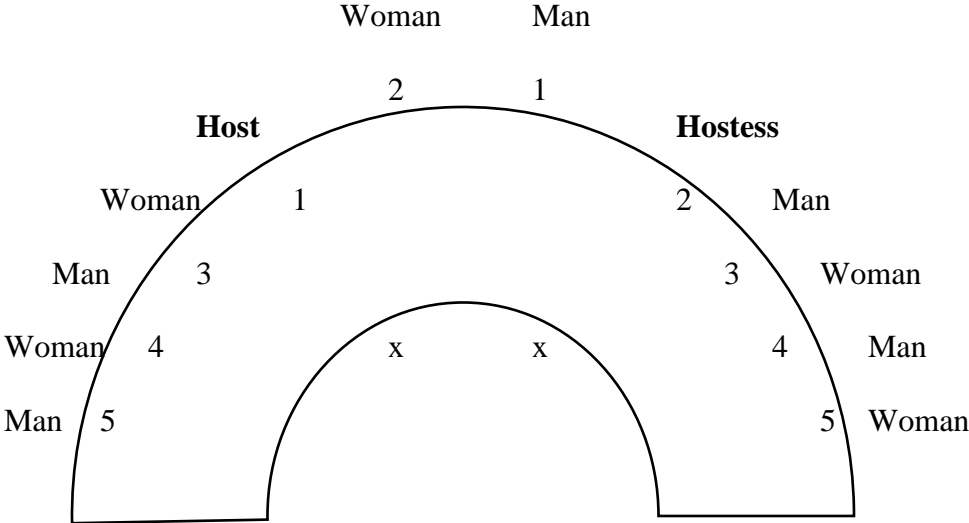


Figure 3-6

(2) Alternate plan for horseshoe shape table with couples.

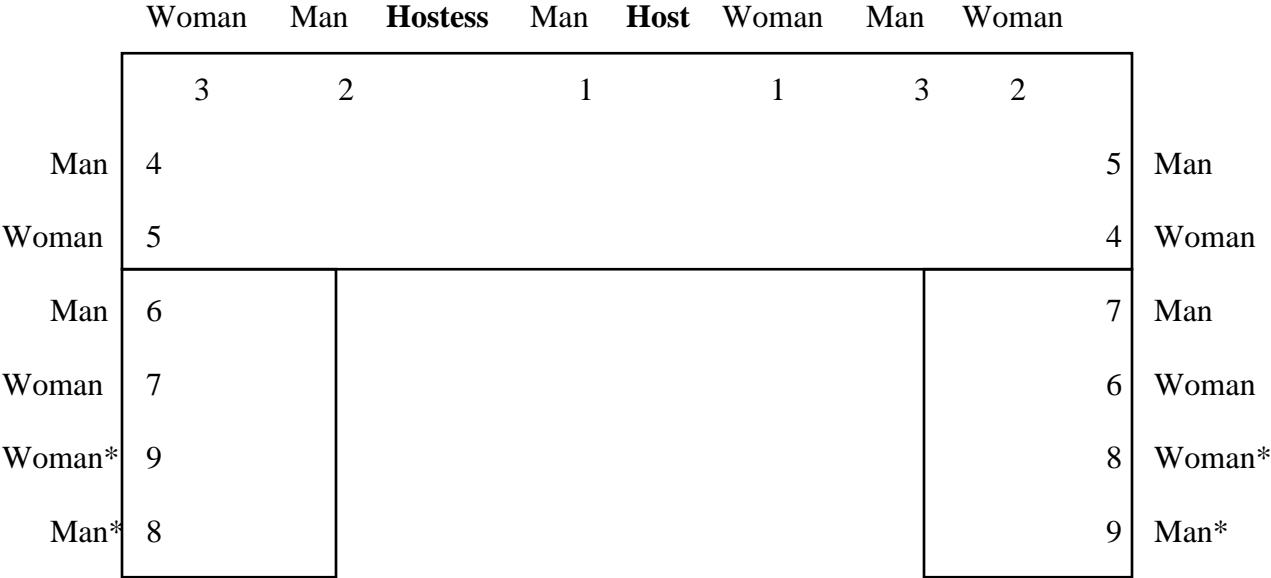


Figure 3-7

c. Mixed Dinners with Single Host or Hostess. A single host or hostess, or one entertaining in the absence of their spouse, may choose one of the arrangements.

(1) Single host with co-host. Refer to figure 3-8.

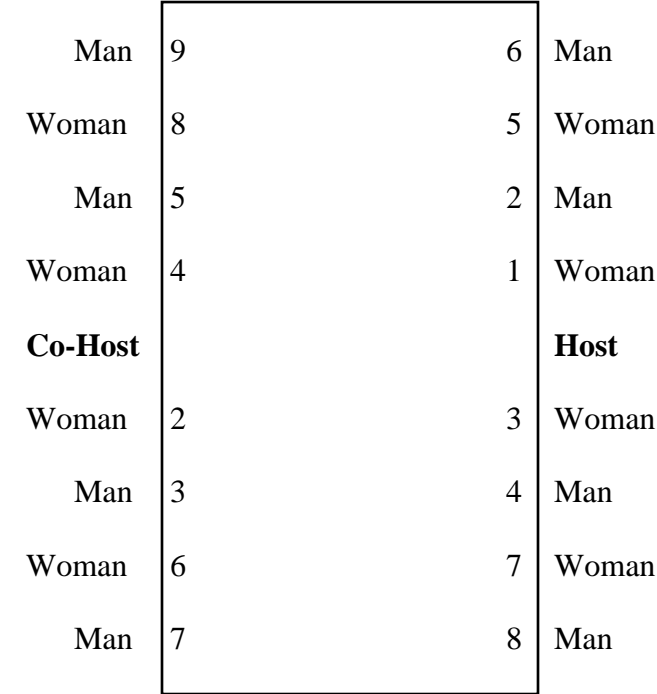


Figure 3-8

(2) Single hostess with co-hostess. Refer to figure 3-9.

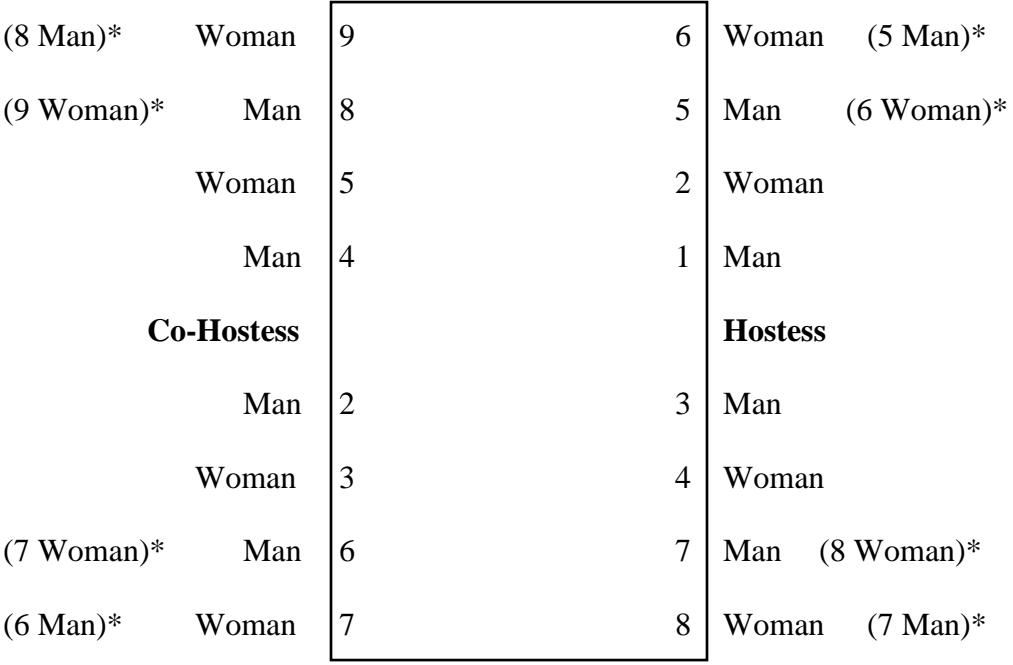


Figure 3-9

(3) No co-host with couples. Refer to figure 3-10.

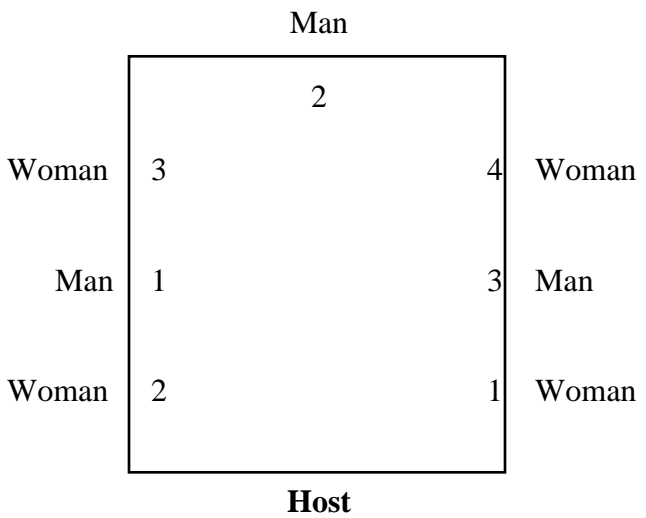


Figure 3-10

(4) No co-hostess with couples. Refer to figure 3-11.

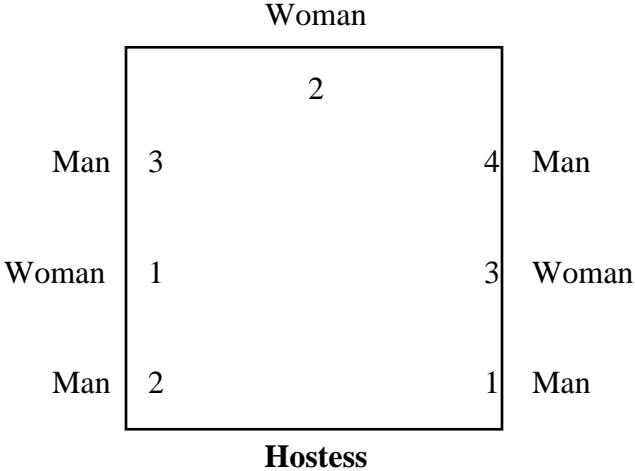


Figure 3-11

d. All male or all female Lunches or Dinners. For all-male or all-female events, it is often desirable to designate a co-host or co-hostess.

(1) With co-host or co-hostess. Refer to figure 3-12.

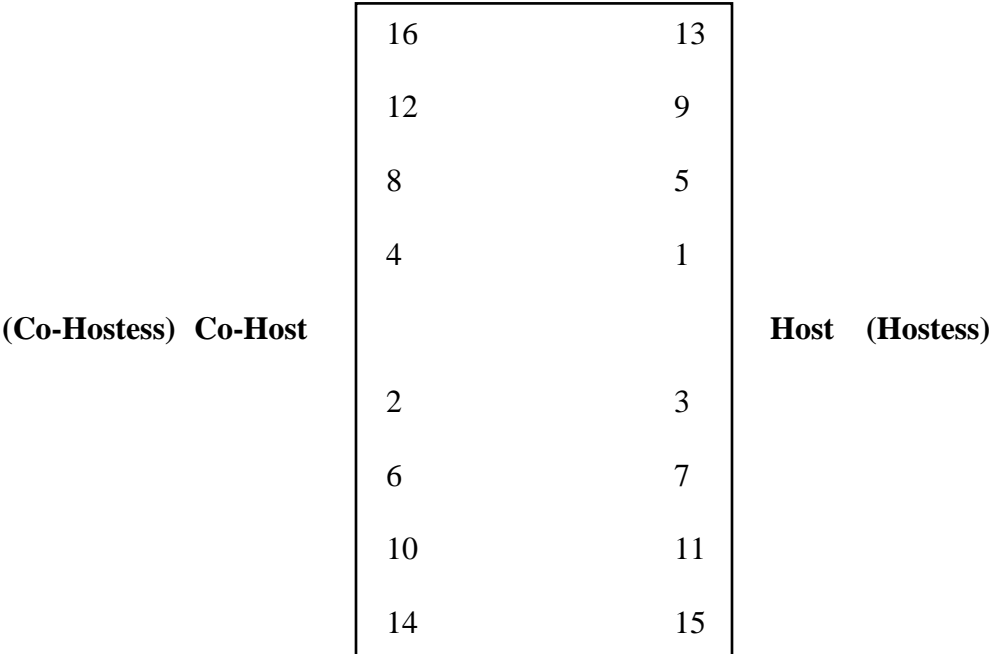


Figure 3-12

(2) Without co-host or co-hostess. Refer to figure 3-13

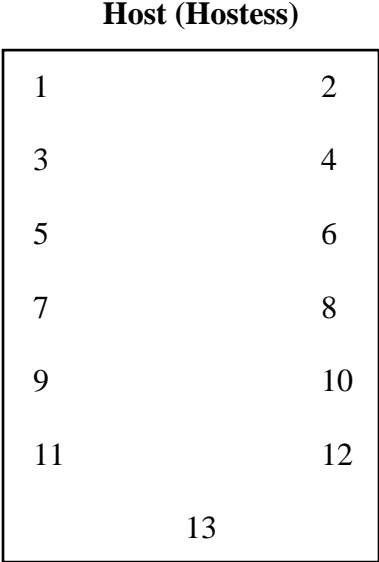


Figure 3-13

e. Head Tables. Seating arrangements for head tables require special treatment. There are head tables required for all-male or all-female affairs, for mixed groups, with and without speakers, etc. Host or hostess should place toastmasters and guest speakers as near to the center of the table as possible without violating precedence too much.

(1) With junior-ranking toastmaster or guest of honor. The main speaker or guest of honor who is junior to others present, should not be seated in seat 1; however, it is proper to place them to the left of the host or hostess in seat 2 or 3, as appropriate. Refer to figure 3-14.

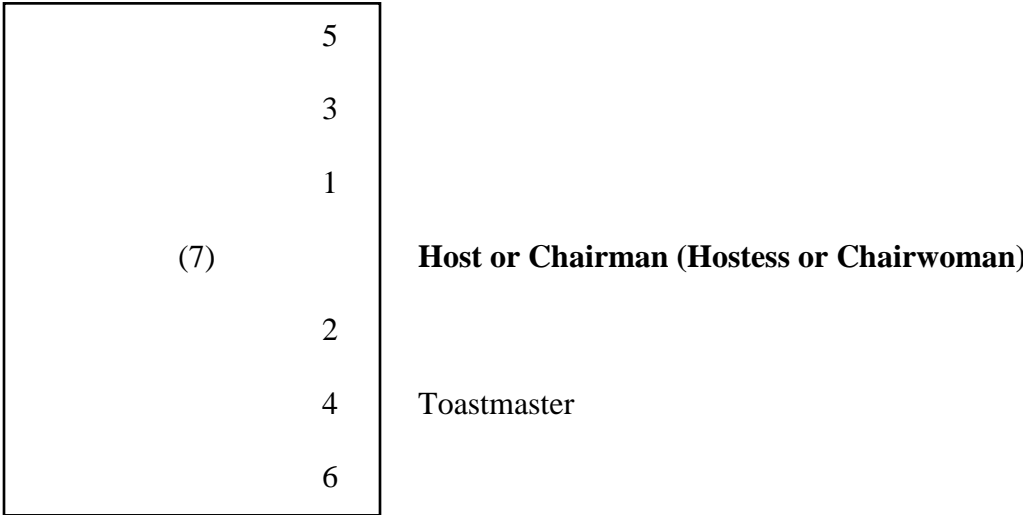


Figure 3-14

(2) With important official and civilian guests. When both official and very important unofficial guests are present, distinguished civilians may be seated between the guests of official rank and after the guest of honor. Refer to figure 3-15.

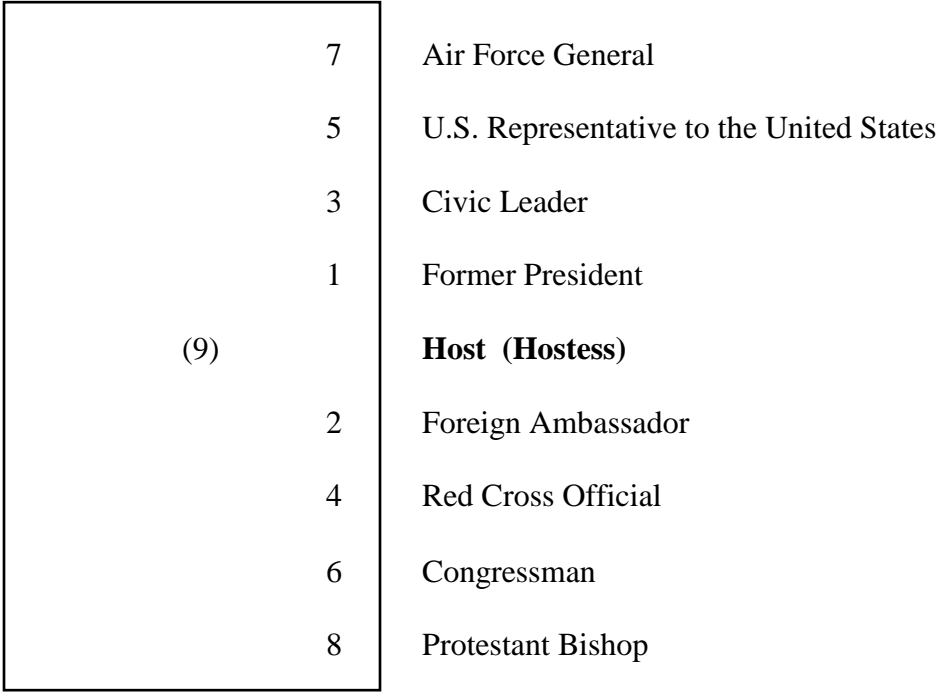


Figure 3-15

(3) With couples. Refer to figure 3-16.

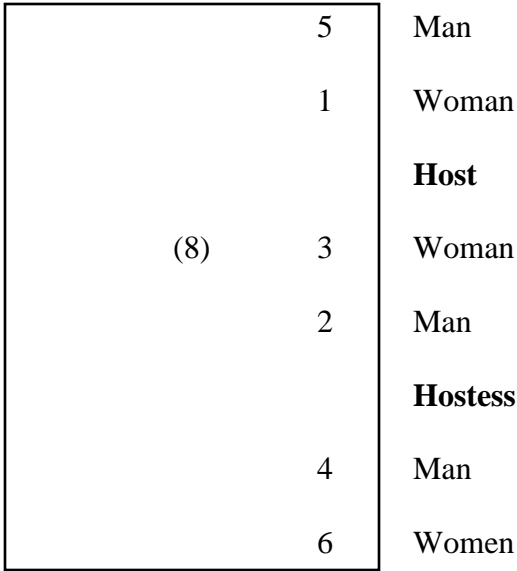


Figure 3-16

CHAPTER 4
FORMAL DINING

1. General. Senior Navy officials, flag officers and service representatives, both within the United States and abroad, often host formal seated dinners given their role or position. A few basic guidelines are summarized here for when official occasions warrant.

2. Overview.

a. 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.

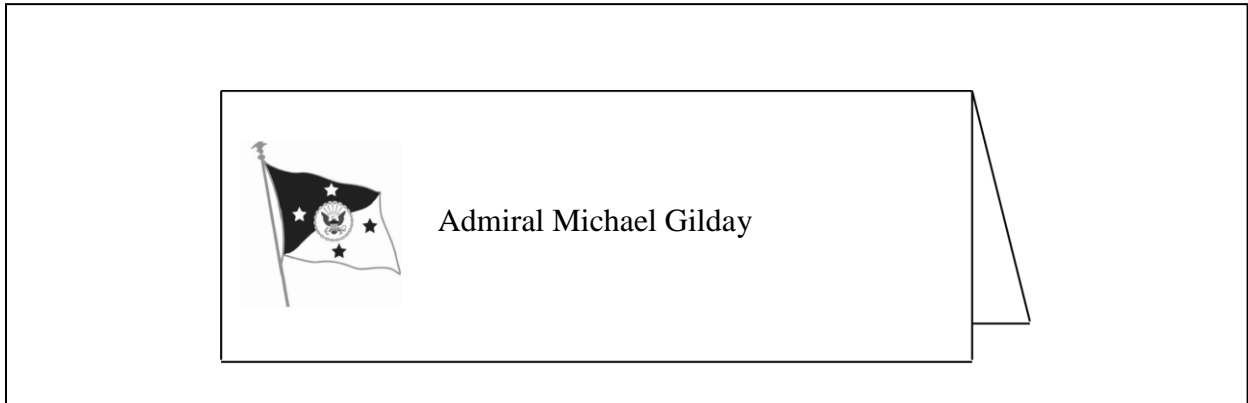
b. Traditionally, formal dinners generally commence at 8 or 8:30 p.m. and luncheons at 12:30 p.m. However, host or hostess preferences, customs and cultural considerations should be considered.

c. The attire should be specified on the invitation. Generally, this is black-tie and occasionally white-tie. See Annex B for specific attire guidance.

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

3. Place Cards.

a. Heavy, white, rectangular cards with gold beveled edges, and sometimes an official seal or flag, are often used as place cards. However, rectangular fold-over cards and rectangular side-tabbed cards are also popular. A flag officer's personal flag, a commission pennant, the seal of a ship or of an Embassy or a personal crest may be embossed or stamped in the upper left corner or top center of the card. Refer to example 4-1.



Example 4-1

b. The place card is intended to locate the individual's seating at a table and to inform dinner companions of their identity. Title or rank, first and surname are most often used (Admiral John Brown, Mrs. Rebecca Brown). Consult Chapter 11 for guidance regarding very senior officials' names on place cards, where position title may be more appropriate for use. However, at a private dinner, it is still permissible and more personal to use the courtesy title and surname of senior officials (or their title and surname), rather than the title alone. For example, "Admiral Gilday" in lieu of "Chief of Naval Operations" (and "Ambassador Mulhall" in lieu of "Ambassador of Ireland").

4. Menu Cards.

a. When selecting and planning the menu, it is essential to know any dietary restrictions or food aversions of invited guests. It is recommended that the host or hostess inquire if any dietary restrictions exist to ensure the comfort of their guests.

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

c. 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. Refer to example 4-2.



Four Star Dinner

Menu

First Course

Belgian Endive, Apple Chutney, Brie, Cranberry Walnut Crouton, Thyme Vinaigrette

Second Course

Sous Vide Beef Tenderloin, Leek and Parmesan Cheese Bread Pudding

Dessert

Chocolate Diplomat w/ Pistachio Crumble and Raspberry Coulis

November 15th, 2022
CNO's Dining Room, Pentagon

Example 4-2

5. Name Tags.

a. Heavy, white, rectangular cards with gold beveled edges, and sometimes an official seal or flag, often used as name cards. Rectangular fold-over cards slipped into plastic covers with magnetic or clip-on attachments are popular. A flag officer's personal flag, a commission pennant, the seal of a ship or Embassy or a personal crest may be embossed or stamped in the upper left corner or top center of the card.

b. The name tags are intended to identify individuals during receptions or socials. 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. In informal settings, ranks may be omitted and only first and last names used. Consult Chapter 11 for guidance regarding senior officials' names on name tags.

c. Name tags should be worn on the right-side lapel to offer the best vantage for readability when greeting guests.

6. Table Etiquette. "Turning the table" is an outdated practice whereby all guests were obliged to follow the hostess's lead in shifting conversational attention from the guest on the right to the

one on the left simultaneously. Today, a person seated at a reasonably narrow table is expected to talk with immediate dinner companions to the right and left and 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 host or hostess and engaging anyone not already involved in a conversation.

7. 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 further regard for precedence.

8. Thank You Notes. A thoughtful guest will always write a thank you note to the host or hostess who has entertained them. It is also considerate to send flowers or a gift for exceptional occasions, so long as it is in keeping with the guidance set forth by the standards of conduct and ethics. It is generally unnecessary to write a thank you note for large-scale official functions, such as a reception to which hundreds have been invited.

CHAPTER 5
TOASTING

1. General. Toasting is a means of expressing goodwill toward others on a social occasion. It may occur at receptions, dinners, dining-ins or wetting-down parties.

a. We honor individuals and 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 non-drinkers should at least raise the glass to their lips.

b. Those offering a toast should stand and raise their glass in a salute while uttering the expression of goodwill. 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.

c. The host initiates the toast at a very formal occasion (i.e. Mr. Vice or 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." Special events such as weddings and birthdays would require toasts to be 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."

2. Ceremonial Toasts.

a. 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 and her ranking foreign guest. It is the responsibility of the host to inform the guest of honor which toasts will be offered and when; the host proposes all toasts and the guest answers in kind. Traditionally, the host initiates such toasts during or after the dessert course; however, contemporary practices dictate the timing to be at the host or hostess's discretion (i.e. upon seating at the start of the meal). The experienced guest is always careful to leave enough champagne in their glass toward the end of the meal in order to join in several toasts.

b. 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.

c. Others may follow these initial toasts to the countries or the services represented by the guests, or the guest of honor and the host. All guests rise again to drink this toast. Example: Suppose the occasion is a black-tie dinner hosted by the Chief of Naval Operations in honor of the Ambassador of Great Britain:

(1) USN CNO (Host or Hostess) would stand after the dessert wine has been served and would raise their 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 their 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.

(2) Other toasts may follow, such as:

(a) USN CNO: *“To the Chief of Naval Staff and First Sea Lord.”* British Ambassador: *“To the Chief of Naval Operations.”*

(b) USN CNO: *“May the bonds of friendship which tie our navies together continue to strengthen in the future.”*

(c) British Ambassador: *“To the great traditions of the U.S. Navy and her gallant leaders.”*

d. Specific customs of individual countries should be understood prior to attending social functions. When the guests represent more than one nation, the host and hostess proposes a collective toast to the heads of their several states, naming them in the order of the seniority of the representatives present. The highest-ranking foreign officer among the guests will respond on behalf of all the guests by toasting the head of state of the host’s country. Since governments and titles change, it is essential to verify their accuracy. (Note: The position is toasted and the individual’s name is not mentioned.)

CHAPTER 6
RECEPTIONS

1. General.

a. Receptions are the most popular form of official entertaining. They allow a wide range in the number of guests invited as well as the formality of the occasion. The most common and least formal affair is held in the evening frequently in honor of a visiting official or in celebration of some event.

b. Typically, 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, the duration is specified and there is always a receiving line.

c. Hosts or hostesses who plan a reception in honor of a high-ranking official will consult with the latter regarding a mutually agreeable date and time before extending invitations. As indicated in Chapter 2, the person or the occasion being recognized may be indicated on the invitation in several ways.

2. Receiving Line.

a. At formal luncheons, receptions and dinners, there is a receiving line to allow each guest the opportunity to greet the host, hostess and honored guest.

b. 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. (NOTE: The announcer is often a military aide whose responsibility is to announce each guest by name.)

(1) The sequence in which the Department of State follows for official functions in honor of high-ranking dignitaries is Announcer – Host or hostess – Guest of Honor – Guest of Honor’s Spouse – Host or hostess’s Spouse – Extra Man (if host’s spouse is a woman).

(2) An equally appropriate alternative that makes the relationship of those receiving clearer to the guests is: Announcer – Host or hostess – Host or hostess’s Spouse – Guest of Honor – Guest of Honor’s Spouse – Extra Man.

(3) Traditionally, the extra man avoids placing a woman at the end of the line. Contemporary practice dictates that this may be either a man or woman in the Protocol or Aide capacity whose function is 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 or she may be eliminated.

(4) 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.

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

d. A typical pattern of introduction that the aide may use is as follows: The aide receives the guest's name, turns to the host or hostess, after exchanging amenities, will turn to his or her spouse and say, "*Mrs. Brown, Mrs. Jones.*" In proceeding down the line, the guest 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 or her name only when necessary. One should never engage in extended conversation in a receiving line so as to avoid holding up the line.

3. Attire. The expected attire for a reception should be specified on the invitation. See Annex B for additional guidance on attire as situations dictate.

CHAPTER 7
DINING-IN

1. General.

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

b. The custom of Dining-In is a very old English tradition believed to have begun in monasteries and universities, and later spread to military units. There is a longstanding tradition of Dining-Ins within the United States Navy. Dining-In is intended to be an enjoyable and enriching experience despite its formality and ritual.

c. 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 honored guests' attendance. Individual units may have unique customs; however, paragraph 2 provides the general guideline for the traditional Dining-In format.

2. Official Party.

a. Officers of the Mess. There are two officers of the mess:

(1) President of the Mess. The President is usually the senior ranking officer, although they may delegate another person within the unit to assume the function. The President presides over the mess throughout the evening.

(2) Vice President of the Mess. The Vice President is appointed by the President and is normally the junior member of the mess. They are affectionately referred to as "Mr. Vice or Madame Vice," and are the key figure in planning for the dining-in. During the dining-in itself, the Vice executes the script, announces or seconds toasts as directed by the President, prepares a list of offenders or offenses for the President. The list may be handed to the President or read aloud, as directed at the time specified by the President.

b. Guests. There are two types of guests:

(1) Official guests. Official guests are hosted by the mess and are usually senior in rank to the President, such as a distinguished civilian, a prominent foreign national, a senior official of the U.S. Government or distinguished representative of the other armed services. Official guests are guests of the mess as a whole and, therefore, their expenses are shared.

(2) Personal guests: Personal guests are invited with the permission of the President and are junior in rank to the President. The expenses of personal guests are paid by the one who invited them (this includes bar expenses).

3. Procedure.

a. Cocktail Hour. Preceding the dinner, there is a cocktail hour, which lasts for approximately 45 minutes. It is customary for each officer to greet the President of the mess and later to aid the President in entertaining the guests.

b. Call to Dinner.

(1) The signal for dinner will be the playing of "Officers Call," followed by appropriate marching music. Once the music starts, all officers not seated at the head table should proceed to the dining area, locate their places and stand quietly behind their chairs.

(2) Those individuals seated at the head table will remain in the cocktail area. The President will lead officers seated at the head table into the dining room once all other officers are assembled. The honored guest will be on the President's right, followed by the remaining officers in order of seniority. 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 or her place setting, the band will cease playing (appropriate dinner music may ensue).

(3) No one may take their 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.

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

(5) 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.

c. Seating Arrangements.

(1) 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.

(2) The President of the Mess sits at the center of the head table with the guest of honor on their 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 or

Madame Vice will be seated should be at the opposite end of the banquet hall so that they and the President will face one another when speaking.

d. Wines and Toasts.

(1) Appropriate dinner wines should be served. In keeping with tradition, port will be served after dinner for toasting. Should an officer not desire wine, they should put their place card over the glass or inform the steward. However, glasses should be charged with port and at least raised for a toast.

(2) Toasting wine (port), 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.

(3) 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 and are proposed toward the end of the dessert course.

(4) The first toast is made by the president when all glasses are filled. Mr. Vice or Madame Vice will announce to the President: "*The wine is ready to pass, Sir or Ma'am*" following the desert course. Etiquette dictates that the port 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.

(5) 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 or Madame Vice seconds this by rising and addressing the mess, saying, "*Gentlemen or 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.

(6) Immediately following the first toast, the President traditionally calls for the smoking lamp to be lighted; however, this tradition may be omitted given the Navy's smoke-free environment and venues' non-smoking policies. If included, Mr. Vice or 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, they will announce, "*The smoking lamp is lighted.*" Smoking may now commence throughout the mess. Cigars may be distributed to each table with the port.

(7) The President may either personally call for a formal toasts or may recognize a member of the mess to do so. If the President calls for a toast, Mr. Vice or Madame Vice will second it. If a member of the mess is recognized for 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 in this order.

- (a) The Commander-in-Chief (Loyalty Toast)
- (b) The Joint Chiefs of Staff
- (c) The United States Marine Corps
- (d) The Chief of Naval Operation
- (e) Our Ships at Sea
- (f) Missing Comrades
- (g) Informal Toasts
- (h) The United States Navy (Traditional Toast)

(8) 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 or 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, they will direct Mr. Vice or Madame Vice to second the toast in the same manner as in the formal toast.

(9) Informal toasting will conclude at the discretion of the President, at which time, they will rap thrice with the gavel. Prior to the final toast, the President will commence the business of the mess by asking Mr. Vice or Madame Vice to read the list of offenders who have violated the customs and traditions of the mess during the event. The President assesses fines and suitable payments as necessary.

(10) The President will then call for a toast to the U.S. Navy. They will stand while Mr. Vice or Madame Vice 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.

(11) To conclude the Dining-In, the President will invite those present to join them at the bar. Attendees should remain at their places until the head table has left the mess. Attendees should not depart until the President and all official guests have departed.

e. Dining-In Violations of the Mess. Grievances against the mess are meant to be of a light-hearted nature to foster camaraderie. Specific violations should be outlined prior to the Dining-In:

- (1) Untimely arrival at proceedings.
 - (2) Haggling over date of rank.
 - (3) Inverted cummerbund.
 - (4) Loud and obtrusive remarks in a foreign language or in English.
 - (5) Improper toasting procedure.
 - (6) Leaving the dining area without permission from the President.
 - (7) Carrying cocktails into the dining room.
 - (8) Foul language.
 - (9) Wearing clip-on bow tie at an obvious list.
 - (10) Being caught with an uncharged glass.
 - (11) Rising to applaud particularly witty, succinct, sarcastic or relevant toasts, unless following the example of the President.
 - (12) Commencing a course before the President.
 - (13) Placing a bet or wager.
 - (14) Discussing issues of a controversial nature.
 - (15) Failure to laugh at any joke rendered by an honored guest or the President.
 - (16) Improper attire.
4. 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 in action. The table can be set for one or five— Army, Marine Corps, Navy, Air Force and Space Force – with or without covers.
- a. The table is smaller than the others, symbolizing one prisoner's frailty alone against their oppressors.
 - b. The white tablecloth represents the purity of their response to our country's call to arms.
 - c. The empty chair depicts an unknown face, representing no specific Soldier, Sailor, Marine Airman or Guardian, but all who are not here with us.

- d. The table is round to show that our concern for them is never-ending.
- e. The Bible represents faith in a higher power and the pledge to our country, founded as one nation under God.
- f. The black napkin stands for the emptiness these warriors have left in the hearts of their families and friends.
- g. 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.
- h. The yellow candle and its yellow ribbon symbolize the everlasting hope for a joyous reunion with those yet unaccounted for.
- i. The slices of lemon on the bread plate reminds us of their bitter fate.
- j. The salt upon the bread plate represents the tears of their families.
- k. 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 8
SHIP CEREMONIES

1. General.

a. 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.

b. Questions often arise concerning the proper wording of invitations and the agenda for the ceremony. Fortunately, existing regulations allow for flexibility in the sequence of activities and established protocol stipulations. Responsible officials are given a comfortable latitude to produce a ceremony in keeping with significant Navy heritage and tradition, yet singular in its specific circumstances. Therefore, the information imparted in this chapter is intended to represent a concept of what has been done in the past to provide a guide to what is traditional and appropriate for the situation.

2. Keel-Laying Ceremony.

a. General. The first milestone in the history of a ship is the generally simple ceremony that marks the laying of the keel. Shipyard officials issue the invitation and they conduct the ceremony. The builder may be the commander of a naval shipyard or the president of a private company.

b. Invitation. Example 8-1 is an annotated sample of a typical and correctly worded invitation to a keel-laying ceremony (refer to Ch. 2):

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

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

Example 8-1

Notes:

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 speaker’s status.
 3. Show the title of the speaker, if any, e.g., The Secretary of the Navy.
 4. Some officials with a view to the event’s historic nature choose to include the year. When used, it should appear on the line following the date, written as “two thousand and twenty-two.”
- c. Program. A sample program for a keel-laying ceremony with annotation as to participants is shown below:

National Anthem	
Invocation	<i>Chaplain</i>
Welcome and introduction of The principal speaker <i>Company or Commander of the Naval Shipyard</i>	<i>President of the Shipbuilding</i>
Address	<i>Principal speaker</i>
Authentication of the keel-laying.	<i>Optional. If included, the principal guest, generally the speaker, will affix a nameplate or inscribe his initials on the keel.</i>
Movement of the keel into position on the shipway	<i>Performed by workmen</i>
An Announcement that the keel “has been truly and fairly laid”	<i>The Principal Speaker or the President of the Shipbuilding Company</i>
Benediction	<i>Chaplain</i>

3. Launching or Christening Ceremony.

a. General. 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.

b. Invitation. Example 8-2 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 twenty-two
at half-past ten o'clock
at Portsmouth, New Hampshire
Mrs. Robert Thomas Williams, Sponsor

Example 8-2

Notes:

1. Indication of the year is optional.
2. 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.

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

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

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

Attention sounded	
Opening remarks	<i>Senior Navy Official (i.e., Fleet Commander, Type Commander)</i>
Address on the ship's namesake and history of former ships of the name	<i>Guest Speaker</i>
Attention sounded	
Introduction of the sponsor, matron of honor, and representative of the Society of Sponsors	<i>Senior Navy Official or other speaker</i>
Presentation of gift from Navy yard employees	

Attention sounded
Invocation
Christening
Anchors Aweigh
National Anthem

Chaplain
Sponsor

4. Commissioning Ceremony.

a. General. 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.

b. Process. There are two major steps in the commissioning process. Initially, the builder turns the ship over to the senior Navy official. The latter, 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.

c. Invitation. There are two forms that commissioning invitations commonly take. The principal difference lies in consideration of who is the host for the ceremony and, therefore, in whose name 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.).

(1) 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 crew are less traditional but equally acceptable.

(2) 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.

(3) The invitation may be engraved on full size, heavy white paper or as is more usual, on a white invitation card which is entirely plain or topped with a replica of the commission pennant. Refer to examples 8-3 and 8-4.

The Commander, Naval Surface Force, U.S. Atlantic Fleet
The Commanding Officer and Ship's Company
request the honor of your presence
at the commissioning of
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 8-3

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

Example 8-4

Notes:

1. 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."
 2. It is incorrect to use the definite article before a ship's name.
- d. Program. An annotated sample program for commissioning is shown below:

Band selections
Invocation
Welcome and introduction of the
Senior Navy Official

Chaplain
Builder or Shipyard

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

5. Decommissioning Ceremony.

a. General. Decommissioning 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.

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

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

c. An abbreviated ceremony is as follows:

Arrival honors (if appropriate)	
Invocation	<i>Chaplain</i>

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Introduction and remarks (orders read)
National Anthem
Colors lowered
Transfer to the Reserve Fleet

Commanding Officer

Authority accepting custody

CHAPTER 9
CHANGE OF COMMAND AND MILITARY CEREMONIES

1. Change of Command.

a. Date and Time.

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

(2) The time for the ceremony should be one that will be convenient for guests and also will give the host command sufficient time to make the many preparations. Typically, the change of command can be best scheduled to commence between 0945 and 1100.

b. Invitations.

(1) 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 they know better than their relief. Invitations should be mailed two to three weeks before the ceremony and the relieving officer should forward their guest list in ample time. The officer being relieved should screen this list to eliminate duplication.

(2) 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.

(3) If inclement weather necessitates a shift in location or time of the ceremony, a card with these details should be prepared and enclosed.

(4) 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.

c. Change of Command Message.

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

(2) The SOPA message is customarily used to invite interested fleet officers and their spouses to the change of command. Refer to example 9-1 for an example of a typical change of command message follows:

EXAMPLE:

1. LCDR J. H. ENGELKING, USN, WILL BE RELIEVED AS COMMANDING OFFICER, USS NEVERSAIL (YZ 0000) BY LCDR J. L. BROOKS, 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 COMELEVEL PASS TO ALL SHORE ACTIVITIES SAN DIEGO AREA.”

Example 9-1

d. Programs.

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

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

(2) Schedule of events for the ceremony. The schedule of events should be sufficiently detailed 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.

(a) Brief biography and photograph of the Commander or Commanding Officer and the Prospective Commander or Commanding Officer. If desired, biography and photograph of the guest speaker may also be included.

(b) List of previous commanders or commanding officers, with dates of command.

(c) A summary history of the ship or command may be included, if desired.

e. 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.

f. 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.

g. 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 identify any gaps in planning. The lectern, public address system, chairs for the principals and other miscellaneous equipment should be in place and operational for the rehearsal to perform a comprehensive test run.

h. Foul Weather Plan. Have a complete and rehearsed, foul weather plan for quick implementation, if needed.

i. Change of Command Notice. Prior to the ceremony, commands should issue a change of command notice. This notice should have as its enclosures.

- (1) Schedule of events (fair weather).
- (2) Diagram of ceremonial area (fair weather).
- (3) Schedule of events (foul weather).
- (4) Diagram of ceremonial area (foul weather).
- (5) Detailed list of services and equipment desired.

j. Informing Nearby Ships. Ensure that nearby ships, are kept informed of your plans, especially any ship along-side. Do not 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 the ceremony only in an emergency.

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

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

m. Ushers and Escorts.

(1) Guest Ushers. The role of usher is to guide guests within general seating areas to their seats.

- (a) One coordinator will be designated as Usher coordinator and should:

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

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

1. Introduce him or herself to guest
2. Offer and guide guest(s) with right arm
3. Allow accompanying guest(s) to follow
4. Move guests away from entrance quickly
5. Distribute program when approaching seating area
6. Remind military guests if a covered or uncovered ceremony

(c) Ushers should be familiar with VIP seating arrangements and VIP cards, if used.

(d) Ushers will guide at a pace comfortable for the guest(s).

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

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

(g) Two ushers should remain at the entrance area throughout the ceremony to assist late arrivals.

(h) Usher seats may be reserved in the last row, if available.

(i) In general, politeness will correct any possibly awkward situation between guests and ushers.

(j) Phases of ushering will apply:

1. Execute single couple ushering until risk of congestion prohibits.

2. As guest back-ups occur, suspend single couple ushering (except VIP designates) usher in groups toward seating areas.

3. Resume single couple ushering when back-ups are reduced.

(k) Abbreviated ushering is useful 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.

(2) VIP Escorts. The role of escort is to guide VIPs to specifically designated seating areas; VIPs may include family members of the official party or other guests of honor.

(a) One coordinator will be designated as Escort coordinator and should:

1. Take station at a central location

2. Maintain oversight and control of all other escorts

3. Designate escort responsibilities and assignments

4. Assemble escorts in a smart military arrangement in front of the arrival area ten minutes prior to the time guests are expected

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

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

(d) Escorts should be familiar with their designated VIP(s) and:

1. Introduce him or herself to VIP(s)

2. Offer and escort VIP(s) with left arm

3. Allow accompanying VIP(s) to follow

4. Distribute program once outside pre-reception area

5. Remind military guests if a covered or uncovered ceremony

(e) Escorts will walk at a pace comfortable for a VIP(s).

(f) Escorts and VIP(s) will proceed with three to five paces separation between couples.

(g) If enroute to seating area when “To the Colors” is played, escorts will stop and salute until Colors are posted.

(h) Escorts will be familiar with seating arrangements.

(i) 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 VIP(s).

n. The Ceremonial Area.

(1) The area should be laid out so that the guests can view 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 to be in full view of the audience.

(2) Lecterns should be placed on the platform with well checked out microphones and a sound amplifying system. If possible, a separate podium and microphone for the Master of Ceremonies should be utilized to facilitate smooth transitions and execution of the change of command ceremony.

(3) The principals seated on the platform are: the officer being relieved, their relief, the participating senior, the guest speaker and the 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.

(4) Guest seating should include reserved marked seats for the incumbent Commander or Commanding Officer’s family, the relieving Commander or 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.

o. The Ceremony. Normally, the program of events include:

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

(2) 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, according to article 1226 and 1270 of U.S. Navy Regulations, only the senior official will receive any military honors upon arrival. Only perform musical honors and gun salutes for the senior official.

(3) 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 the 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.

(4) National Anthem.

(5) Invocation (Master of Ceremonies advise all military personnel remain covered).

(6) Master of Ceremonies requests all guests to be seated.

(7) Remarks by senior officer.

(8) Presentation of award (if appropriate).

(9) 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).

(10) The person being relieved orders their flag or pennant hauled down. Full honors as appropriate and presentation of their flag or pennant.

(11) The person relieving reads their orders (pertinent parts only), assumes command orders their flag or pennant broken and receives full honors as appropriate. They report assumption of command to their immediate superior, if present, and make remarks as desired.

(12) Master of Ceremonies requests all guests to rise and military personnel to remain covered.

(13) Departure honors for the official party.

(14) Master of Ceremonies announces conclusion of the ceremony.

2. Retirement Ceremonies.

a. Similar to change of command ceremonies (and often concurrent), retirement ceremonies 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, which is the individual retiring. The officer retiring should play a significant role in planning their retirement ceremony.

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

c. Use of Printed Material and Mailing.

(1) Ceremonies qualifying for the use of printed material at public expense are those approved as official and necessary for conducting public business.

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

(3) 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.

(4) 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 increase the government's cost and does not include an advertisement for or endorsement of any enterprise.

d. Electronic Invitations.

(1) The Department of Defense, through the U.S. Air Force Institute of Technology, has created a free web application service to create and manage electronic invitations. This service is available to any Department of Defense or U.S. Government entity. An email address is required to send this eInvite and should be considered as the first resource when looking to send invitations out for a change of command or retirement ceremony.

(2) The website for eInvitations is <https://einvitations.afit.edu/generator/index.cfm> and requires a log in and password, however, a Common Access Card can be linked to the account once established. See Chapter 2 for additional information.

CHAPTER 10
ARRANGING VISITS FOR DIGNITARIES

1. General. The Aide, Protocol Officer or personal staff normally handle local arrangements for the visit of a U.S. or foreign dignitary (and perhaps spouse). Often, the itinerary has been clearly delineated by higher authority and local execution is required; however, personal staff may be necessary for the initial planning phases and continue throughout implementation. Therefore, these guidelines are provided to help eliminate common issues during the planning and execution of the event.

2. Planning.

a. The smallest details of the visit must be carefully planned and a realistic amount of time must be allotted for the execution of each event in the itinerary. The names, contact information and duties of all persons who are associated with the visit should be laid out on the agenda. A detailed schedule of events, with transportation details (for persons and luggage), should all be outlined well in advance of the dignitary's arrival.

(1) Ensure that all arrangements, including reservations for hotels and restaurants, are in writing. On the agenda, include a point of contact and phone number for each office call, meeting, luncheon, social gathering, hotel, etc. Ensure confirmation numbers for all reservations are included. Confirmation numbers should be listed for all members in the travel party (visiting dignitary, aide, escort officer, protocol officer, etc.)

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

(3) Ensure all drivers of the official party are briefed regarding their schedules and are given explicit directions in order to operate independently if they become separated from the other cars. Drivers should "dry-run" all routes to ensure smooth transportation execution to and from all events as early as feasible.

(4) Prepare a portfolio, containing at least a map of the area, the local schedule and lists of room assignments and telephone numbers for presentation to all members of the visiting party, except the principal and their spouse.

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

(6) Provide sufficient time in the schedule for meetings, calls, meals and social engagements, along with changes of clothes, coffee breaks, occasional rest periods or comfort breaks and transportation. The planning officer is strongly encouraged to dry-run as much of the schedule as possible for real-time accuracy and allot extra time for boarding vehicles, baggage transfers and photo opportunities.

b. Principal and Spouse Planning.

(1) It is essential to consider the cultural background of visiting foreign dignitaries and accommodate individual religious preferences, food or beverage restrictions wherever possible.

(2) When coordinating office calls, meetings, social gatherings or any other engagement, consider the visiting dignitary's position over rank. Not all foreign militaries or services rank structure coincides with the Navy's structure.

(3) Give careful attention to scheduling the spouses' itineraries, especially those of foreign guests. After determining and programming their interests into the agenda (as feasible), consider also planning:

(a) Accompanying the visiting dignitary in their agenda events, as feasible.

(b) Spouse roundtables or focus groups to discuss the common interests, best practices and solutions to common issues. These usually take place to discuss how to best support the military family better.

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

(d) Coffee or teas hosted by one or several U.S. spouses to honor the visitor(s) and companions.

(e) Cultural trips to view places of historical interest, scenery and other local attractions.

(f) Shopping tours to provide American-made products, as available.

3. Aides or Assistants Considerations.

a. Foreign dignitaries are usually accompanied by one or more aides of their own armed service. Frequently, these aides and military assistants 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 based on the treatment accorded to them as members of a visiting party. Special attention should also be given to their transportation, dining and recreational arrangements and needs.

b. Minimally, accompanying staff accommodations should be made in keeping with their status members of a dignitary's party rather than by their rank.

4. Miscellaneous Things to Consider.

- a. Prepare a checklist when planning any visit to avoid any oversights.
- b. When planning a gift exchange between a visiting foreign dignitary and their host, careful attention must be given to the amount expended for the gifts. Reference A establishes specific guidelines for gift exchanges.
- c. If the visiting dignitary is high ranking, they may have a security detail. Be prepared to meet and work with the security detail early and keep them in the loop of all changes to ensure a smooth visit. Discuss any additional security measures that may be required during the course of the visit.
- d. For outdoor events, have an inclement weather plan. It may also be beneficial to have back-up plans for restaurants and social events.
- e. It may be considerate to have an interpreter during the visit; usually this person will stay with the dignitary during the execution of the official calls and meetings.

5. The Escort Officer.

a. The local escort officer should be carefully chosen and briefed on all facets of the local schedule. A written briefing should also be provided to the U.S. escort officer who will be accompanying a foreign dignitary throughout the entire tour. Such briefings should include the these 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; make every attempt to avoid surprises. 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. Also notify him or 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 handling of any emergencies regarding messing, transportation, medical needs, etc. that may arise.

b. Whenever possible, the U.S. escort officer should participate in the events scheduled for the dignitary since they are the personal representative of the U.S. host and their stature in the

visitor's eyes should be preserved. Occasionally, space may preclude the escort's inclusion in certain social events. If this occurs, the activity should make other provisions for the escort's entertainment.

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

6. Honors.

a. Reference (b) provides direction on appropriate honors to a U.S. or foreign dignitary. Only those officials and officers specified by title or grade in reference (b) are entitled to honors.

b. During honors to a foreign official, either ashore or afloat, the visitor's national flag 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.

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

d. During all first official visits for Foreign Service chiefs, the visitor's rank is equal to that of the U.S. counterpart. Therefore, a U.S. Navy line officer's 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 the O-10 pay grade.

7. Entertainment of Foreign Dignitaries.

a. Use distinctive local resources to vary the guests' exposure to American forms of entertainment. This may include the utilization of ships' wardrooms for luncheons or dinners as well as the usual shore facilities. Exposure to enlarged social circles can be accomplished by sharing the hosting responsibility between different groups (i.e., local Navy League and civic organizations).

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

c. Cultural customs should be taken into consideration. (For example, the color white should be avoided as it is a sign of death and used for funerals in many nations; therefore, all-white floral arrangements, gifts and wrappings should be avoided.)

8. Dietary Restrictions of Foreign Dignitaries.

a. When entertaining foreign guests, it is important to consider any dietary restrictions due to cultural, religious, medical or personal preferences they may have prior to planning the menu. It is also wise to always have a variety of non-alcoholic beverages available. Avoiding these items or offering alternatives may help make any event a success. Additionally, various religions have dietary restrictions:

(1) Islam: Pork or pork products or food prepared by using pork products (grease) and alcoholic beverages are not permissible. Fruit juice may be served for toasting.

(2) Hinduism: Pork and beef or their products are not permissible. Dairy products may not be acceptable to some. Many Hindus are vegetarians.

(3) Buddhism: There are no dietary restrictions, although some do not eat meat.

(4) Judaism: Pork, shellfish and certain parts of the cow are not permissible by Orthodox Jews. Milk and meat should not be served together; several hours must pass between consumption of these.

(5) Mormons: Coffee, tea and alcoholic beverages are not permissible.

b. It is advisable to consult with foreign area or liaison officers or the personal staff of the visiting foreign dignitary to confirm if any cultural, religious, medical or personal dietary restrictions exist.

CHAPTER 11
TITLES AND FORMS OF ADDRESS

1. General. The general rules provided apply when corresponding or verbal exchange is required in conjunction with official duties with persons of specific titles or positions. See Annex F for a complete listing of the titles and forms of address for American, international and military usage.

a. In addition, the civilian general rules also apply:

(1) “His or Her Excellency” is used in addressing a foreign ambassador. It is written out on the line above his or 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.

(2) “The Honorable” is used in addressing American ambassadors, presidential appointees and other federal and state elected officials. Once an individual receives this title, he or she retains it despite retirement from the position. However, when working in an “Acting” or “Performing the Duties” capacity one should be addressed in the role they are currently fulfilling.

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

(4) Substitute the title “Miss” or “Mrs.” for “Ms.” when addressing a woman by her surname. “Ms.” indicates nothing with regard to a person’s marital status and should be used in the salutation when there is uncertainty about a woman’s marital status or the correspondent has indicated this preference. When the marital status is known, “Mrs.” is the correct form of address.

b. When inviting a married woman because of her position, it is appropriate to mention her name and title first, followed by her husband (i.e., The American Ambassador and Mr. Doe). Conversely, if the invitation is extended because of his official position, use his title and name first, followed by hers. For example, “The Honorable, Secretary of Defense and Mrs. Smith.” There may be occasions in which it is desirable to use both individuals’ titles, but this is generally cumbersome.

c. When inviting married Service Members or dual-military couples:

(1) Service Woman. When a married servicewoman is invited in her official capacity to an event, the invitation should indicate her rank.

(a) If her spouse is a civilian: Commander Maureen Green and Mr. Green

(b) If her spouse is also in the military: Commander Elizabeth Eileen Smith and Captain Timothy Daniel Smith

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(2) Service Men. If, however, the invitation is being sent because of the serviceman's official position, the invitation should read:

(a) If his spouse is a civilian: Captain and Mrs. Frank Jones.

(b) If his spouse is also in the military: Captain Frank Jones and Captain Shawn Claire Jones.

2. Other Forms of Address.

a. A Navy chaplain is always addressed verbally as "Chaplain," ex.: Chaplain Ray Burt *or* Chaplain Burt

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

Chaplain Ray Burt

Captain, U.S. Navy

(Title, if any)

Dear Chaplain Burt,

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

c. Midshipman is a rank and therefore used for both males and females.

i.e.: Midshipman Brian Richard Smith

i.e.: Midshipman Mary Louise Taylor

3. Introductions.

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

(1) A man is introduced *to* a woman.

(2) A younger adult is introduced *to* an older adult of the same sex.

(3) An officer of lower rank is introduced *to* one of higher rank.

b. Introductions should always be short, simple and less wordy. Subparagraph 3b(1)1 through 3b(3) formats are best:

(1) "*Mrs. Smith – Mr. Jones*" (directed to Mrs. Smith)

(2) "*General Smith – please allow me to introduce Captain White*" (directed to General Smith)

(3) "*This is Admiral Jones*" spoken to Mrs. Smith, then to the Admiral, "*Mrs. Smith.*"

c. When formal introductions are necessary (military or government officials, royalty or guest speaker) subparagraphs 3c(1) and 3c(2) are appropriate:

(1) *“Mrs. White, I have the honor to present Mr. Smith”*

(2) *“Admiral Jones, may I present Ensign Doe”*

ANNEX A
MILITARY, CIVILIAN AND FOREIGN SERVICE RANK EQUIVALENCIES

Military Grade	SES and GS Rating	Foreign Service Officer	Diplomatic Title	Consular Title
O-10 Admiral	SES-6	Career Ambassador	Ambassador	Consul General
O-9 Vice Admiral	SES-5 & 6	Career Minister (FE-CM)	Ambassador; Minister Counselor	Consul General
O-8 Rear Admiral (Upper Half)	SES-3 and SES-4	Minister Counselor (FE-MC)	Ambassador; Counselor	Consul General
O-7 Rear Admiral (Lower Half)	SES-1 and SES-2	Counselor (FE-0C)	Counselor	Consul General; Consul
O-6 Captain	GS-15	FSO-1	Counselor; First Secretary	Consul General; Consul
O-5 Commander	GS-14	FSO-2	Second Secretary	Consul
O-4 Lieutenant Commander	GS-13	FSO-3	Second Secretary	Consul
O-3 Lieutenant	GS-11-12	FSO-4	Second Secretary	Vice Consul
O-2 Lieutenant Junior Grade	GS-10	FSO-5	Third Secretary	Vice Consul
O-1 Ensign	GS-9	FSO-6	Third Secretary	Vice Consul
CWO-1 to CWO-5	GS-8	N/A	N/A	N/A
E-7 to E-9 Master Chief Petty Officer Senior Chief Petty Officer Chief Petty Officer	GS-7	N/A	N/A	N/A
E-6 Petty Officer First Class	GS-6-7	N/A	N/A	N/A
E-5 Petty Officer Second Class	GS-6	N/A	N/A	N/A
E-4 Petty Officer Third Class	GS-4-5	N/A	N/A	N/A
E-1 to E-3 Seaman	GS-1 to GS-3	N/A	N/A	N/A

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ANNEX B
ATTIRE GUIDANCE

Attire Comment	Military Uniform	Civilian Male	Civilian Female
<p>Very Formal Occasions (White-Tie) For a very formal event (usually after 8 p.m.) that requires full dress eveningwear for evening dances, weddings, dinners, receptions and on state occasions. This is very seldom worn except by flag officers or those in the diplomatic corps.</p>	Formal or Dinner Dress Uniform.	Black Tuxedo or Black Dinner Jacket (with a handkerchief in the upper pocket). White Dinner Jacket acceptable during the summer months. Bow tie is standard.	Formal (floor length) evening gown, long gloves optional Formal evening trousers with dressy top.
<p>Formal Occasions (Black-Tie) For a formal function, in either the day or night time, such as a wedding or formal reception.</p>	Seasonally appropriate Dinner Dress or Service Dress Uniform.	Black Tuxedo or dinner jackets and matching trousers.	Formal (floor length or short) evening gown or cocktail dress.
<p>Ceremonial Occasions For occasions of state, ceremonies, solemnities, parades and reviews.</p>	Seasonally appropriate Service Dress Uniform.	Business suits, as the situation dictates.	Business suit, dress or gown appropriate to the occasion, as styles dictate.
<p>Semi-Formal or Business Occasions Business and less formal occasions in the afternoon such as luncheons, receptions or dinners will call for "Informal Attire" or "Civilian Informal."</p>	Seasonally appropriate Service Dress or Service Uniform, as the situation dictates.	Business suits (dark subdued; matching vest optional), with dress shirt and tie, dress shoes	Short afternoon or cocktail dress, business suit or slacks with dressy blouse.
<p>Casual Occasions Casual functions such as picnics, barbecues, sporting events, etc., will call for "casual attire," "civilian casual," or "business casual."</p>	Navy Working Uniform Approved PT Gear	Open collar button down shirt or polo, khakis or good jeans (clean, no holes), loafers. Seasonal sport coat or blazer.	Button down blouse, sweater, shirt or polo, sun dress, long or short skirt, khakis or good jeans (clean, no holes).

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Attire Comment	Male	Female
Casual, Open Collar	Slacks (i.e., Dockers), open collar sport shirt or golf shirt. Sport coat (optional) – NO TIE!	Khaki pants and cotton blouse; long skirt or knit top; low-heel, “flat” shoes or sandals
Casual, Comfortable Casual, Sporty Casual, Golf Attire	Cotton slacks; open collar sport shirt or golf shirt; wind or warm-up suit; shorts knit shirt; sneakers or topsiders NO SPORT COAT	Cotton or “sack cloth” slacks or blouse; wind or warm-up suit; knee-length shorts or knit top; Capri pants; sneakers, sandals or flats
Casual, Luau Casual, Island Wear Casual, Caribbean	Light-colored cotton pants or shorts; Hawaiian print shirt; sandals (Thong-type or flip-flops), top-siders or sneakers	Bright-colored “Moo-Moo” – type dress; light-colored cotton slacks with Hawaiian print blouse; sandals (Thong-type or flip flops); sneakers

Notes:

1. The above matrix is not intended to be all-inclusive, but rather serve as a guideline for appropriate attire. There are three basic internationally recognized categories of dress: formal, informal and casual. However, local customs, traditions and region of the country will directly influence the definition of these terms. 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.
2. In reference to very formal occasions, historically “Formal” referred to “White Tie” and “Semiformal” referred to “Black Tie”. White Tie is the most formal style of dress and means “tails” – a long black tailcoat with matching trousers, white wing-collared shirt, white bow tie and white pique waistcoat. For the ladies appropriate dress would be a full-skirted grand ball gown and long white gloves. However today, semi-formal dress and business attire is best described as slightly dressier than what you might wear to a traditional office.
3. 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.
4. For causal occasions, outside the diplomatic and conservative business arena, recommend not using the term ‘casual’ by itself, but rather, be more specific. Stay away from

regional clichés, particularly when inviting guests outside of the regional area. Here are a few specific examples:

5. Events will generally dictate the appropriateness of wearing the military uniform versus civilian attire. For additional information on the composition of specific uniforms, refer to the current U.S. Navy Uniform Regulations, also available on the Internet.
6. 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. When in doubt, ask the host.

ANNEX C
TABLE OF SERVICE EQUIVALENT UNIFORMS

When Worn	Navy (NAVPERS 15665I)	Marine Corps (MCO 1020.34H)	Army (AR 670-1)	Air Force and Space Force (AFI 36-2903)	Coast Guard (COMDINST M1026.6F)
<u>Formal & Dinner Dress Uniforms</u> Official formal evening functions, dinners, balls, State occasions.	Formal Dress Dinner Dress Blue or White Jacket Dinner Dress Blue or White	Evening Dress “A or B”	Evening Mess (white tie) Blue Mess, or White Mess (black tie) Army Service Uniform (ASU)	Formal (white tie) or Mess Dress (black tie) Service Dress “A”	Mess Dress Blue Mess Dress White
<u>Ceremonial and Official Uniforms</u> Parades, ceremonies and reviews with special honors; official visits of and to United States and foreign officials as prescribed by U.S. Navy Regulations	Full Dress Blue Full Dress White Service Dress Blue Service Dress White Summer White	Blue Dress “A or B” Blue or White Dress “A” or “B” “A” is with medals “B” is with ribbons	Army Service Uniform (ASU) Army Green Service Uniform	Service Dress “A”	Service Dress Blue Service Dress White
<u>Service Dress Uniforms</u> Business/office and informal social occasions as appropriate to local customs (Civilian Informal)	Service Khaki - E1-E6 Service	Service “A, B or C” Blue Dress “C/D”	Service Uniform “B”	Service Dress “B”	Tropical Blue Winter Dress Blue
<u>Working Uniforms</u> Standing daily working uniform ashore in environments not requiring special clothing, unless otherwise prescribed.	Navy Working Uniform Type III (NWUs)	Marine Corps Combat Utility Uniform	Army Operational Camouflage Pattern (OCP)	Airman Battle Uniform - Operational Camouflage Pattern	Operational Dress Uniform - Coast Guard Utility - Coast Guard Utility Light

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

ANNEX D
GUIDELINES FOR PLANNING A RECEPTION

1. A military host will often appoint a lead planner, usually a Junior Officer or Senior Enlisted Sailor, to plan and execute all aspects of a reception. The checklist provides general, high-level items to assist lead planners.
2. Primary Planning
 - a. Determine who will host the function.
 - b. Identify if there be a guest of honor or dignitary.
 - c. Select a convenient date and time for the function.
 - d. Coordinate availability of guest of honor (if there is one).
 - e. Determine the location.
 - f. Determine funding source.
 - g. Select appropriate attire.
3. Guests
 - a. Prepare a guest list.
 - b. Mail invitation 3-5 weeks in advance (include a map if using an unfamiliar location).
 - c. Keep a working list of acceptances and regrets.
 - d. Will any of the guests require special attention (handicapped persons, dignitaries to be met, etc.).
4. Location – if using a club or caterer
 - a. Select an appropriate menu; inquire as to dietary restrictions and allergies.
 - b. Ensure an adequate number of bars and tenders.
 - c. Ensure non-alcoholic beverages are available.
 - d. Coat and hat check available.
 - e. Name tags at check-in table, if desired.
 - f. A podium and microphone, if needed.
 - g. Lighting at appropriate level.
 - h. Parking facilities available.
5. Miscellaneous
 - a. Decorations as appropriate (flowers, centerpieces, flags, etc.).
 - b. Music or use of Navy Band, if appropriate.
 - c. Photographers, properly briefed beforehand.
 - d. Receiving Line
 - e. Inform members of order beforehand.
 - f. Place a carpet runner in desired location of the line.
 - g. Have a table nearby for the ladies' purses and members' beverages.
 - h. Special events – identify if speeches, gift or certificate presentations.
 - i. Aides. Often it is helpful to have junior officers, staff and spouses aid in manning check-in tables, directing guests, etc.

ANNEX E
SAMPLE CHECKLIST FOR CHANGE OF COMMAND

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: _____
Requesting letter(s) sent: _____
POC or aide: _____
Phone number: _____
Confirmed: _____
(Date)

___ Band: Yes ___ No ___
POC: _____
Phone number: _____
Confirmed: _____
(Date)

___ Pre-Ceremony site: _____
POC: _____
Phone number: _____
Confirmed: _____
(Date)

___ Reception site: _____
POC: _____
Phone number: _____
Confirmed: _____
(Date)

___ **(For Retirements Only)** Personal Flag for presentation
Ordered: _____
(Date)

___ Guest lists received
Departing Officer: _____
(Date)
Relieving Officer: _____
(Date)

___ Invitations, R.S.V.P. pre-addressed cards, VIP & General Parking passes
Number _____
Ordered: _____
(Date)

(#) VIP guests is: _____
(#) General guests is: _____
Physically challenged guest considerations:
(Wheelchair assistance, signers, assistance dogs, etc.)

___ Equipment and Transportation
Equipment:
(#) VIP chairs requested: _____
(#) General seating chairs requested: _____
(#) Lecterns with microphones requested: _____
Dais/platform requested: Yes ___ No ___
Transportation:
(#) Sedans with drivers requested: _____
(#) Buses with drivers requested: _____
(#) Shuttle buses with drivers requested: _____
POC: _____
Phone number: _____
Confirmed: _____
(Date)

___ Parking Spaces
(#) VIP spaces requested: _____
(#) General spaces requested: _____
Confirmed: _____
(Date)

___ Program approved.

___ Command Notice.
Draft forwarded for chop: _____
(Date)
Signed on: _____
(Date)

___ Master of Ceremonies is: _____
Confirmed: _____
(Date)

Flag Presenter at Ceremony is:

___ (#) Ushers is: _____. (1 per 50 guests recommended)
Head Escort: _____
Phone number: _____

2. 3-5 Weeks Prior to Ceremony _____
(Date)

Invitations mailed: _____
(Date)

Programs sent to printers: _____
(Date)

Command Notice distributed: _____
(Date)

3. 1 Week Prior to Ceremony _____
(Date)

Message sent: _____
(Date)

Called to confirm: _____
(Date)

Ceremony Site: _____
(Name/Phone Number)

Band: _____
(Name/Phone Number)

Guest Speaker: _____
(Name/Phone Number)

Pre-Ceremony Site: _____
(Name/Phone Number)

Post-Ceremony Site: _____

Equipment & Transportation: _____ (Name/Phone Number)

(Parking): _____ (Name/Phone Number)

(Parking): _____ (Name/Phone Number)

(For Retirements) Personal Flag
Obtained & folded for presentation: _____

(Date)

4. Information to Discuss or Bring to Rehearsal

- ___ 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 state of Retiree)
- ___ Personal Flag presentation. When?
- ___ Information on Side Boys (Personal friends)
- ___ Information on other presentation(s)
- ___ What: _____
(Certificate of Appreciation for spouse, flowers, etc.)
- ___ 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, Petty Officer in Charge, Gun Crew Leader.
- ___ U.S. Navy Band Representative.
- ___ Security Representative.
- ___ Public Works Representative.
- ___ Project Officer.
- ___ Master of Ceremony.
- ___ Personal Flag Presenter (Retirement ceremony only).
- ___ Head and All Escorts.

- ___ Head and All Ushers.
- ___ All Side Boys

ANNEX F
MODELS OF ADDRESS
(LISTED IN ALPHABETICAL ORDER)

1. 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.

a. **American Dignitaries.**

POSITION: **Ambassador of the United States** (on leave or retired)

(Note: 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. Names should be positioned on the invitation precisely as shown.)

Envelope: *Official:* The Honorable *John* Ryan
 Social: The Honorable *John* 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: "Ambassador *John* 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”

POSITION: **Ambassador of the United States** (woman)

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** (with military rank)

(Note: “The Honorable” is not used if an American military officer retains his military title when serving as ambassador or minister.)

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”

POSITION: Assistant to the President

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 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”

POSITION: Associate Justice of the Supreme Court

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: **Cabinet Officer: Secretary of Defense**

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”

POSITION: **Cabinet Officer: The Attorney General**

(Note: The Attorney General and Postmaster General are the only Cabinet officers who do not use the title of Secretary.)

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: 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: “*Mr. Paul Ryan*”

Announced as: “*Mr. Paul Ryan*, The American Chargé d’Affaires ad interim”

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

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: Congressman (U.S.) or Congresswoman

(Note: 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:* 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”

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

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: Former President of the United States of America

(Note: A former President receives the courtesy title, “The Honorable,” unlike when he is in that office.)

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”

POSITION: Governor of a State

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: Judge of a Court

Envelope: *Official:* The Honorable *John* Ryan
 Judge of the United States
 District Court for the Southern District of Texas
 Social: 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

Conversation: *Mr. Minister*
Mrs. Ryan

In conversation: “Minister *Cabot* Ryan”

Announced as: “The Honorable *Cabot* Ryan, Minister of the American Legation”

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

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: 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”

POSITION: Presiding Judge

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: Secretaries of the Armed Services(Note: 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 *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”

POSITION: Senator (U.S.)

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: 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”

b. 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
(Note: "His Excellency" is used in addressing a foreign ambassador in the United States and elsewhere.)

Envelope: *Official: His Royal Highness
Ambassador of _____*
*Social: His Royal Highness
The Ambassador of _____ and Princess Ryan*

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 _____"

POSITION: Chargé d' Affaires ad interim

Envelope: *Official: Mr. Donald* Ryan
Chargé d' Affaires ad interim of _____
*Social: The Chargé d' Affaires ad interim of _____
and Mrs. Ryan*

Invitation: Chargé d' Affaires ad interim of _____ and Mrs. Ryan

Place Card: Chargé d' Affaires ad interim of _____
Mrs. Ryan

Salutation: Dear *Mr.* Chargé d' Affaires:

Complimentary

Close: Sincerely yours,

Conversation: Mr. Ryan
Mrs. Ryan

In conversation: “*Mr. Donald Ryan*”

Announced as: “*Mr. Donald Ryan, Chargé d’ Affaires ad interim of _____*”

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”

POSITION: Minister of an Embassy

Note: 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:* The Honorable *John Ryan*
British Embassy
Social: The Honorable *John 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. John* Ryan”

Announced as: “The Honorable *John* Ryan, Minister of _____”

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* Ryan”

Announced as: “The Honorable *Charles* Ryan, Minister of _____”

POSITION: President of a Republic

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: Prime Minister

Envelope: *Official: His Excellency Johan Ryan*
 The Prime Minister of _____
 Social: His Excellency
 The Prime Minister of _____ and *Mrs. Ryan*

(Note: 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.)

Invitation: The Prime Minister of _____ and *Mrs. Ryan*

Place Card: The Prime Minister of _____
 Mrs. Ryan

Salutation: Dear *Mr. Prime Minister:*
 Dear Prime Minister:

(Note: Use for the British Prime Minister only.)

Complimentary
Close: Sincerely yours,

Conversation: *Mr. Prime Minister*
Mrs. Ryan

In conversation: “Prime Minister *Johan Ryan*”

Announced as: “The Prime Minister of _____”

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”

c. Military

POSITION: Admiral, Vice Admiral, Rear Admiral

(Note: The specific rank of naval officers is customarily used on invitations and place cards as well as on envelopes)

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)”

POSITION: British and Commonwealth Navies

(Note: 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.)

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 *Sir Peter*
Lady Ryan

In conversation: “Admiral *Sir Peter* Ryan”

Announced as: “First Sea Lord, Admiral *Sir Peter* Ryan”

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 *Count* 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”

ANNEX G
RESOURCES

1. Protocol: The Complete Handbook of Diplomatic, Official and Social Usage
By Mary Jane McCaffree & Pauline Innis; Devon Publishing Company, Inc.,
Washington, DC; 2007
2. Service Etiquette (Fifth Edition)
By Oretha D. Swartz; Naval Institute Press; Annapolis, MD; 2013
3. Navy Regulations
1990. Chapter 12 (Flags, Pennants, Honors, Ceremonies and Customs)
4. Navy Uniform Regulations, NAVPERS 15665J
2021. Chapter 6 (Special Uniform Situations)
5. Naval Ceremonies, Customs and Traditions (6th Edition)
By William P. Mack and Roy W. Connell; U.S. Naval Institute; Annapolis, MD 2004
6. The Bluejackets' Manual (25th Revised Edition)
By Thomas Cutler; U.S. Naval Institute, Annapolis, MD; 2017
7. Naval Officer's Guide (13th Revised Edition)
By Lisa McComas and Joshua D. Kristenson; U.S. Naval Institute; Annapolis, MD; 2019
8. Naval Terms Dictionary (6th Edition)
By Deborah W. Cutler and Thomas J. Cutler; U.S. Naval Institute; Annapolis, MD; 2005.
9. Do's and Taboos Around the World
By Roger E. Axtell (editor); John Wiley & Sons; 1993.
10. OPNAVINST 5060.5H (Saluting Ships and Stations)
11. SECNAVINST 5216.7 (Department of the Navy Correspondence Manual)
12. MCO 5060.20 (Marine Corps Drill and Ceremonies Manual)
13. Congressional Medal of Honor Society of the United States of America (Document of Oct 1995)
14. SECNAVINST 7042.7L (Guidelines for Use of Official Representation Funds (ORF))