

*Dining-Out*

*For*

*Dummies*  
*and more!*

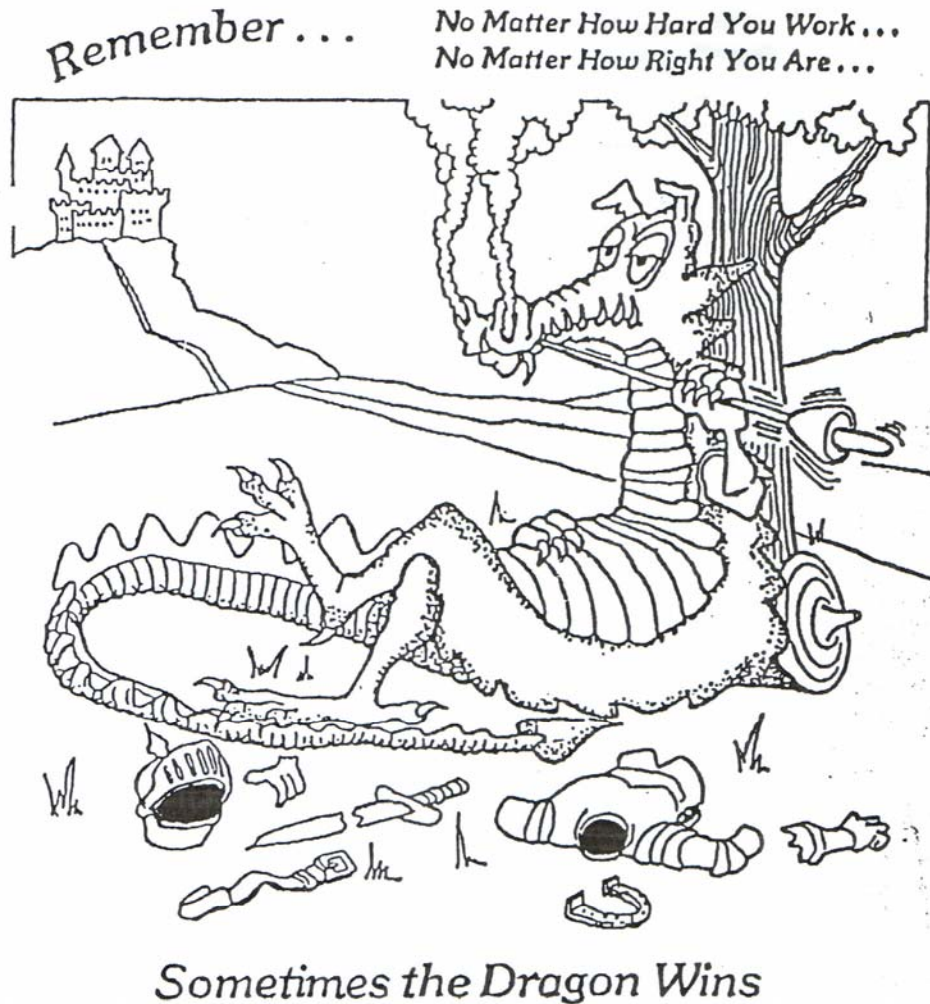
*Protocol Officer's Handbook*

*For*

*Civil Air Patrol*

*Region Staff College*

***Being a Protocol Officer can be a risky business!***



In this attempt to provide a basic understanding of military protocol as it applies to the Civil Air Patrol and specifically to Region Staff Colleges, I have relied heavily on the work of the Luke Air Force Base Officer's Wives Club as well as CAP regulations and my own personal experiences. Hopefully I have not erred too far when I made decisions regarding some areas where the available material was a bit thin.

John Smoot Lt Col, CAP  
*Protocol Officer MERSC 2004-2005*

### ***History and Tradition***

Formal military dinners are a tradition in all branches of the United States Armed Forces. In the Air Force and Navy it is the Dining-In or Dining-Out; in the Army, the Regimental Dinner; in the Marine Corps and Coast Guard, Mess Night. These dinners represent the most formal aspects of military social life. The Dining-In is restricted to members of the unit while the Dining-Out allows for the inclusion of spouses and other guests. It is important for the success of the event that members and guest enjoy the evening and that the ceremonies are carried out in a tasteful and dignified manner.

As with most traditions, the origin of the Dining-In is not certain. Formal dinners have existed since the Roman Empire and have been continued through the Vikings and King Arthur's court in the sixth century to the modern military. These feasts were used to honor victories and individual or unit achievements. The Dining-In serves as an occasion for members of a unit to meet socially at a formal function. It enhances the esprit de corps and lightens the load of demanding day-to-day work. Members have the opportunity to meet socially with superiors and subordinates alike to foster bonds of friendship and better working relationships through good fellowship.

### ***Purpose***

The purpose of the Dining-In is to bring together members of a unit in an atmosphere of camaraderie, good fellowship and social rapport. The basic idea is to enjoy oneself and the company of unit members. This provides a means of developing high morale and spirit in the organization.

### ***Civil Air Patrol Dining-Out***

Probably due to the volunteer nature of the organization, the Dining-Out is more popular in the Civil Air Patrol. Dinners that allow non-member spouses to attend lend themselves to the formation and strengthening of family ties as well as those of the unit.

### ***Staff College Dining-Out***

The Dining-Out provides the opportunity for students, faculty and staff to relax after a grueling week of study as well as introducing the students to formal receptions and dinners that one might be required to attend as the member progresses upward in the chain-of-command. The Reception, with receiving line, and the Dining-Out are combined on Friday evening before graduation on Saturday.

### ***The Reception and Receiving Line***

The word *reception* means the act of receiving or greeting. To accomplish this, the receiving line is often used. Receiving lines provide an efficient means of introducing members of the unit to the commander and honored guests.

The following are some generally accepted rules for forming the receiving line.

- The receiving line is formed at the beginning of the reception
- Those in the receiving line are stationed in single file in accordance with the rules of precedence.
- The host (for Staff College, the President of the Mess) followed by the guest of honor and spouse followed by the next ranking honored guest.
- Limit the line to a maximum of five people
- Allow approximately 20 seconds for each individual to move through the line.
- Establish a finite time limit for the line and hold to it.
- 

### ***Physical Arrangements for Receiving Line***

Guidelines for the physical arrangement of the receiving line are listed below.

- The location of the line should provide for easy movement of the guest without crowding.
- Location should allow for forming a line outside as well as inside.
- Entry to the reception area (where food and drink is located) and to the Gatekeeper area should not interfere with the natural flow of guest.
- The beginning of the line should be far enough from the entrance to allow room for the Gatekeeper and a table for drinks, etc.
- Allow sufficient room between the Gatekeeper and the line to allow guest to move without crowding.
- Locate receiving line so that direct sunlight does not detract host or guest.
- If the receiving time is longer than about twenty minutes, consider placing a table behind the line with water and glasses for those in the line.
- Flags may be arranged behind the table. (See Flag Etiquette)

### ***Going Through the Receiving Line***

- Place drinks, food and smoking materials on the table near the Gatekeeper before entering the receiving line.
- Do not shake hands with the Announcer
- Give the Announcer your rank and last name (Col Jones: or Maj and Mrs. Smith).
- The Announcer presents the guest to the host, who then presents him to the next member of the Line. The guest will shake hands with each member of the Line and offer a proper verbal greeting. Since names do not travel well it is a good idea to repeat your name to those members of the Line that you do not know well.

- Do not engage in extended conversations that will hold up the movement of the line.
- Who goes first?
  - Air Force/Auxiliary – A gentleman precedes his lady through the line at official functions, ladies first at all others.
  - Army – Ladies first at all functions except the White House.
  - Navy – Ladies first at all functions except the White House.

### *Staffing the Receiving Line*

In order to make the receiving line function smoothly, several additional personnel may be used.

- **Greeter** – This individual is stationed outside the entrance to the reception area to insure that guests are directed to the proper entrance and that non-invited personnel are not allowed in. When honored guests arrive the Greeter will introduce them to their Escort Officer.
- The Greeter should maintain a list of all expected attendees, guest and members. When all listed persons have arrived, the Greeter is relieved of his duties.
- **Escort Officer** - Each honored guest is entitled to be attended by an Escort. As the honored guests arrive the Greeter will welcome them and introduce the assigned Escort. If the guest does not desire an Escort he may simply decline after the introduction. At that point the Escort is relieved of escort duty and may join the reception line. If the guest desires an Escort, the assigned officer will position himself to the rear and left of the guest and constantly be attendant to the guest. If the guest is in formal uniform, the Escort should be in the same uniform. If the guest is in civilian formal attire, the Escort can be in either formal uniform or civilian formal. In any case, the Escort should be dressed in clothing equivalent to that of the guest he is escorting. The Escort will remain in attendance until the guest is seated at dinner. After dinner the Escort will again attend the guest until the guest departs the site.
- **Gatekeeper** – This individual is stationed inside the entrance to the reception lounge. The Gatekeeper controls the flow of the line by limiting the number of guests in line at any one time (6-8 usually) An additional duty for this individual is to advise all guests to leave drinks, smoking material, etc. on a table that is provided near the gatekeeper. He also reminds the guests to give their name to the Announcer even if he is well known to the announcer.
- **Announcer** –The Announcer precedes the Receiving line. It is the responsibility of this officer to announce or introduce guests to the host. The announcer is not part of the line and will not shake hands with the guest. Guests will give their name to the announcer (Lt. Jones, or Col and Mrs. Smith) and the announcer will introduce them to the host.

- Handing a calling card to the Announcer might be considered along with verbalizing the name.
- **“The Extra Man”** – Tradition calls for the reception line to never end with a woman, thereby leaving her unguarded. For this reason an “Extra Man” is assigned to fill the position at the end of the line. Since this individual is not a part of the line, current protocol suggest that he be slightly removed from the line and to assume the duty of directing guest to the refreshments as they exit the line. The Extra man does not shake hands with those moving through the line.

### *Suggestions for Staff College*

In view of the fact that the reception and receiving line are considered part of the total learning experience, all members of the class should go through the line.

- The following procedure is suggested to allow all members of the class to go through the receiving line.
  - “Extra Man” – If an “Extra Man” is required, he should be the first person through the line. Once through the line he will position himself a short distance from the end of the line and carry out his assigned duties.
  - Escort Officers – Since these officers must spend their evening attending to the honored guest, they will follow the “Extra Man” through the line. Once through the line the Escorts will assume a position beyond or behind the line but close enough to be available to the person they are attending.
  - Greeter – When the last of the invited guests and members pass the Greeter, the Greeter is relieved of his duties and joins the line.
  - Gatekeeper – The Greeter will inform the Gatekeeper that there are no more persons expected and the Gatekeeper joins the line after the Greeter
  - Announcer – After announcing the Gatekeeper, the Announcer moves through the line.
  - Protocol Officer – Closes the receiving line.

### *Dining-Out*

With the primary difference between Dining-In and Dining-Out being the exclusion or inclusion of spouses and guests, this document will only use the term “Dining-Out.” Generally this type of ceremony is thought of as a formal affair. However, a less formal version is the “Combat Dining-Out” with the primary differences being the manner of dress (BDU’s, flight suits, etc.) for the occasion.

### *Purpose of the Dining-Out*

The purpose of the dining-out is to bring the unit together in an atmosphere of good fellowship with the idea being to enjoy the occasion with your comrades-in- arms. The

Dining-out is an excellent method for honoring individuals and units while building and maintaining high unit morale and spirit.

### *Staff College Dining-Out*

Although the college staff Protocol Officer will have done the planning and preparation for the Dining-Out, the actual leadership of the occasion falls to the elected officers of the mess.

- **President of the Mess** – is charged with hosting the evening.
  - Sits at the Head Table
  - Opens and closes the mess
  - Introduces head table
  - Addressed as Mr./Madame President
  - Any member wishing to speak must request permission from the President.
- **Vice President of the Mess** – Is the President’s principal assistant
  - Is essentially the master/mistress of ceremonies
    - Opens the reception lounge at the appointed time
    - Sounds dinner chimes at the appointed time
    - Prepares appropriate toasts as directed by the President
    - Is the last person to leave the mess
  - Acts as toastmaster/toastmistress
  - Keeps program moving and stimulates table conversation through keen wit and impromptu speaking ability
  - Notes and makes special mention of violations of the rules of the mess and breaches of protocol and etiquette.
    - Other members of the mess may bring violations of mess rules and other points to the Vice President.
  - Sits alone at the rear of the room facing the President
    - This allows him/her to observe the proceedings and monitor the flow of the program
  - Addressed as Mister/Madame Vice
- **Selection of Mess Officers** –
  - A two-stage process chooses the President and Vice President of the mess.
    - Each seminar will select by popular vote their choice for each position.
    - A staff panel will interview each candidate and make the final selection,
    - Officers selected for President and Vice President should be informed of this selection as soon as possible to allow time for them to prepare for their new duties.

+Note: If the members of the class so desire, the president and vice president, may be selected by acclamation and thereby bypass the final selection by the school staff.

### *Guest of the Mess*

There are two types of guests, official and personal guests.

- Official Guests are honored guests such as the guest speaker
  - Seated at the Head Table
  - Expenses are paid by the mess
    - In the case of Region Staff or Wing Commanders who are considered “Special Guests” and have chosen to attend, the cost of the meal is their responsibility.
      - Special Guests are not seated at the head table.
- Personal Guests may be military or civilian
  - Personal Guests are not seated at the Head Table
  - Expenses are paid by the sponsoring individual

### *Arrival and Departure*

Mess members should arrive at least ten minutes before the hour of invitation in order to locate their assigned seats.

- Remain standing behind your chair until the Head Table has been seated and the President opens the Mess and tells you to be seated.
- Members may not depart the mess until the guests have departed unless excused beforehand.

### *Dress*

For a true military unit Dining-Out the required dress is normally Mess Dress unless it is a Combat Dining-Out. In view of the fact that Civil Air Patrol is not a true military organization and that there are CAP Specific uniforms, the dress code for Civil Air Patrol Dining-Out, in order of preference, is as follows:

- Mess Dress
- Civilian Black Tie (tuxedo) or white dinner jacket – Cocktail dress for women
- CAP blue blazer with CAP crest, without nameplate, white shirt and black bow tie
- Business suit with white shirt and conservative tie.
- If other than Mess Dress is worn, the member may elect to wear his/her four (4) highest medals on the left breast of the tuxedo or one (1) medal on the blazer.
- **NOTE: Service Dress uniform is not acceptable for Dining-Out.**

### *Invitations*

Formal invitations must be sent to all guests, official and personal. They are extended in the name of the President of the Mess. Invitations are not usually sent to members of the mess. (See “*Invitations*”)

### *Seating*

Seating arrangements are primarily dictated by the available space and style of tables used. The primary rule is to arrange the dining area to provide ease of passage between tables and space between table settings. (See “*Seating*”)

- The table for Mr./Mrs. Vice should be at the opposite end of the hall and facing the President.
- Head Table seating is according to protocol.
  - Senior Honored Guest to the right of the President
  - The next senior person is seated to the left of the President and continues in this right, left manner.
  - Usually the senior Honored Guest is the Guest Speaker; if this is not the case, informally ask the senior honored guest if he/she will cede that position to the guest speaker.
  - Never seat guests at the end of the table.
  - If the Chaplain is at the head table his position is to the extreme left of the President
  - Never seat the President with his back to any of the participants
  - Keep the number of seats at the head table to a minimum.
  - Other guests are seated throughout the mess.
- Place Cards - Place cards are required only at the head table but can be used for all tables if desired. (For Staff College dining-out these cards make a good souvenir for the participant.)
  - Seating Chart – a diagram of the dining area with tables numbered should be placed outside the dining room to allow members to determine where their assigned seat is located.
  - Table Numbers – a number card placed in the center should identify each table for general mess membership.

### *Decorations*

Decorations fall into two categories, table and room.

- Table Decorations should be limited to a floral centerpiece and possibly a candle. Formal organizational decorations may also be appropriate.
  - Flowers should be ordered at least a week in advance.
  - Set a budget and let the florist do the rest.
  - Insure that an extra spoon is placed at the top of the plate. This spoon is tapped on the table instead of clapping hands (10 taps is maximum)

- Room Decorations are usually Unit Seals, flags, etc. and should be tastefully displayed.
  - When in doubt, keep the theme of the decorations patriotic.
  - The American Flag is always appropriate and should be displayed in accordance with flag etiquette and protocol.

### *Printed Program*

A printed program booklet is not required but adds a great deal to the overall impression that members and guest take away from the Dining-Out.

- A good quality program booklet can be made on a computer with a good printer.
- A sample program is included in this publication and is available on disk.
- The program can include but is not restricted to the following:
  - List of students by seminar
  - Names of President and Vice President
  - Staff
  - Menu
  - Remembrance script
  - Planned toasts
  - Acknowledgements and thanks

### *Assembling for Dinner*

- At the end of the reception, the Vice President sounds the dinner chime and directs the mess to proceed to the dining room. Members and guest assigned to the head table remain in the lounge. All others should proceed in an orderly fashion to their assigned seats and stand quietly behind their chairs.

# Dining Out

## Order of Ceremony

### Reception Line:

Mess President, Guest of Honor, other Honored Guests

### Head Table:

President of the Mess and Honored Guest enter after all other members are standing behind their chair.

General's March or last 32 bars of "Stars and Stripes Forever" if Guest of Honor is a commissioned officer but not a General.

Mr. Vice – The smoking lamp is out.

President – Raps the gavel once – to call the mess to order

President – Orders the playing of the National Anthem

President – declares The Mess is Open and raps the gavel one time

President – Will Chaplain \_\_\_\_\_ deliver the invocation.

Chaplain delivers the invocation

The Toasts:

President –

Ladies and gentlemen, please charge your glasses for the toasts of the evening.

To the colors

Mess Responds: To the colors

To the President of the United States

Mess Responds: To President \_\_\_\_\_

To the Chief of Staff, United States Air Force

Mess Responds: To General \_\_\_\_\_

To the National Commander

Mess Responds: To General \_\_\_\_\_

\_\_\_\_\_

## *Remembrance*

President – Rank, Name will render honors to the Remembrance Table. You may follow this in your program.

Assigned officer honors the Remembrance Table

President – Raise your glasses of water. Water is used because while imprisoned, our brave fighters maintained their dignity and in doing so toasted each other with the only thing they had, water.

Mr. Vice – To our military men and women who are Missing In Action, Prisoners Of War, Civil Air Patrol members who have perished while on life-saving missions and those who have reached out and touched the face of God.

Mess responds – Hear, Hear

President – Please be seated.

Presidents opening remarks

President – introduces Head Table

At this time I would like to introduce our guests

at the head table; our Guest of Honor \_\_\_\_\_.  
Also seated at the head table are \_\_\_\_\_. Introduce  
additional guests.

Our sincere thanks go to these guests for making time  
in their busy schedules to join us tonight.

Mr. Vice, will you poll the members for additional  
introduction of guests that are with us this evening.

Mr. Vice – Will those members wishing to introduce  
guests please rise.

Mr. Vice indicates with his hands those who have  
stood and each introduces the guest at their table.

President – Mr. Vice

Mr. Vice – Yes Mr. President

President – A toast to our distinguished visitors and  
honored guests.

Everyone rises

Mr. Vice – To our distinguished visitors and honored  
guests.

Mess responds – Hear, Hear

President – **Please be seated.**

Mr. Vice – **Mr. President**

President – **Yes, Mr. Vice**

Mr. Vice - **I propose that the Seminar Advisors be introduced.**

President – **Have the Seminar Advisors introduced.**

Mr. Vice – **Seminar One, introduce your Seminar Advisor.**

As each Seminar Advisor is introduced he will rise and then sit while others are introduced. Mr. Vice continues through all seminars.

President – **Mr. Vice**

Mr. Vice – **Yes Mr. President**

President – **A toast to the Seminar Advisors**

Everyone except Seminar Advisors stand

Mr. Vice – A toast to the Seminar Advisors

Mess responds – Hear, Hear

President – Please be seated.

President – Mr. Vice

Mr. Vice – Yes Mr. President

President – Will you insure the mess is civil and well ordered this evening.

Mr. Vice – I propose a grog bowl to assist me in identifying and punishing violators of mess rules.

President – How will the grog bowl assist you?

Mr. Vice – Violators will be directed to drink from the grog bowl, causing their skin to turn blue.

President – Proceed Mr. Vice. Fill the bowl.

Even though the “true” Grog Bowl is no longer used at CAP functions because of the likely presents of cadet members, a non-alcoholic grog may be used to facilitate the humor and festive atmosphere of the occasion.

The Vice President of the mess is charged with the responsibility of mixing the bowl contents as well as determining which members of the mess must, for whatever reason, drink from it. In selecting the ingredients of the grog,

remember that some people do not tolerate caffeine so go easy on those types of drinks. The grog should be mixed with all members present.(Perhaps as dinner is being served) and the significance of each ingredients explained.

Suggested ingredients and symbolism:

Ginger Ale – The gasoline that powers our aircraft

Red Drink – The hydraulic fluid that powers our systems

Blue Drink – The sky we fly in

Green Drink – The earth on which our ground teams search

Chocolate Syrup – The mud they slog through

Milk – The endless paperwork in our paperless organization

Raisins – What is found in that paper after NHQ files it

Tootsie Rolls or Baby Ruth candy (small) What squadrons think of NHQ

Hot Sauce – The spice of all those rumors

The grog bowl should be the ugliest pot from the kitchen and the serving ladle a matching dipper. A supply of small plastic or paper cups should be provided for partaking of this brew.

Mr. Vice should make a very big production of mixing the grog.

Before pouring his/her cup of grog, the drinking member is required to vigorously stir the bowl to insure that some of the solids end up in the cup. After drinking the entire contents of the cup, the member must invert the cup over his/her head and then place the inverted cup on the head. This encourages complete consumption of the drink. While drinking the grog the member must face the audience.

Reasons for being sent to the bowl:

Hand clapping for other than the guest speaker

Uniform infractions

Arriving late to the dining out

Failure to observe the Rules of the Mess

Not identifying themselves when speaking (**name and rank**)

Allowing toasting glass to become empty

Any reason that the Vice President cares to make up.

Mr. Vice – Mr. President, the grog bowl is ready.

President – Mr. Vice will you please taste the meal to determine that it is fit for human consumption.

Mr. Vice - Takes a small bite of his salad and announces – Officers of the Civil Air Patrol and guests, the meal is fit for human consumption. You may begin.

Meal begins

Toasts and frivolity begin as soon as the meal begins.

Allow 30 to 45 minutes for the meal.

President – Officers of the Civil Air Patrol and guests, the Mess is recessed for fifteen minutes. All rise as the head table departs.

Mr. Vice – The smoking lamp is lit. Please do not smoke in this building.

15 minute intermission

Mr. Vice – Sounds chimes again to signal the end of the recess. All members stand behind their chair until the head table is seated.

President – Raps gavel once and says **Please be seated.**

President – **Officers and guests, the Director of the Civil Air Patrol’s 2005 Middle East Region Staff College, \_\_\_\_\_**

Director introduces the guest speaker.

Speaker gives presentation

All members applaud (hand clapping)

President – Calls for the officer who will present the honorarium to the speaker. (Usually the Protocol Officer)

Designated officer presents the speaker with an honorarium.

President – **Mr. Vice**

Mr. Vice – **Yes Mr. President**

President – **A toast to our distinguished speaker**

Mr. Vice – Please stand. All members rise and toast is made. A toast to our distinguished speaker

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Mess responds – Hear, Hear

President – makes any necessary announcements

President – Will the Director attend to the awards ceremony.

Director presents awards

President – Are there any other presentations?

If seminars plan to make a presentation to their advisor, it should be done at this time.

President – closing remarks

***President – Will Chaplain \_\_\_\_\_ deliver the benediction.***

President - After the benediction – Raps gavel twice and declares **The mess is adjourned.**

### *Gift for Guest Speaker*

If you plan to present a gift to the guest speaker, make it of nominal value and something that he probably does not already have. The presentation should be made at the conclusion of his speech.

### *Organizational Dining-Out*

Dining-Out for a specific unit will be carried out in the same manner as shown above with the exceptions noted below.

- President of the Mess – Normally the unit commander
- Vice President of the Mess – Usually the most junior officer in the unit but may be specifically selected by the commander.
- Several officers designated by the commander complete preparations for the Dining-Out.

### *Invitations*

Invitations come in a variety of types and styles from a formal engraved invitation to a very informal telephone call.

- **Formal** – These may be commercially engraved or hand-written. However, with the advanced state of home computers and printers, attractive and impressive invitations can be produced at a minimum of cost.
  - Whatever style of formal invitation you choose, be sure to print it on white or cream-colored card stock.
  - The command emblem should be printed on the front of fold-over cards and at the top of others.
- **Letter** – This style is preferred when the invitation is for more than one function.
  - In the case of the Region Staff College, the invitation is for the Reception, the Dining Out, and Graduation.
- **Telephone or E-mail** – a written “To Remind” note should follow both of these informal types of invitations up.

### *Elements of an Invitation*

Information that always needs to be included in any type of invitation:

- **WHO** Host
  - Since the reception and dinner are planned as a learning experience for the Staff College students, invitations are sent in the name of the President of the class. Because this name will

not be known in time to place it on the invitation, the title, “Class President” will be used. When letter style invitations are used, the Protocol Officer of the college will sign them.

- **WHAT KIND** Lunch, Dinner, Reception, Ceremony
  - Normally, for a Region Staff College the guests are invited to attend all of the activities, Reception, Dinning Out, and Graduation. If this is the case, be certain that all dates, times and locations are specified in the invitation.
- **WHEN** Date and day of the week, time
- **WHERE** Place
- **DRESS** Service Dress; Mess Dress, Business suit, etc.
  - The reception and Dining Out are formal occasions. With this in mind, it is imperative that all participants be properly attired. Below is a list of approved wear in the order of precedence.
    - Mess Dress uniform.
    - Tuxedo or dinner jacket; Cocktail dress for ladies
    - CAP blue blazer with CAP crest but without nameplate, with white shirt and black bow tie.
    - At the very least, a dark colored business suit with white shirt and tasteful tie will be acceptable.
      - **Note: Service Dress uniform is not acceptable for formal occasions.**
- **RSVP** RSVP information
  - Provide more than one means for replying to the invitation.
    - An enclosed Stamped, addressed card with blocks to check that indicate the planned attendance or absence at each of the functions. This will prompt the recipient to act without delay.
    - Telephone number
    - E-mail address
- **Send Date**
  - The invitation should be sent approximately one month prior to the event.
    - Follow-Up should be made no less than one week prior to the occasion. This can be by telephone, e-mail or a reminder note. The reminder should contain a telephone number, address, or e-mail address for reply is the invitee desires to do so.

## *Flag Protocol*

- When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
- By convention, the United States flag (and all other flags) are draped on the staff from upper left to lower right (from the observer's point of view).

- **FLAG PLACEMENT**

The cardinal rule is the highest precedence flag takes the position of honor to the right of other flags. This position is always to the flag's own right— not as you are looking at the flags from the front. The U.S. flag always goes to the right of all other flags, except when placed in the center.

**The blue field, according to the rules of heraldry, is the honor point and should, therefore, occupy the position of danger. The position of danger is the position of the arm which holds the sword--the right arm. Therefore, the blue field, which is uppermost and to the flag's own right, holds the "position of honor."  
Boatner**

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When centered in a flag display, the U.S. flag should be at the center and at the highest point of the group when a number of flags of States or localities, pennants of societies, or organizational and other flags are grouped and displayed from staffs. Alternate flags by their order of precedence. Center the U.S. flag, then 2nd precedence goes to the flag's left, 3rd precedence to its right, 4th to the left, 5th to the right, and so on.

The positioning of the flag display is arbitrary and based primarily on the best location for the event. This could be directly behind the speaker or host, or to his/her right or left. If the stage is too small for a flag arrangement to fit, the proper way they can be displayed is on the audience's level (floor level), but the flags are positioned in reverse order. The important thing is that within the flag display, flags must be properly sequenced.

- **Flag Precedence**

- Here is the accepted order of precedence for displaying flags during both official and unofficial military and civilian ceremonies. AFR 900-3

standardizes their display. As you sit in an audience and face the flags, they're arranged as follows, left to right:

THE UNITED STATES FLAG

FOREIGN COUNTRY FLAGS (IN ALPHABETICAL ORDER)

STATE FLAGS (By admission to the union)

○ **SERVICE FLAGS** (By order of Service (DOD Dir 1005.8))

<b>ARMY</b>	<b>11 July 1775</b>
<b>MARINE</b>	<b>10 November 1775</b>
<b>NAVY</b>	<b>13 October 1775*</b>
<b>AIR FORCE</b>	<b>18 September 1947</b>
<b>COASTGARD</b>	<b>4 August 790</b>

**Civil Air Patrol**

○ **PERSONAL OR GENERAL OFFICER FLAGS**

(4-, 3-, 2-, and 1-star; one flag per service regardless of how many general officers of that grade are in attendance. If two Air Force brigadier generals are present, display only one 1-star flag. If an Army and an Air Force brigadier general are present, display both an Army and Air Force 1-star flag with date of rank of the generals determining whose flag takes precedence).

**Flags in Receiving Lines**

- At formal dinners or receptions it is customary to display flags either behind the head table or behind the receiving line; both locations aren't necessary. When displaying flags in a receiving line the U.S. flag always goes to the right of the other flags. This is particularly important should the placement and flow of the receiving line have to be reversed to fit the room. In such cases, the flag order will appear reversed, but is correct.

**SUGGESTIONS FOR ARRANGING FLAGS**

- Here are some practical tips for arranging flags for both indoor and outdoor events. There's an art to properly displaying flags. Correct height, positioning, straightening of staffs, and the draping of flags all play an important role in achieving a good display. Here's some practical tips for arranging flags for both indoor and outdoor events.
  - Use the same size and type of flag staffs and flag stands.

- Try to use flags of the same material in a display—don't mix outdoor flags with indoor flags.
- Use the same size flag, except for the smaller general officer flag.
- Make sure flags are securely fastened to the flag staff to prevent them from sliding down the staff during the event.
- Keep the flags directly behind the host or the focal point of the ceremony so that they appear in any photos taken.
- Use a flag spreader (a wood or metal bracket that clips to the staff and gives the flag a slight flair) if you have them.
- Metal spearheads (flat side out) are parallel to the audience. A metal spearhead is the only authorized decorative device that may be fastened to the top of a military or U.S. flag. That means no eagles, globes, acorns, brass balls or other "do-dads."
- For outside ceremonies, we recommend using gold painted pipes that you can pound into the ground as flag holders. They secure the flags very well when winds increase, plus enhance the appearance of the ceremony.
- Due to ceiling limitations in most rooms, you have to go with less than full 10-foot staffs and that's okay. But avoid the 8-foot staff if possible because full size flags will touch the floor causing you to tape the tips up. (A quick fix is to use rubber bands to hold the flag up at the tip; it's flexible and not noticeable.)
- Drape all flags the same way so that the bottom tips are all in the same location. The correct direction the flags should be draped is from left to your right as you look at the flag, e.g., hold the U.S. flag up flying to left and drape it from left to right so that the stripes, stars, etc., point to the right.
- Lastly, have someone double check the flag display after it has been put up.

## Military Courtesies

- **Salutes**

Nothing is more embedded in the military culture than saluting. All services teach this in their basic officer and enlisted training programs, and it is reinforced throughout the service member's career.

- *Whom to salute.*

Tradition has it if you are junior, you salute first. (The one exception is when a unit commander gives an official report to an adjutant who might be junior.) Any commissioned or warrant officer, as well as any

commissioned officer of a friendly foreign country is entitled to a salute. You should also salute the President of the United States, Secretary of Defense and the Secretary of the Air Force. Additionally, you need not be in uniform to salute another. Some Military members still customarily exchange salutes whenever they recognize one another, even if in civilian clothes. It goes without saying that you should return salutes rendered by subordinates.

- *When to Salute.*

Your guide for saluting should be recognition. Distance and uniform should not be criteria for saluting. Salute at a distance at which recognition is easy and audible. Offer your salute early enough to allow the senior time to return it and extend a verbal greeting before you pass. The practice of the verbal greeting has become universal in the Air Force - give a "Good Morning, Ma'am" or "Good Afternoon, Sir." If you know the senior by name, personalize the greeting with "Good Evening, General Jones." They should respond in kind if they know your name. Personalized greetings are always the best.

When outdoors and in uniform, you should exchange salutes. If you are standing in a group with no one in charge, the first person to see a senior officer will call the group's attention to his approach, and all members, if junior, will salute. If in military formation, the person in charge salutes for all members of the formation (unless the formation is four or less, in which case everyone salutes). Members of a work detail are not required to salute if working. If an officer addresses a detail member, the member comes to attention and salutes. At the conclusion of the conversation, salutes are again exchanged. If a government vehicle has rank displayed (on either a bumper plate or plate on the dashboard inside the windshield), you should salute as soon as you recognize the vehicle and hold your salute until the vehicle has passed or your salute has been returned. Do not salute an empty staff car!

- *Saluting the U.S. Flag*

When outdoors in uniform, and an uncased U.S. flag passes by, stand at attention, salute six paces before the flag is even with you and hold your salute until the flag has passed six paces. When in civilian clothes, stand at attention and place your right hand over your heart. A male wearing a hat will remove it and hold it in his right hand over his heart. Females are not required to remove their hats. If the flag is cased (furled and covered with a canvas case), honors are not required.

- *Courtesies To the Colors, or the National Anthem*

When outdoors and in uniform, face the flag, if visible, or face the music. Stand at attention and salute on the first note of the music (or if no music, when you see the flag first being raised or lowered). Drop your salute after the last note is played, or when the flag has been fully raised or lowered, depending on the ceremony. (During the playing of "Sound Retreat" which precedes the lowering of the flag, stand at Parade Rest.) If in a vehicle during Reveille or Retreat, pull the car to the side of the road and stop. All occupants sit at attention until the last note of the music has played. When in civilian clothes and outdoors, stand at attention and place your right hand (with a hat if wearing one) over your heart.

The ceremonial occasions when the salute is rendered, outdoors only, include the passing of the uncased Colors, the playing of "Ruffles and Flourishes," "Hail to the Chief," or the National Anthem of any nation, and "To the Colors."

When indoors and in uniform or civilian clothes, face the flag (or the music if the flag is not visible) and stand at attention when the National Anthem or "To the Colors" is played (do not place your hand over your heart). There are two exceptions. If you are in uniform, under arms, you should salute. The other rule is when you're a spectator in uniform at a military ceremony inside where "outdoor" rules apply. A good example is when a change of command ceremony planned for outdoors is moved inside a hangar due to inclement weather.

No courtesies are rendered to either the National Anthem or "To the Colors" when the ceremonies are broadcast remotely by radio or television. If the flag is raised or lowered for any reason (maintenance, adverse weather, etc.) you should stop and salute while it is moving up or down the pole.

▪ **When With an Officer and a Second Officer Approaches**

When in the company of a senior officer and a more senior officer approaches, you should tactfully ensure the officer with you is aware of the senior's approach. When he salutes, you should salute at the same time. If you are in the company of a senior officer, and a junior approaches, salute at the same time as the senior, and hold your salute until after the senior has dropped his (drop yours after the "junior's" if he or she ranks you!). If the senior is unaware of the junior's salute, do not interrupt by rendering your salute to the junior.

▪ **When at Double-Time or Jogging**

Slow your pace to quick-time, render the salute, and resume your pace. If overtaking a senior officer, slow to a normal pace and overtake the officer

on his left. As you approach within three paces, we suggest you use the Navy's practice (and that of the Air Force Academy) and announce "By your leave, Sir" and render the salute. The senior officer should acknowledge your request "Carry on" and render a return salute. Complete your salute and resume your pace after the exchange of salutes.

▪ **Exceptions to Saluting**

- If your arms are full, you are not required to initiate or return a salute; however, you should always extend or respond to a verbal greeting. Obviously, you should attempt to carry objects in your left arm to keep your right unencumbered for the salute, if possible. (The Army does not require the verbal greeting, but its practice is growing.) However, you always salute a superior if he is encumbered and you are not, even though he can't return your salute! In the Air Force and Army we do not salute indoors except during a formal report. Here are some other situations where saluting is not appropriate:
- At any time the salute is obviously impractical or will seriously interfere with the performance of official duties.
- Indoors, when a senior enters your office. But, you would stand.
- When you are in the ranks of formation; however, if at ease in a formation, come to attention when you are addressed by a senior officer.
- When working as a member of a detail or engaged in sports or social functions.
- When you are a spectator at a sports event. Come to attention if spoken to by a senior officer.
- When you are the driver of a moving vehicle.
- However, when practical you should return the salutes of others. This most frequently occurs when an officer driving a vehicle returns the Security Policeman's salute at the entry gate of an Air Force base.

• **Reporting.**

- Indoors the salute is not used as a greeting, but only when reporting to a senior officer, and again when leaving. Headgear should never be worn inside (Army and Air Force) unless under arms. Headgear will be worn inside (Navy) the "skin" of a naval vessel when "12 o'clock" reports are made to the captain while the vessel is underway. Secure permission to enter, and walk to within two paces of the officer or desk, halt, salute, and report. Hold the salute until it is returned. (Naval officers probably will not return your salute if they are uncovered. In such cases, drop your salute

when you finish your report.) If your visit is brief, and the only conversation between you and the senior is the acknowledgment of the report, you should salute only once. If there is prolonged conversation, you should, prior to departing, take one step back, render your salute, face about and leave in a military manner.

TABLE OF HONORS				
In place of gun salutes, the number of persons in the honor cordon indicates the type of honors being accorded. The numbers in the "honor cordon" column include the honor cordon commander and airmen, but do not include additional flights used for the presidential ceremonies, or on special occasions the installation commander considers appropriate.				
Distinguished Persons	Honor Cordon	Ruffles & Flourishes	Music	Flags
President	21	4	National Anthem <sup>2</sup> Hail to the Chief <sup>2,3</sup>	United States & Presidential
Ex-President	21	4	National Anthem	United States
Heads of State of foreign countries and Reigning Royalty	21	4	Foreign Anthem	United States & Foreign
Vice President	19	4	Hail to Columbia	United States & command
Governor of a State of the United States In Jurisdiction	19	4	Honors March <sup>5</sup>	United States & command
The Chief Justice of the United States	19	4	Honors March <sup>5</sup>	United States & command
Foreign prime minister of other cabinet officer, foreign ambassador, high commissioner, or special diplomatic	19	4	National or Foreign	United States & command

representative whose credentials give him authority equal to or greater than that of an ambassador			Anthem <sup>4</sup>	
Speaker of the House of Representatives	19	4	Honors March <sup>5</sup>	United States & command
Secretary of State	19	4	Honors March <sup>5</sup>	United States & command
The United States Representative to the United Nations	19	4	Honors March <sup>5</sup>	United States & command
Associate Justices of the Supreme Court of the United States	19	4	Honors March <sup>5</sup>	United States & command
Secretary of Defense	19	4	Honors March <sup>5</sup>	United States & command
Cabinet Members	19	4	Honors March <sup>5</sup>	United States & command
Governor of a State of the United States out of jurisdiction	19	4	Honors March <sup>5</sup>	United States & command
United States Senators	19	4	Honors March <sup>5</sup>	United States & command
Members of the House of Representatives of the United States	19	4	Honors March <sup>5</sup>	United States & command
Deputy Secretary of Defense; Secretaries of the Army, the Navy, and the Air Force	19	4	Honors March <sup>5</sup>	United States & command
Director of Defense Research and Engineering	19	4	Honors March <sup>5</sup>	United States & command
Chairman of the Joint Chiefs of Staff; Chief of Staff, United States Army; Chief of Naval Operations; Chief of Staff, USAF; Commandant of the Marine Corps	19 <sup>6</sup>	4	Honors March <sup>5</sup>	United States & command
General of the Army; Fleet Admiral; General of the Air Force (five-star rank)	19 <sup>6</sup>	4	Honors March <sup>5</sup>	United States & command

Under Secretaries of the Cabinet; Solicitor General	17	4	Honors March <sup>5</sup>	United States & command
Assistant Secretaries to the Cabinet; Assistant to the Attorney General	17	4	Honors March <sup>5</sup>	United States & command
Assistant Secretaries of Defense and the General Counsel of the DOD and Undersecretaries of the Army, Navy, and Air Force	17 <sup>6</sup>	4	Honors March <sup>5</sup>	United States & command
General and Admirals (four star rank)	17 <sup>6</sup>	4	Honors March <sup>5</sup>	United States & command
Assistant Secretaries of the Army, Navy, and Air Force	17 <sup>6</sup>	4	Honors March <sup>5</sup>	United States & command
Lieutenant Generals, Vice Admirals	15 <sup>6</sup>	3	Honors March <sup>5</sup>	United States & command
Foreign Ambassadors out of jurisdiction	15	2	Honors March <sup>5</sup>	United States & command
Major Generals, Rear Admirals (Upper half)	13 <sup>6</sup>	2	Honors March <sup>5</sup>	United States & command
Brigadier Generals, Rear Admirals (Lower half)	11 <sup>6</sup>	1	Honors March <sup>5</sup>	United States & command
Other Commissioned Officers	9 <sup>6</sup>	1	Honors March <sup>5</sup>	United States & command

**Notes:**

1. Same number in honor cordon is provided on departures as on arrival for all distinguished persons.
2. The United States Navy Band arrangements of the National Anthem and the United States Marine Corps Band arrangements of “Hail to the Chief” are designated as the official Department of Defense arrangements to be henceforth played by all service bands on appropriate occasions.
3. The traditional musical selection “Hail to the Chief” is designated as a musical tribute to the President of the United States; as such, it will not be performed by military musical organizations as a tribute to other dignitaries. Performances of this selection will be subject to:
  - a. During “Hail to the Chief” by military musical organizations, military personnel in

uniform, other than band personnel, will accord the same honor as they would for the National Anthem or "To the Colors."

- b. If, in the course of any ceremony, honors must be performed more than once, "Hail to the Chief" may be used interchangeably with the National Anthem as honors to the President of the United States.
  - c. When specified by the President, the Secretary of State, the Chief of the Secret Service, or their authorized representatives, "Hail to the Chief" may be used as an opportunity for the President and his immediate party to move to or from their places while all others stand fast.
4. When one or more foreign national anthems and the U. S. National Anthem are to be performed, the U. S. National Anthem will be performed last, except in conjunction with morning colors.
  5. Army or Air Force generals receive the Generals March; admirals, commodores, or Marine generals receive the Admirals March; all others not specified receive the last 32-bar strain of the "The Stars and Stripes Forever."
  6. Foreign civilian and military officials, occupying positions comparable to these U. S. Officials, will receive equivalent honors. Foreign recipients of honors must be representatives of countries recognized by the United States.
  7. Appropriate background music is any music such as national air or a folk song favorably associated with the distinguished person or his country. If no such music is known or available, any well-sounding music of universal appeal and propriety may be used. All music performed as background should be appropriately subdued to the principal action.
  8. Appropriate inspection music may be in any meter and played so that it would not require the inspection party to conform to its cadence.
  9. Commanders of Air Force installations may obtain recorded music on discs for use in conjunction with honors and ceremonies by writing direct to the Audio Section, United States Air Force Band, Bolling AFB, DC 20332.
  10. In events honoring foreign dignitaries, the flag of the foreign country of the guest or guests being honored should be included in the color guard when available.

