



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1520.4
OPS

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COMDTMIDN INSTRUCTION 1520.4

Subj: FOUR-YEAR OFFICERSHIP TRAINING PROGRAM

Encl: (1) Four-Year Officership Training Program Outline

1. Purpose. To outline objectives and responsibilities for planning and execution of the Four-Year Officership Training Program within the Brigade of Midshipmen.

2. Intent. To provide formalized instruction in military and social etiquette and protocol, dining skills, formal dance instruction, and the role of the junior officer, both on and off the field of battle, and within society.

3. Objective. To provide midshipmen the tools to use in protocol and etiquette that will enable them to move with ease and comfort in their professional and personal lives. Practical application of the tools can be applied in every social event attended by the midshipmen. The midshipmen will begin to incorporate the knowledge in their daily activities, which becomes a part of their total being.

4. Action

a. The Social Director will:

(1) Develop and maintain all Lesson Topics and Lesson Plans for the Four-Year Officership Training Program. Development of Lesson Topics will be in accordance with the Mission of the U.S. Naval Academy, the Strategic Plan for the U.S. Naval Academy, and the Commandant's Standard.

(2) Coordinate scheduling of training with the Training Officer, the Scheduling Officer, other Naval Academy Complex divisions, departments, organizations, and outside activities as necessary.

(3) Instruct individual groups of midshipmen on prepared topics as required.

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b. The Training Officer will:

(1) Assist the Social Director as necessary in scheduling training sessions (location, time, and other necessary support) per other requirements as established for the Brigade of Midshipmen.

(2) Instruct individual groups of midshipmen as required.

(3) Provide guidance and feedback on Lesson Topics and Lesson Plans.

c. Commandant's Staff, Battalion Officers, Company Officers, and Senior Enlisted Leaders will:

(1) Provide input and feedback on the Four-Year Officership Training Program and Lesson Topics as necessary.

(2) Attend individual training sessions as required.

(3) Reinforce intent through the daily activities of the Brigade of Midshipmen by ensuring the appropriate etiquette, protocol, and formality are observed.

(4) Reinforce Four-Year Officership Training Program by scheduling, planning, and executing appropriate social events to serve as training opportunities for midshipmen.



CHARLES J. LE DIG

Distribution:
C-1 (Electronically)

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OUTLINE FOR FOUR-YEAR OFFICERSHIP TRAINING CURRICULUM

THE MIDSHIPMAN AS A PUBLIC FIGURE

I. PLEBE SUMMER - PROJECTING THE PROFESSIONAL IMAGE OF AN OFFICER IN THE NAVAL SERVICE

- A. Professional Officer in the Naval Service
 - 1. What is the image of a professional officer in the naval service?
 - 2. What is the image of the United States Naval Academy?
 - 3. What are the components required for an officer in the naval service to achieve a professional polished image? Discussions, Examples and Role Playing Exercises
 - a. First impression
 - b. Introductions, Handshaking and Military Courtesies
 - 1. The correct way to make introductions and shake hands
 - 2. What does a handshake reveal about a military officer?
 - 4. Body Language
 - a. Nonverbal and Verbal Communication
 - 1. What is the definition of verbal and nonverbal communication?
 - 2. What message is believed when there is a conflict in nonverbal and verbal communication?
 - 3. Conflicting messages
 - 4. Conveying messages intentionally or unconsciously
 - 5. Importance of knowing these messages
 - 6. "Reading" the other person
 - b. Poise
 - 1. Definition
 - 2. Practice under pressure
 - c. Eye Contact
 - 1. Signals within the military environment
 - 2. Signals within social environment
 - d. Attitude

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- e. Body Space and Cultural Differences
- f. Sitting and Standing
 - 1. Protocol for military situations
 - 2. Protocol for social situations
 - 3. Preferred positions
- g. Tone of Voice
- 5. Public Display of Affection
 - a. Do's
 - b. Don'ts
 - c. Taking the arm
 - 1. How
 - 2. Who
 - 3. When
- 6. Tipping
 - a. Moderate Restaurant
 - b. Upscale Restaurant
 - c. Coat Checking
 - d. Taxi
 - e. Hair Salon
 - 1. men
 - 2. women
 - f. Food Delivery to Residence
 - g. Express
 - h. Handling of luggage bags
 - 1. Airport
 - 2. Hotel
 - i. Restaurant or Hotel Bars
- 7. Funerals
- B. Dining in King Hall
 - 1. Approaching Table
 - 2. Correct use of silverware
 - 3. Napkin etiquette
 - 4. Correct way to pass food
 - 5. Eating correctly
 - 6. Exiting the table
 - 7. Practical application

II. MIDSHIPMEN 4/C - THE BASICS

- A. Protocol for Introductions
 - 1. Protocol for military introductions
 - 2. Protocol for introducing yourself
 - 3. Protocol for introducing others

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- B. Forms of Address
 - 1. Titles
 - 2. Response to titles
 - 3. Official Correspondence
 - 4. Official Social Correspondence
- C. Stationery
 - 1. Social and military correspondence (Examples displayed during seminars)
 - 2. Stationery specifics
 - a. Calling Card
 - 1. Correct size and information on card
 - 2. Various ways of using calling card
 - b. Personal Card vs. Business Card
 - 1. Correct size and information on card
 - 2. Correct use
 - c. Stationery Use
 - 1. Writing paper
 - 2. Thank you notes
 - 3. Condolence notes
 - 4. Use of ink fountain pens
 - d. The personal signature in life
- D. Dress Attire for Military and Civilian Social Events
 - 1. Define Formal
 - 2. Define Informal
 - 3. Define Casual
 - 4. Appearance
 - 5. Condition of Garments
 - 6. Styles of Dress
 - a. Fashions
 - b. Shoes and other accessories
- E. Receptions and Receiving Lines
 - 1. Various Types of Invitations
 - a. Type of written invitation
 - b. Appropriate styles
 - c. R.S.V.P.
 - d. Protocol in response to an invitation
 - e. Handwritten formal reply
 - f. Telephone
 - g. E-mail
 - h. Voice mail
 - i. Regrets
 - j. Regrets only
 - k. To remind
 - 2. Guest responsibilities when receiving an invitation

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3. How to go through a receiving line
 4. Making an entrance
 5. How to mix and mingle
 6. Etiquette in eating and drinking during reception
 7. How to make your exit from the reception
 8. Thank you
 - a. When a thank you note appropriate
 - b. Other appropriate forms of saying thank you
- F. Dining In-Depth
1. Family Style
 - a. Eating and Drinking
 - b. Use of proper silverware
 2. Buffet (Luncheon or Dinner)
 - a. Buffet line
 - b. Eating and Drinking
 - c. Use of proper silverware
 3. Formal Dinner
 - a. Eating and Drinking
 - b. Use of proper silverware
- G. Dances
1. Dance lessons
 - a. Lessons
 - b. Practical application

III. MIDSHIPMEN 3/C - THE AUDIENCE

- A. Civilian Attire
1. How to build a civilian wardrobe that is appropriate and credible
 2. Making an investment in quality pieces
 3. Tailoring
 4. Care of the garments
- B. Music in the Military
1. Lecture on Concert Manners
 2. How to enter the aisle seat
 3. How to sit properly respecting body space of others
 4. Etiquette for applauding
 5. Intermission
 6. Exiting from the seat
- C. Good Grooming
1. Appearance
 2. Skin Care

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3. Hair
4. Nails
5. Natural look in make up for female midshipmen

IV. MIDSHIPMEN 2/C - THE GUESTS

- A. International Protocol
 1. Use of titles
 2. Cultural Awareness
 - a. Appropriate gift giving and receiving
 - b. Hospitality
 - c. Kissing
 3. How does the handshake in the American Culture differ from the Middle East, Far East and Latin American countries
 4. Handshaking with international kiss or kisses

V. MIDSHIPMEN 1/C - JUNIOR OFFICERS

- A. Formal Dinner Dining
 1. Guidelines
 2. Seating charts, individual seating cards
 3. How to take your seat at the table
 4. For men: How to seat the woman to your right at the table and sometimes to the left
 5. Reading the menu card
 6. Correct use of silverware
 7. Host/Hostess responsibilities
 8. Role of guest (midshipman)
 - a. Informal
 - b. Casual
 9. Guidelines for Toasting
 10. Eating correctly
 11. Napkin etiquette
 12. Etiquette for dropped silverware
 13. Conversation at the table
 14. How to handle accidents at the table
 15. How to place silverware during rest position, finished position in eating American and Continental Style

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16. Etiquette for forms of service
 - a. Service A' La russe
 - b. Service American Style
 - c. Service A L'anglaise
17. How to eat American Style and Continental Style
18. How to use a finger bowl
19. How to exit from the table
20. Hostess gifts
 - a. Appropriate gifts
 - b. Given to whom
21. Controlling alcohol consumption at a social event