



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1520.4C

CD&T

APR 4 2014

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1520.4C

Subj: OFFICER PROFESSIONALISM AND CIVILITY TRAINING PROGRAM

Encl: (1) Curriculum for Officer Professionalism and Civility Training  
(2) Midshipmen Protocol Handbook

1. Purpose. To outline objectives and responsibilities for planning and executing the Officer Professionalism and Civility Training (OPCT) and Protocol Programs within the Brigade of Midshipmen.
2. Cancellation. COMDTMIDNINST 1520.4B
3. Intent. To provide formalized instruction in military and social etiquette and protocol, dining skills, civility, multicultural awareness, and the role of the junior officer, both on and off the field of battle, and within society.
4. 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 Midshipmen. Midshipmen will begin to incorporate the knowledge in their daily activities, which becomes a part of their total being. Enclosure (1) provides guidance on curriculum for Officer Professionalism and Civility Training and enclosure (2) provides Midshipmen with supplementary guidance for event planning, attending formal events as a representative of the Naval Academy, direction for international travel, and available protocol resources.
5. Action
  - a. The Social Director will:
    - (1) Develop and maintain all lesson topics and lesson plans for the OPCT Program in accordance with the mission of the U.S. Naval Academy and the Strategic Plan for the U.S. Naval Academy.
    - (2) Coordinate scheduling of training with the Training Officer, the Scheduling Officer, and other Naval Academy divisions, departments, and organizations as well as outside activities as necessary.
    - (3) Instruct individuals and groups of Midshipmen as required.
  - b. The Assistant Character Development 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 groups of Midshipmen as required.

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(3) Provide guidance and feedback on lesson topics and lesson plans.

(4) Supervise, mentor, and instruct the Midshipmen protocol staff.

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

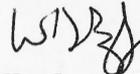
(1) Provide input and feedback on the OPCT Program and lesson topics as necessary.

(2) Attend individual training sessions as required.

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

(4) Reinforce the OPCT Program by scheduling, planning, and executing appropriate social events to serve as training opportunities for Midshipmen.

6. Review Responsibility. The Character Development and Training Director is responsible for the annual review of this instruction.



W. D. BYRNE, JR.

Distribution:

Non-Mids (Electronically)

Brigade (Electronically)

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**CURRICULUM FOR OFFICER PROFESSIONALISM AND CIVILITY TRAINING****THE MIDSHIPMAN AS A PUBLIC FIGURE****1. PLEBE SUMMER - PROJECTING THE PROFESSIONAL IMAGE OF AN OFFICER IN THE NAVAL SERVICE****a. Professional Officer in the Naval Service**

(1) The image of a professional officer in the Naval service.

(2) The image of the United States Naval Academy.

(3) The components required for an officer in the Naval service to achieve a professional polished image: Discussions, Examples, and Role Playing Exercises.

(a) First impressions.

(b) Introductions, Handshaking, and Military Courtesies.

1. The correct way to make introductions and shake hands.

2. What a handshake reveals about a military officer.

(4) Body Language.

(a) Nonverbal vs. verbal communication.

1. Definition of verbal and nonverbal communication.

2. The stronger message when there is a conflict in nonverbal and verbal communication.

3. Conflicting messages.

4. Conveying messages intentionally or unconsciously.

5. The 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 a social environment.

- (d) Attitude.
- (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 Displays of Affection.
  - (a) What is permissible.
  - (b) What is not permissible.
  - (c) Taking the arm.
    - 1. How.
    - 2. Who.
    - 3. When.
- b. Dining.
  - (1) Approaching a 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.
- 2. MIDSHIPMEN 4/C - THE BASICS
  - a. Protocol for Introductions.
    - (1) Protocol for military introductions.
    - (2) Protocol for introducing yourself.
    - (3) Protocol for introducing others.
  - b. Forms of Address.

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- (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 correct information on card.
2. Various ways of using calling card.

(b) Personal Card vs. Business Card.

1. Correct size and correct 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) Fit of garments.
- (7) Styles of Dress.

(a) Fashions.

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- (b) Shoes and other accessories.
- e. Receptions and Receiving Lines.
  - (1) Various Types of Invitations.
    - (a) Type of written invitations.
    - (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.
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    - (k) To remind.
  - (2) Guest responsibilities when receiving an invitation.
  - (3) How to go through a receiving line.
  - (4) Making an entrance.
  - (5) How to mingle and mix.
  - (6) Etiquette in eating and drinking during reception.
  - (7) How to make your exit from the reception.
  - (8) Thank you note.
    - (a) When is 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).

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- (a) Buffet line.
    - (b) Eating and drinking.
    - (c) Use of proper silverware.
  - (3) Formal Dinner.
    - (a) Eating and drinking.
    - (b) Use of proper silverware.
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    - (2) Event-specific training.
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    - (2) Making an investment in quality pieces.
    - (3) Tailoring.
    - (4) Care of the garments.
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    - (2) How to enter the aisle seat.
    - (3) How to sit properly respecting body space of others.
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  - c. Good Grooming.
    - (1) Appearance.
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    - (3) Hair.
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(5) "Natural Look" in makeup for female Midshipmen.

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(a) Appropriate gift giving and receiving.

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6. ADDITIONAL TRAINING TOPICS

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(1) Civilian events.

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  - (c) Express service.
  - (d) Handling of luggage bags.
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    - 2. Hotel.
  - (e) Restaurant or hotel bars.
- (4) Funerals.

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# Protocol Handbook



## A Guide for Midshipmen

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**References**

- (a) OPNAVINST 1710.7A - SOCIAL USAGE AND PROTOCOL
- (b) COMDTMIDNINST 5760.1B - CLASS ORGANIZATIONS
- (c) COMDTMIDNINST 1601.12D - BRIGADE STRIPER ORGANIZATION AND SELECTION PROCEDURES
- (d) Service Etiquette, 5th Edition
- (e) COMDTMIDNINST 1710.15A - POLICY AND INSTRUCTIONS REGARDING THE USE OF THE CHESAPEAKE/SEVERN ROOMS
- (f) USNAINST 1746.1A - POLICY FOR FOOD SERVICES PROVIDED BY THE MIDSHIPMEN FOOD SERVICE DIVISION (MFSB)

## CHAPTER 1

# Organizing Formal Events

While attending the Naval Academy, Midshipmen should expect to be involved in some aspect of planning or executing a formal event or ceremony. Familiarity with protocol, the code of established guidelines on proper etiquette and precedence, will allow Midshipmen to properly plan for and successfully execute appropriate protocol at any such event. In addition to this handbook, OPNAVINST 1710.7A (Social Usage and Protocol Handbook) and Service Etiquette, 5<sup>th</sup> Edition, provide more in-depth protocol information.

### Role of Naval Academy Class Officers

As representatives of their class, Class Officers are in charge of organizing class events, such as the Commitment Dinner and Service Assignment Dinner. Each Officer plays a different role in the planning process. Reference (b) describes the general roles of the Class Officer and their responsibilities.

**President** - The Class President is responsible for the spirit, morale, and esprit-de-corps of his or her respective class. In regards to formal events, the Class President shall:

- (1) Appoint special committees necessary for the planning of formal events
- (2) Be responsible for all class social functions through the head of those special committees (i.e, Ring Dance, Class Picnics, etc.)

**Vice President** - The Class Vice President performs similar duties as the President. He or she will assume the duties of the President if he or she cannot perform them.

**Secretary** - The Class Secretary is the scribe of the Class Officers. As such, he or she is extremely involved in the planning of class event, for which he or she shall:

- (1) Write and send all formal invitations, to include an invitation letter for prospective guests of honor
- (2) Create seating arrangements, to include those for the VIP Head Table
- (3) Arrange for any gifts for guests of honor
- (4) Ensure all food services are arranged and a walkthrough is coordinated with an MFSD representative for the day of the event

**Treasurer** - The Class Treasurer will handle and maintain accurate monetary accounts for use, contributed, or donated by the class. In planning events, he or she shall work closely with the Secretary to set and ensure adherence to the budget.

### **Role of the Company Protocol Officer**

In accordance with reference (c), the Company Protocol Officer is the point of contact for the Company Commander, the Battalion Protocol Officer and all Midshipmen within the company for protocol-related questions and guidance. For formal events, particularly the Company Dining Out, he or she shall

- (1) Provide guidance to other Midshipmen on the proper protocol for the function or event
- (2) Coordinate the event with the Company Wardroom Officer and Company Operations Officer
- (3) Serve as the source of knowledge for all event preparation, especially Dining Out customs, event protocol, etiquette, and planning
- (4) Seek guidance from the Battalion Protocol Officer when necessary

### **Role of the Company Operations Officer**

The Company Operations Officer is responsible for scheduling events and disseminating information to the company as described in reference (c). As such, their responsibilities for events are to:

- (1) Coordinate all support for company events, to include booking a location, scheduling the event, meeting with catering managers, and planning logistics
- (2) Verifies proper planning for all company movements
- (3) Work with the Company Wardroom Officer to determine the budget and work with food suppliers and catering managers

### **Focus of the Event**

When planning an event, it is important to keep in mind the reason for which it is being held. Remembering the focus will make event planning easier and keep the original purpose at the heart of the event.

*Commitment and Service Assignment Dinners.* The Commitment and Service Assignment Dinners focus not only upon the class that signed their commitment papers or determined their future community in the Navy or Marine Corps but also on their Link in the Chain class. The Commitment Dinner celebrates class members that have formally dedicated the next seven years of their lives to the Naval Service and reached their halfway point at the Naval Academy. Service Assignment Dinner celebrates a First Class Midshipman's acceptance into a service community and the upcoming prospect of commencement. The Class Officers are responsible for organizing the formal dinner to commemorate each event and possible subsequent reception.

*Dining In and Dining Out.* Formal dinners are among the oldest and most important traditions in the military. These formal events can be divided into two categories: Dining In and Dining Out. While no family members or “non-official” guests are allowed to attend a Dining In, members are permitted to bring personal guests and family members to a Dining Out. The Company Commander is traditionally the President of both types of dinners. It is the President’s job to select the venue, date, time, optional ceremonies, and guest speaker for the event in coordination with the Company Protocol, Operations, and Wardroom Officers. Reference (a) provides guidance the specific event procedures. While the decisions are left to the President, an appointed Vice President is entrusted to ensure that all of the arrangements are in order. At the Naval Academy, Dining Ins and Dining Outs are held not just by companies but also by majors and extracurricular clubs. All of these events celebrate the year as well as the successes and camaraderie of the group.

### **Events Considerations**

*Invitations.* Invitations are a vital part of the event preparation process and they come in several forms. They may be extended by telephone followed by a "To remind" card, via e-mail, by handwritten note, or with fully printed information, either fully or semi-engraved.

The key points when writing invitations are to follow internationally recognized word order, acknowledge rank or position on official invitations, avoid initials and abbreviations, and use correct dress terms (Formal, Informal, or Casual). When you receive an invitation, respond as indicated by the R.S.V.P. line within forty-eight hours.

#### International Invitation Components:

1. Symbol: a military service, religious denomination, or other official seal
2. Host Line: “Vice Admiral and Mrs. Michael Miller”
3. Request Line: “request the honor of the presence of”
4. Invited Guest Line: “Captain and Mrs. William Byrne”
5. Event Line: "at a dinner"
6. In Honor of Line: “in honor of John Paul Jones”
7. Date Line: “Wednesday, the ninth of June”
8. Time Line: “at noon to half past two o'clock”
9. Location Line: “The Buchanan House”
10. Reply Request Line: “R.S.V.P.”
11. Dress Line: Formal
12. Additional Information Line: Cameras are not permitted, Photo I.D. required, etc.

An example invitation can be found in Chapter 4 - Templates. The above information was taken from reference (d).

*Uniforms.* When planning an event, determine the appropriate level of formality to set. The level of formality will affect the category of dress both you and your guests will follow. The three levels of attire for an event are formal, informal, and casual.

Formal. For civilian clothes, following the formal dress code means that men will wear a tuxedo and women will wear floor or tea length dresses or cocktail dresses. In uniform, the Dinner Dress Blue or Dinner Dress White uniform is appropriate.

Informal. While often confused with casual, informal is in fact just one step below formal wear. Men wear a suit and tie while women may wear a pants suit, business suit, afternoon dress, or cocktail dress for an evening reception. Service Dress Blue or Summer White uniform is appropriate depending upon the season.

Casual. While casual has the largest range of possibilities, men should wear a sports coat with a button down shirt and nice trousers while women may wear a casual dress, pants suit or skirt. Service Dress Blue or Summer White uniform can be worn for casual attire, if you attend the function in uniform.

*Forms of Address*. Whenever speaking with someone of higher rank, observe the proper courtesies in addressing them. The table below provides an easy to reference guide to help when either speaking in conversation with or formally introducing someone of higher rank.

Position	Spoken Address	Introductions
President	Mr. President	The President of the United States
Vice President	Mr. Vice President	The Vice President of the United States
Supreme Court Justice	Mr. (Ms.) Justice/ Chief Justice	The Honorable John (Jane) Doe, Chief Justice of the Supreme Court of the US
Cabinet Officer	Mr. (Madam) Secretary	The Honorable John Doe, Secretary of __ of the US
Secretaries of Defense, Army, Navy, Air Force	Mr. (Madam) Secretary	The Honorable John Doe, Secretary of __.
Ambassador	Mr. Ambassador Madam Ambassador	The Honorable John Doe, Ambassador of the US of A to __
Foreign Ambassador	Your Excellency or Mr. (Madam) Ambassador	His Excellency, the Honorable John Doe, The Ambassador of __
Senators	Senator Doe	Senator Doe
State Representative	Congressman Doe or Mr. (Ms.) Doe	The Honorable John Doe, Representative from __
Governor	Governor Doe	The Honorable John Doe, Governor of the state of __
Mayor	Mayor (Ms). Doe or Mr. (Madam) Mayor	The Honorable John Doe, Mayor of the city of __

When making introductions, be sure to stand. The person making the introduction will use "may I present" for dignitaries but "may I introduce" for most others. For example: "Mr. President, may I present Midshipman Smith?" or "CDR Doe, may I introduce Midshipman Smith." Non-official persons are presented to dignitaries. For non-dignitaries, younger people are introduced to older people. In the military, those of lower rank are introduced to those of higher rank. It is also polite to introduce men to women.

*Food Services.* When organizing formal events, planners should consider the budget, number of attendees, event to be hosted, and the venue before contacting food services. Additionally, it would be prudent to gather information on any dietary restrictions as early as possible.

For large events, planners should designate their expectations for:

Table Preparations: food, seating arrangements (including the VIP Head Table), seating chart, place cards, Fallen Comrade Observance, etc.

Decorations: national and organizational colors or table centerpieces

Protocol: invitations, programs, toasts, scripts, and drafting thank-you notes

Sponsorship: funding for the event

For the use of Midshipmen, various organizations are available to assist with the organization of the event:

Midshipman Food Service Division (MFSD) - Sponsors various events that require the use of King Hall the Severn and Chesapeake Rooms. Requests for support are to be filed electronically with the form located at <http://intranet.usna.edu/MFSD/events.php>. Prior approval must be obtained through Commandant Operations (OPS) before submittal to MFSD with Excusal number. MFSD no longer supports "catered" events as it is limited to mission essential events and require that all events fall within strict guidelines from the Commandant of Midshipmen. Review reference (e) and reference (f) for more specifics on the guidelines, to include MFSD support for events at Dahlgren Hall.

Any events outside the capacity of King Hall, the Chesapeake or Severn Rooms, or require catering support outside what is already being supported for the Brigade, should be directed to Naval Academy Club Catering. Direct questions to: Ms. Doris Turner ([dtturner@usna.edu](mailto:dtturner@usna.edu)) or LT Aaron Fish ([fish@usna.edu](mailto:fish@usna.edu))

Midshipmen Welfare Fund (MWF) - The Blue Jacket Cafe, located at Naval Support Activity Annapolis, is supported by MWF and has a private room which seats 24 that can be reserved for meetings, functions, and parties. Please call 410-293-9210 for more information.

Naval Academy Club - From formal dinner parties to picnics, intimate groups to large formal occasions, the Club provides full service catering with numerous menu selections, exceptional customer service and a unique and timeless setting. The Club also has multiple venues that may be rented for various events including:

- The Midway Room
- The Coral Sea Room
- The Blue Room
- The Leyte Gulf Room
- The Blue and Gold Lounge
- The Bo Coppedge Room

Most venues range from \$350-750; catering packages vary in price.

To schedule an appointment or for more information please contact:

Maggie Rogers  
410-293-2899  
[mrogers@usna.edu](mailto:mrogers@usna.edu)

Lisa Washington  
410-293-2897  
[washingl@usna.edu](mailto:washingl@usna.edu)

Drydock Restaurant – Located in Dahlgren Hall, Drydock Restaurant is another option for large group events. Contact Nancy Moyer at [drydock@usna.edu](mailto:drydock@usna.edu) for more details.

Outside Catering - Several options for commercial catering are available in a wide range of prices and services at venues such as the Annapolis Yacht Club and Loews Hotel. These sources are not affiliated with USNA and may require additional authorization from Commandant Operations for entry to the Yard.

*Dining In and Dining Out Customs.* Navy Dining Ins and Dining Outs are formal dinners that often take place once a year for each company within the Brigade of Midshipmen. They are typically very memorable, but they have lots of etiquette, protocol, and traditions behind them that require a great deal of research and knowledge to employ effectively for a successful dining out.

Official Guests. Any official guests are considered guests of the entire hosting group, and therefore, the expenses for these guests would be split between all members of the hosting party.

Leaving Early. If you must leave early from the function (i.e. obligations, duty, etc.), you may depart after the main course when given permission by the presiding officer (president).

Roles of the President and Vice President. For these formal dining functions, the presiding officer (President) of the dinner would typically be the Commanding Officer of the hosting unit. During the function, it is common for the President to begin with a short speech as to the purpose, importance, and history of the Dining In or Dining Out. Additionally, the President will typically appoint another high ranking individual to be his or her Vice President for the execution of all the events. The Vice President (often referred to as Mr. or Ms. Vice) would also be responsible for good order and discipline, overseeing the order of proceedings and being the last person to leave every time. The President will choose which “optional ceremonies” to include as part of the formal dinner. These should be chosen wisely so that the entire program does not extend longer than two and a half hours.

Traditions. These traditional optional ceremonies may include, but are not limited to: *Fife or Drum Procession, Color Guard Presentation, Sword Ceremony, Grog Ceremony, Parading the Beef, and Penalty Grog Bowl* (see *Service Etiquette 5 ed.* pgs. 66-71 for specific details).

Invitations. For Dining Ins and Dining Outs, invitations should be sent to non-unit/member guests at least one month in advance so that they may plan accordingly and R.S.V.P. Similarly, unit members should be given at least two weeks’ notice to prepare for the function.

Placement Cards. When planning a formal Dining In or Dining Out, ensure to use placement cards if the seating is already arranged. The president, guest(s) of honor, and other high

ranking officials/individuals will typically sit at the head table. For an example of a seating arrangement, please see *Service Etiquette 5 ed.* pgs. 63-64.

Toasting. All toasting should occur after the main course so that people can eat without interruption in the case of many toasts happening in sequence. For examples and the order of possible toasts, see *Service Etiquette 5 ed.* pgs. 73-79.

Key Points (taken from *Service Etiquette 5 ed.* pg. 57.):

- Prepare a relevant toast and justification for it.
- Arrive punctually. Greet President, guest of honor, others.
- Wait for President before sitting, eating, or drinking.
- Request permission to report an offense or propose a toast.
- Do not rest decanters on table until everyone's glass is charged (filled).

*Turnover for Annual Events.* The importance of training a relief cannot be understated. Proper turnover ensures smooth operations and readiness for the next year. There are several steps one should take to ensure they are able to properly train a relief.

Documentation: When planning an event, it is important to keep a log or binder of all relevant information, to include a list of contacts. The purpose of keeping a log is to ensure that vital lessons learned during planning are not forgotten over the course of a semester or year. Early, proper, and consistent documentation will better facilitate turnover.

Job Shadowing: If possible, the person with whom you are turning over should shadow you during a portion of event planning. This provides them examples and training as well as an introduction to your contacts. This allows for a smoother transition and seamless execution of duties.

Starting Early: Finally, and most importantly, proper turnover relies heavily on getting an early start. Although Midshipmen may not know their replacements until late in the semester or year, those applying for a billet should at least read the instruction regarding their desired billet. Additionally, an early start allows time for issues to be addressed that might otherwise be forgotten or overlooked in only one or two encounters between predecessor and relief.

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## CHAPTER 2

# Attending Formal Events

## Representing the Naval Academy at Formal Events

When Midshipmen take the Oath of Office on Induction-Day, they do more than swear to defend their country. They also agree to directly represent the United States Naval Academy, the United States Navy, and the United States of America. This commitment should not be taken lightly. A Midshipman never stops being a Midshipman while enrolled at the Naval Academy, and therefore should always act in a way that represents this institution. This includes dress, mannerisms, speech, and presence. No matter what class, each Midshipman should contemplate what statement they are sending to the public with their actions, speech and apparel. Midshipmen should dress respectfully, appropriately, and in a way that would not bring discredit on the Naval Academy. In addition, Midshipmen should not attend events or travel to places that could be suspect. Actions reveal a lot about a person and while a Midshipman may be acting as an individual, their actions will also be viewed as condoned by the Naval Academy, the Navy, and the United States. Most importantly, Midshipmen should strive to achieve the best reputation from the institution that they represent and should never do anything that would bring discredit on the institution, either while in uniform or not.

## What to Expect and How to Prepare

After receiving an invitation to a formal event, there are a number of things you must consider in order to be properly prepared. On the actual invitation, there is normally an indication as to the dress code of the event. If the invitation does not specifically address a level of formality, you should politely ask the host about a dress code when you R.S.V.P. Be sure to R.S.V.P. within in a timely manner, as the best practice is to do so within 24 to 48 hours of receiving an invitation. For more formal events, formal dining will be generally be used during the meal. If this is the case, be sure to review your dining in depth skills well ahead of time event to make certain you are well prepared. Networking is always a good idea at such events which means you should bring a few contact cards in case you find an opportunity to exchange information with any guests you meet. Always make your best effort to mix, mingle, and socialize with the other guests. Drinking alcoholic beverages is perfectly acceptable if you are of age, but do so only in moderation. And if you ever forget the proper protocol remember you can always follow the host's lead. The most important thing you can do at such an event is to remain poised, confident, and respectful.

## Bringing Guests

How do you know if you can bring a guest? Never assume that a formal event is an excuse to invite and take a guest and/or multiple guests. Not all formal events extend that privilege. For instance, a Dining In is a formal invite that family members or “non-official” guests are not usually invited to. Guests for these occasions are usually official guests such as civil servants, military leaders, officials of civic or philanthropic organizations, prominent foreign nationals and persons distinguished in his or her field. These guests are most likely to be the guest speaker for

the evening. However, if an event extends an invitation to further guests, it will be explicit in the formal invitation. A Dining Out includes non-business guests or family members. These personal guests are invited with the ultimate permission of the Dining Out presiding officer, the President.

What do the guests need to know? Guests for formal events can range from high ranking military officials or their civilian counterparts to family guests or long-time friends, depending on the specific event. Those that invite companions to an event are ultimately responsible for them. Guests should be encouraged to ask questions beforehand, and appropriate behavior should be discussed well in advance. A guest should be familiar with the evening's program and seating plan at the very least. Guests should be accompanied for the majority of the event and only left for brief and necessary interims.

Making introductions. Since members should always accompany their guests throughout an event, the members must also take the responsibility of introducing their guest to the appropriate people during the cocktails as well as escorting them to the correct table. Most likely, the military host will be seated at the same table as the guest. If any introductions were not made to those seated at the same table during the cocktails, the introductions should be made before being seated, especially to those around a reasonable conversational distance to the guest.

## **Dancing**

Why do you need to know how to dance? Being able to properly dance will speak volumes to others about your eloquence and manners. From the way you ask your partner to dance, to how you take the floor, to your movements, you will be showing to others your grace, and ability to learn and master the art of dancing. As a social skill, part of being an officer and a gentleman or an officer and a lady, is the ability to dance. Because many of the formal events you attend will include an opportunity for you to take the floor, you should practice, and perfect the skill. If you are asked by another individual to dance, you should be confident in your ability.

How and where do you learn to dance? Dancing is an activity that should be fun for all participants. At the Naval Academy, there are number of different sources for individuals to learn a variety of dances. The first step should be to identify what particular dances you are interested in learning. From there you can seek out the appropriate dance club to join. There are also companies that will teach you to dance for a fee; however, it is important to keep in mind your schedule when signing up for these. The moves you learn may feel awkward and difficult at first, but through practice you will be able to master the steps.

How do you ask someone to dance?

*May I have this dance?* When asking someone to join you in a dance, maintain eye contact with your prospective partner, offer out your hand, and ask clearly, "Would you like to dance?" If your partner says yes, smile, offer your hand, and escort them to the dance floor, taking an appropriate dancing position, so as to make your partner feel supported and at ease.

*Yes, thank you I would love to dance.* When you are approached and asked to dance, take a second to be aware of your partner. Smile and return eye contact. An appropriate response to being asked to dance is, “Yes, thank you, I would love to.” In a social dance environment, it is customary to say, “yes” when asked. In order for dancing to be a joyous activity, it is important that dancers are supportive and kind to each other, respecting their potentially different levels of skills.

*When to say no.* When a person asks you to dance, it is appropriate to decline if that person has displayed behavior that is truly offensive, such as being strongly intoxicated. When declining, avoid being rude or using any facial expressions that can be misunderstood.

### Dancing etiquette fundamentals.

*Circulation.* In a social dance situation, it is appropriate to dance with a variety of people. It is generally poor dance etiquette to partner with the same person all evening. If the same person offers to dance repeatedly, for several dances in a row, it is acceptable to tell that person, “Thank you, but I would like to meet and dance with some other people. I would be happy to dance with you later in the evening.”

*Cleanliness while dancing.* Since dancing is a task that involves being physically close it is important to practice good hygiene. Good hygiene shows a respect and consideration for the other dancers. If you find yourself getting too sweaty on the dance floor, you should stop, dry off, and cool down. Your partner will thank you for it.

*Your partner’s technique.* Unless someone asks you directly to make a correction of their dancing you should never volunteer criticism of your dance partner. If you notice that your dance partner is off time, you should view the situation as a challenge to dance to the same internal rhythm as your partner.

## **Introductions and Conversation**

### **Table Manners**

When attending a formal event always wait for the host to lead each course. They will be your role model. When eating at a traditional Western style table, wait for your host to begin eating then you may begin by using the utensils on the outside, farthest from your plate. Once you have lifted the silverware, never let it touch the table again. Upon completion of the course, the wait staff will remove that course’s flatware with your plate, which opens up the next outside position to use. The iced beverage spoon is long-handled, while the coffee spoon is only about 4 inches long and used with small cups after dinner. After using the spoons, place them on the saucer corresponding to the cup. Never lay used utensils on the table.

There are two types of knife and fork manners: American and International. In the American style, one continuously changes which hand holds the fork. This is sometimes referred to as the “zigzag” method. Only Americans eat in this style. Most cultures advocate the

International Style (sometimes called "European continental"), keeping their utensils primarily in the hands that pick them up, and use both hands throughout the entire meal. Both techniques are correct and may be used, but all are urged to master the International Style. For both styles of eating, once finished, place your utensils parallel together to indicate that you are finished and would like the server to remove your plate.

### **Uniforms and Civilian Attire**

If the host of an event includes the descriptions "formal" or "black tie" on his or her invitation to guests, the event is considered formal, and guests are expected to dress and behave appropriately. For civilian men, this typically means a single or double-breasted tuxedo jacket in black or midnight blue with matching trousers, a white shirt, and a black, silk bowtie. For women, a knee-length or full length gown or cocktail dress is appropriate. The Midshipmen and Naval Officer equivalents for these events are Dinner Dress Blue or Dinner Dress White uniforms, depending on the time of year, with miniature medals and cummerbunds.

### **Importance of Thank You Notes**

The importance of thank you notes cannot be overstated. While we can easily communicate electronically, physical thank you notes show personal effort and appreciation. Thank you notes should be written within 48 hours of either attending a formal event, staying at someone's home, receiving help from someone, or receiving a gift. Using stationary such as correspondence cards with matching envelopes is appropriate. Notes should be short and acknowledge your appreciation to the host or gift giver. Thank you notes are an easy way to set yourself apart and build a deeper relationship with whomever you write.

### **Events**

*Superintendent's Events.* The Superintendent may host several events throughout an academic year to include tailgates, garden parties, or receptions.

In preparing for any event, it is helpful to know who else will be in attendance. At the Superintendent's Tailgates, Midshipmen are being honored for specific accomplishments, such as outstanding achievement in an extra-curricular activity. The Superintendent's Garden Parties are given in honor of graduates, their family members, and other guests. Different guests are invited to attend certain Superintendent's Receptions. For example, after the annual performance of Handel's *Messiah*, the Superintendent hosted a reception. In attendance were the music department staff, conductor, orchestra, vocal soloists, 1/C Midshipmen in the glee clubs, and other guests. Additional guests at Superintendent events tend to be Naval Academy alumni, both active duty and retired.

For the Garden Party, when presenting your guests in the receiving line of a reception, simply greet the host (and spouse, if present). Graduating student introduces all of their guests prior to introducing themselves at the receiving line. Family members are presented in the following order of precedence: mother, father, grandmother, grandfather, aunt, uncle, sister, and brother. Dates and guests would be introduced afterward. The goal is to keep the line moving.

You may have a conversation with the host later in the evening. Guests may say something appropriate such as “Good afternoon, Admiral \_\_\_\_” or “How do you do Mrs. \_\_\_\_” and keep moving. Ensure that your guests wait for you at the end, a few paces away from the line.

Always make sure you pay attention to how you conduct yourself around others. Introduce yourself to and converse with other guests rather than just staying you’re your family or the Midshipmen you know. These events are very special and are wonderful opportunities you would not otherwise have to meet members of the Naval Academy community.

*Dinners and Dances.* While at the Naval Academy Midshipmen have many opportunities to attend formal functions such as dinners, dances, as well as other formal celebratory functions such as the Marine Corps Ball and International Ball. While attending a Military Ball, it is proper to wear Class A uniforms or Dinner Dress Blue. However, when attending civilian formal events such as these it is proper for men to wear a tuxedo, but a dark suit with a bow tie may also be appropriate. For women attending civilian formal events, it is expected that they wear a knee length gown or a cocktail dress that avoids extravagant colors, patterns, and detailing.

While in attendance it is important to know what is expected of you. In many cases there are multiple stages to a single event. Many formal events, both civilian and military, will begin with a Cocktail Hour. This time is reserved for mingling, pictures, and giving ample time for arriving guests to check their personal items and coats before the dinner begins. Next, there may be a receiving line where all guests will introduce themselves briefly with a hand-shake and short greeting as you begin the dinner portion of the event. Most events will have assigned seats or tables. Once you arrive at your seat or table, greet all people at your table before the meal begins. Doing so will eliminate possible awkward situations such as having to yell across the table, or greet someone as they are eating. It is necessary to understand how formal dining works as the dinner commences, as there will be multiple course, sets of silverware, and toasts or speeches as the dinner is taking place. Frequently, you will find a menu card at the table as well so you are aware of what will be expected of you during the meal. Finally, the post-dinner portion of the event will occur. During this time, the dance floor and bar will open. Be sure to maintain situational awareness during this time.

*Formal Receptions.* As with all formal events, a reception is considered formal if the host's invitations include the descriptions "formal" or "black tie." While receptions may resemble cocktail parties or other such gatherings on the surface, what makes them unique is that they are designed to honor certain guests. Upon receiving an invitation for a reception, one should R.S.V.P. within the first 48 hours, dress appropriately, and arrive within the first 30 minutes of the specified hours. At many receptions, a "receiving line" will take place within the first 30-45 minutes, and one does not want to miss this opportunity to meet the honored guests or thank the host. Typically the receiving line will be located to the right of entering guests. Honored/special guests may be located to the right of the host. If there are helpers to take your coat or offer similar assistance as you enter, you may greet them with "good evening" or another short greeting, but no need to shake their hands. Simply take off your coat (or hat etc.) and proceed to the receiving line. Shake hands with the host and other honored guests, thank them for hosting you, and proceed through the line. Do not linger or start long conversations. After the first 30-

45 minutes, the host and his or her special guests will typically join the party. Especially at larger gatherings, it is not typically expected for the guests to say goodbye to the host. However, if you notice the host by the door, it is appropriate to bid them farewell. Again, do not linger as the time for conversation has passed.

Receptions for all 1/C Midshipmen take place during the Spring Semester for each Battalion at the Alumni House, as well as at the Superintendent's House during commissioning week. It is important to be familiar with the sequence of events and know how to behave on these occasions so you can feel comfortable, making your time there more enjoyable.

*Concerts and Other Performances.* When attending concerts, remember that there is an understood etiquette for the audience. For those who do not attend performances regularly, they may seem unfamiliar at first, but as soon as one becomes used to the general guidelines, their purpose makes sense. Audience attire depends on the venue, but avoid casual clothing at operas, concerts, and ballets. Arrive with enough time to find your seat (as a general rule, 30 minutes prior is best) unless you are invited to a pre-reception. Attendees are to enjoy themselves, but personal restraint by all is required, specifically in the case of talking and using electronic devices. Electronic devices should be turned off before the show.

When passing people in a row, pass each other face to face as opposed to back to face. Feel free to go to the lobby for drinks and snacks during intermission, but be sure to be back in your seat before the doors close (there are often warning chimes to signal the end of intermission). Do not talk or sing along during performance. Knowing when to clap is also essential. Clapping at the wrong time can throw off a performance, even if you think a particular song deserves it. Clapping is appropriate when the conductor appears, when the curtain rises or closes, as famous stars or principal dancers take the stage, at the end of acts or movements, curtain calls, and any time a performer makes time for a bow (you may shout brava for females or bravo for males).

## CHAPTER 3

# International Travel and Events

### Notes on Traveling Personally or Representing the Naval Academy

While traveling abroad, remember that you represent not only the U.S. Navy, but also the United States, in or out of uniform. This includes the time you spend overseas while on leave or on official orders. Before leaving the U.S. and heading towards your destination, there are a few important items that should be researched. This includes, the customs and courtesies that are commonly used, the areas common religions, social and gender norms, as well as the dining protocol.

### International Greetings

When traveling abroad, ensure you attend any requisite security briefings, pack some gifts representing where you're from, bring contact cards, and research the customs and courtesies of the area that to which you are traveling. When researching, look up cultural dos and don'ts (typical speaking distance, line procedures, etc.) as well as the customs of the dominant religion. Always try to make a good first impression; this includes everything from the way you carry yourself to not eating any overly smelly foods prior to an important meeting. When making the first contact with someone from a foreign country, you should observe their local custom. In most Asian countries, it is common to bow either in place of or while offering a handshake. In some Latin American countries and some European countries, social kisses are often exchanged. A kiss on each cheek is often given as the customary hello and goodbye. Some countries have a social taboo about women and men coming into contact with each other, so it is best to research that information in advance of your visit.

### Gift-Giving and Guest Etiquette

Personal gifts can have a lasting effect on those you share them with during international endeavors. The proper protocol when giving a gift is to do so with two hands, and accompanying the gift with a thank you note is always encouraged. A gift, during an international trip or any travel for that matter, does not need to be grandiose or expensive. Many inexpensive gifts can be found in the Midshipmen Store. Examples of gift ideas include mementos that are representative of the next US holiday, such as chocolate eggs for Easter, or a Naval Academy coin or book. These gifts will be cherished by your recipients because they reveal the culture of the United States and offer a story behind them.

*Home Stays.* Displaying proper manners abroad is of utmost importance when acting as a guest in a foreign home. At international home stays, particularly if a language barrier between hosts and guests is apparent, your manners and body language are paramount. Introduce yourself properly and always match the intensity of your handshake with the person you are shaking hands with. Do not sit down in a private home until invited and be wary of where you are sitting as some places may have more value (for example the head of the table or in front of a religious shrine). Don't hesitate to join in on festivities, whether it be the signing of a song or playing of a

game. As a guest, you were invited to socialize and are expected to participate. When the event is over, the guest of honor will leave either first or last. You may have to repeat your intentions to leave the home multiple times as it is good manners in some countries to coax guests to stay. Always write thank you notes to show appreciation to the hosts. If you are staying with a family for a period of time, it is always appropriate to bring a gift. When picking a gift, consider all members of the family (are there children? grandchildren?), how long you are staying with them, and any cultural guidance on giving gifts.

*Formal Visits.* Many Midshipmen will have the opportunity to travel abroad representing the Naval Academy. As such, they may participate in formal visits with other nations' militaries. For these, the Naval Academy will often prepare a gift for the group to present. These should be prepared ahead of time, so both parties know a gift will be presented and have agreed upon the gift giving protocol, time and place.

*International Programs Office.* For more information on USNA abroad and exchange programs, the International Programs Office maintains a website on the local intranet with links to the different programs.

## CHAPTER 4

**Templates****Event Checklist**

- Determine the approximate number of attendees
- Determine level of formality
- Establish a budget
- Determine time and book location
- Identify and invite any speakers or guests of honor
- Plan menu, decorations, and any electronic set-up requirements
- Create an event schedule
- Send invitations
- Write any necessary scripts, to include introduction of VIPs
- Plan any entertainment or music
- Track expenses and update budget
- Confirm with location, caterers, or any vendors
- Head table/seat assignments
- Route any Excusals, Movement Orders, or Alcohol Chits
- Prepare an event box: nametags in alpha order, office supplies, blank nametags, production schedule, scripts, guest list, etc.
- Set up the location
- Send appropriate thank you notes the day after the event

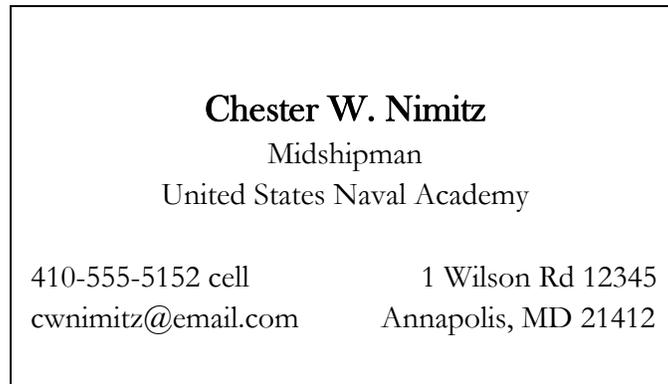
**Invitations**

The United States Naval Academy  
Class of 2014  
request the pleasure of the company  
at the Service Assignment Dinner  
on Wednesday, the fourth of December  
in Smoke Hall  
followed by dinner at half past six o'clock  
in King Hall.

R.S.V.P. by November 22  
Midshipman John Doe  
M14000

Service Dress Blue  
Civilian Informal

### Midshipmen Contact Cards



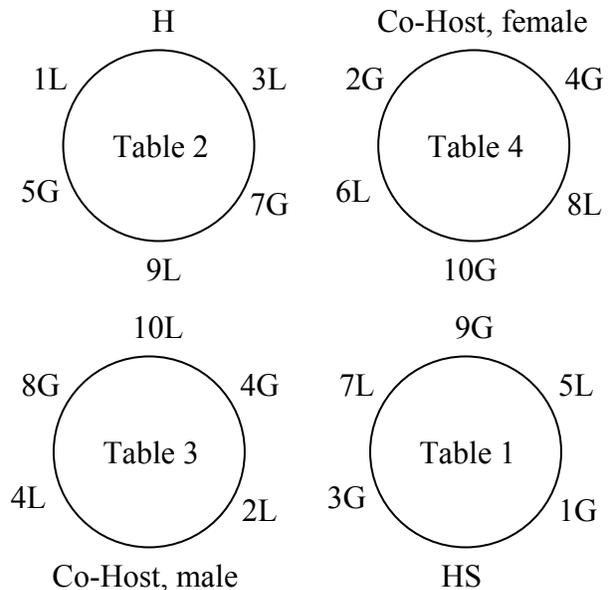
### Seating Charts

The seating charts have been taken from Service Etiquette, 5th ed., pg. 403 and 410.

#### Head Table

7	Distinguished event member
5	Master of Ceremonies
3	Host's Spouse
1	Guest of Honor
H	Host
2	Guest of Honor's Spouse
4	Principal Speaker
6	Chaplain

*Round Tables.* The letters and numbers correspond to gender and rank, respectively. For example, 5G would mean fifth-ranking gentleman and 3L, third-ranking lady.



### Resources

After knowing the answer, the best thing is to know where to find it. Being familiar with protocol resources is extremely important for all Midshipmen, as they will often find themselves in need of guidance, whether for planning or attending events.

4 Apr 14

*At the Naval Academy*

Midshipmen Protocol Chain of Command

Ms. Anna Hart, Social Director

International Programs Office for foreign travel

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