

FORMAL DINING-IN HANDBOOK



UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
FORT BLISS, TEXAS

October 2003

PREFACE

As the United States Army seeks new and improved means of maintaining its viability in a modern world, there are few procedures, organizations or uniforms deemed sufficiently valuable to preclude their alteration or elimination. The Army frequently solicits suggestions, change, or improvement; consequently, in comparison to older armies, the U.S. Army has little to “hang its hat on” via tradition.

Some units within the Army still conduct the traditional Dining-In; but, like many social customs and traditions, it has generally slipped into disuse. Those units that do conduct the Dining-In frequently follow their own procedure since there is no single reference document in the Army that deals with the subject in-depth.

This handbook is intended to act as a ready-reference and a guide in an area that offers limitless opportunity to add to tradition and improve morale and esprit de corps--that of the Formal Dining-In.

The roots of the Dining-In are in the British officers' mess system. However, appropriately officers and noncommissioned officers alike have conducted Dining-Ins. Some units also have combined mess nights. In this vein, the terms officer, noncommissioned officer, members of the mess, presiding officer, or official, are used interchangeably to apply to any grade.

ACKNOWLEDGEMENT

This handbook was compiled from a wide variety of source material. The primary research document was the booklet, *Formal Dining-In*, published by the 1st Battalion, The School Brigade, United States Army Infantry School, Fort Benning, Georgia, dated May 1972. Sections of *Formal Dining-In*, have been incorporated verbatim or slightly modified, in this handbook.

Table of Contents

Preface, *page i*

Acknowledgement, *page i*

Chapter 1

British Army Regimental Mess

Background

General, 1-1, *page 1*

The Officer's Billet, 1-2, *page 1*

A Source of Satire, 1-3, *page 1*

A Source of Upheaval, 1-4, *page 1*

A Site for Solemn Formality, 1-5, *page 2*

Dueling Perpetuated, 1-6, *page 2*

High Living Standards, 1-7, *page 2*

Practical Joking and Horseplay, 1-8,
page 3

A Source of Custom and Tradition, 1-9,
page 3

Summary, 1-10, *page 4*

Chapter 2

U. S. Army Regimental Mess

Background

General, 2-1, *page 4*

Purpose of Regimental Mess, 2-2,
page 4

Mess Protocol, 2-3, *page 5*

Dress and Life as a Gentleman, 2-4,
page 5

Tradition, 2-5, *page 5*

Chapter 3

Standards for Dining-In

General, 3-1, *page 6*

President of the Mess, 3-2, *page 6*

Mr. Vice, 3-3, *page 6*

Appropriate Dress, 3-4, *page 6*

Sequence of Events, 3-5, *page 7*

Receiving Line, 3-6, *page 7*

Cocktail Period, 3-7, *page 7*

Seating Diagram, 3-8, *page 7*

Seating Arrangement, 3-9, *page 8*

Table Arrangement, 3-10, *page 8*

Personnel Support, 3-11, *page 8*

Uniform, 3-12, *page 8*

Welcoming Remarks, 3-13, *page 9*

Use of the Gavel, 3-14, *page 9*

Point of Order, 3-15, *page 9*

Menu, 3-16, *page 9*

Limericks, 3-17, *page 9*

Ceremonial Toasts, 3-18, *page 10*

Gunners, 3-19, *page 11*

The Smoking Lamp, 3-20, *page 11*

Entertainment, 3-21, *page 11*

Departing the Mess, 3-22, *page 12*

Chapter 4

Flag Display and Procedures

General, 4-1, *page 12*

Composition and Organization of
Color Guard, 4-2, *page 12*

Posting the Colors, 4-3, *page 12*

Retiring the Colors, 4-4, *page 13*

Display of Flags, 4-5, *page 13*

Order of Precedence, 4-6, *page 13*

Chapter 5

Table Settings and Etiquette, *page 13*

Decorations, 5-1, *page 13*

Table Seating, 5-2, *page 14*

Place Setting, 5-3, *page 14*

Wines, 5-4, *page 15*

Tips on Table Manners, 5-5, *page 15*

Food Requiring Special Handling, 5-6,
page 15

Appendixes

A. Dining-In Sequence of Events,
page 19

B. Illustrations of Arrangements,
pages 31 thru 33, and 38

C. Violations of the Mess, *page 34*

D. Things to Remember, *page 35*

E. Alternate Fallen Comrade Ceremony
and Toast, *page 36*

F. Alternate Flag Presentation
Ceremony, *page 39*

Bibliography, *page 42*

CHAPTER 1

BRITISH ARMY REGIMENTAL MESS BACKGROUND

1-1. GENERAL

Conduct of the British Officer's Mess over the years has had great influence on many of the procedures practiced today by U.S. organizations in the formal Dining-In. The British mess was a contrasting source of satire, upheaval, and solemn formality; an instigator of dueling and horseplay; a reason for living standards above one's means; and development of long-lasting customs and traditions.

1-2. THE OFFICER'S BILLET

a. Today's colorful British officers' dinners continue a custom that arose in the eighteenth century. In those days there were no barracks. Consequently, officers and men billeted wherever lodging was available. A battalion would enter a town, hold a parade, and group the colors at the officers' billet. This billet became known as the officers' mess and was the central meeting place for officers.¹¹

b. The custom of dining together was especially useful in large units because many officers normally might not come in contact with one another. Dinners brought them together in a fraternal atmosphere. The mess and customs of the regiment served to provide the officers training that enabled them to conduct formal entertainment later as senior officers.¹¹

1-3. A SOURCE OF SATIRE

While the mess served a functional purpose, it was a constant source of satire. For example, Francis Grose, a one-time adjutant of militia, in his ADVICE TO OFFICERS OF THE

BRITISH ARMY in 1782 said: "If you belong to a mess, eat with it seldom as possible, to let folks see you want neither money nor credit. And when you do, in order to show that you are used to good living, find fault with every dish that is set on the table, damn the wine, and throw the plates at the mess-man's head... if you have pewter plates, spin them on the point of your fork, or do some other mischief, to punish the fellow for making you wait." Francis Grose used the phrase, "If you belong to a mess." All regiments at the time did not maintain a mess as it was later to be recognized; in 1782, such communal life was usually enjoyed by the officers in taverns. The mess proper was largely a nineteenth-century growth.⁶

1-4. A SOURCE OF UPHEAVAL

Not only was the mess a constant source of satire, but it was also a source of upheaval within the officers of a regiment and caused common jealousy and bickering among individuals. Such an upheaval in the 85th Light Infantry occurred in the early 1800s, when quarrels, challenges, fights, and courts-martial, caused all of the regiment's officers to be reassigned to other regiments. The new officers were known as "the elegant extracts" which became the regiment's nickname. Several years later a similar redistribution of officers occurred in the 10th Royal Hussars after several officers accused their commander of incompetence. In 1824, the 10th Hussars were again the subject of notoriety resulting from events in their mess when their Colonel, the Marquis of Londonderry, met a young officer, Cornet Battier, with pistols after the Marquis had ordered Battier out of the mess.⁶

1-5. A SITE FOR SOLEMN FORMALITY

While the mess had its lighter moments, it was also the site for solemn formality, the breach of which might draw serious rebuke, challenge, and courts-martial. In 1840, all of England followed a story dealing with a "black bottle" incident that took place in the regimental mess of the 11th Light Dragoons (later Hussars). The regiment had been visited by the Inspector General of Cavalry who later, with other foreign guests, dined in the mess. This was a champagne occasion but one of the guests requested Moselle; Captain John Reynolds sent for a bottle and it was allowed to stand undecanted on the table. To the commanding officer the sight of that black bottle--containing, as he imagined, ale--was odious and unpardonable. The next day Captain Reynolds was advised that "the mess should be conducted like a gentlemen's table and not like a tavern or pothouse." Further rebuke followed and Reynolds was asked to leave the regiment. The day of humiliation for the officers of the regiment came when the Adjutant General conveyed to them a reprimand by the Commander in Chief. The message was delivered at an "officers only" parade in the mess but was soon printed in THE TIMES for the whole country to view. The thrust of the reprimand was that "...the rules and regulations of the service require strictly from all (officers) that they should conduct themselves as ought gentlemen in every situation...."⁶

1-6. DUELLING PERPETUATED

Dueling, a form of arbitration favored by the world of chivalry was a part of the gentlemanly code of the time and was to a degree perpetuated by the mess. If a wrong had been perpetrated it was not

important if the officer wished to forgive and forget--what mattered was whether the regiment was willing to let him do so. The mess had its own code and there were many instances of officers who would never have issued, or answered, a challenge to duel if they had not been goaded into it by their peers. While a strong commanding officer could do much to lessen dueling in his regiment, he could not possibly be aware of every quarrel.⁶

1-7. HIGH LIVING STANDARDS

While each mess received a special allowance, members were often accused of attempting to live at a standard far beyond their means and frequent attempts were made to reduce the extravagance. In 1849, the Commander in Chief in India, as an example, vowed to abolish champagne from his table, serving only sherry and claret, while pledging to visit no mess serving expensive wines. He stated, "...we soldiers...burst ourselves in trying to live like men of 20,000 pounds a year in landed property! We, who in private life could hardly buy a pint of beer, must drink the most costly wines...." However, the cost of the mess was only one of the many expenses borne by the individual British officer; his uniform, equipment, box at the opera, private chambers, hunters, coals and candles all required an allowance up to 1,000 pounds a year above his pay. In 1857, the Commander in Chief passed a law limiting the cost of a mess dinner. Although it was welcomed in some messes, it was ignored in others; immediately thereafter, one regimental mess offered a menu of thirty-two dishes. Although the cost of smoking was not a serious item in an officer's budget, in 1845 the Duke of Wellington

issued a blast against tobacco and asked that all commanding officers of regiments prevent smoking in the mess rooms and adjoining apartments. The expense was not the factor but the fumes of tobacco and the habit-forming characteristics of tobacco were the offenders.⁶

1-8. PRACTICAL JOKING AND HORSEPLAY

a. Dueling was repressed in the 1850s but a period of practical joking by officers of the Army drew as much attention as had dueling. Practical joking was an inevitable part of the regimental mess system. It was essential that officers form a closely-knit group; the misfit had no place in a mess. Hence, it was recommended that should you get an officer not of the spirit in the mess "...you must not only bore him constantly at the mess but should make use of a kind of practical wit to torment him." Practical jokes took the form of forcing open his doors, breaking his windows, damaging his furniture, placing items in his bed, or loosening his tent cords in windy weather. The officer was simply ragged into conformity or was driven out. It was believed that fierce ragging forged officers into iron. The annals of Sandhurst verify this concept for the following actions were common: blanket tossing; shoveling (placing the victim on a table and tricking him with shovels); ventilation (victim tied to a ventilator and stuck with forks); kidnapping the victim after dark, stripping him naked, and leaving him on the parade ground--it was believed that a youth who could walk naked into a guardroom was unlikely to be embarrassed by any social mishap in later life.⁶

b. Although officers' messes were usually the scenes of nightly rioting and dissipation, on special occasions they were quiet to the point of stagnation. At dinner, junior grade officers were discouraged from talking and many topics of conversation were forbidden: a lady's name could not be mentioned, religion and politics were taboo, and talking "shop" was in bad taste. However, all regiments set aside certain nights for licensed horseplay to release tension (we see a continuation of this in many Dining-Ins conducted by U.S. units today). Accepted sports were: cockfighting (two officers were tied together and had to overthrow each other), high cockalorum (one set of players leaps astride the arched backs of another set, trying to overthrow them), wrestling, wall-scaling, or roof-climbing. It was a point of honor for many senior officers to join the horseplay thereby preventing unpleasant incidents while setting an example of good fellowship. Mess nights were the scene of such practical wit as drinking a glass of water while standing on one's head or repeating phrases and imitating actions in correct sequence while draining a glass of liquor at each error. These acts were peaceful when compared to actions by the Czar's officers in St. Petersburg--there it was common practice to shut two officers with pistols in a dark room; each officer cried "Coo Coo" in turn, and the other fired in the direction of the sound.⁶

1-9. A SOURCE OF CUSTOM AND TRADITION

a. Throughout the years, armies of older countries accumulated fascinating customs and traditions in their dining procedures. Several British regiments do not stand and drink when the king is

toasted for they are “above suspicion” because they have so distinguished themselves that they have been excused by the king from the symbolic proof of loyalty represented by drinking to his health. Another example deals with the Royal Navy which toasts the king without standing; the story is that the Prince of Wales struck his head on a low beam of a warship when the toast was proposed and stated, “When I’m king, there’ll be no such foolishness.” Upon succeeding his father, the Royal Navy held him to the promise.²

b. One very interesting British tradition is a result of the exploits of the 14th Hussars (then the 14th Light Dragoons). This regiment served through the entire six years of the Peninsular War. After defeating the French at Vittoria, the organization captured Joseph Bonaparte’s personal coach. The coach contained a now celebrated trophy--a silver receptacle (the Emperor’s chamber pot) which is maintained in the Officers’ Mess: on certain anniversaries it is filled with champagne and passed around the dinner table.¹

1-10. SUMMARY

While the behaviors in the British Officers’ Mess have been characteristic of years past, this is not to infer that each is currently present in British Army messes. As an example, horseplay is a dying phenomenon. “The irresponsibility and lack of maturity and self control manifested by such behavior is strongly discouraged by most commanding officers both on economic and social grounds.”¹²

CHAPTER 2 U.S. ARMY REGIMENTAL MESS BACKGROUND

2-1. GENERAL

The Officer’s Manual, written by Colonel James A. Moss and published in 1929, gives evidence of the U.S. Regimental Mess System of the period. Colonel Moss points out that the mess in the United States Army had not been a generally established institution as it was in European armies. Consequently, our mess customs were not uniform. It was noted that in most European regimental messes, especially in those of the English and German armies, there was considerable formality. If distinguished guests were present, toasts were made to the sovereign and many customs observed.³

2-2. PURPOSE OF REGIMENTAL MESS

Colonel Moss advised that the main purpose of a regimental mess was to promote cordiality, comradeship, and esprit de corps. Although a regimental mess was principally social, the meals, especially dinner, were semi-official. In the tradition of the European armies and to give a post or regimental mess the proper atmosphere, it was recommended that it be the repository of trophies and souvenirs collected during the service of the regiment or the life of the post.³ An outstanding example would be the 8th Horse Regiment (later the 7th Dragoon Guards) of the British Army. This regiment displays a fine pair of French kettledrums that were captured in the Battle of Dettingen in 1743 in its Officers’ Mess.¹

2-3. MESS PROTOCOL

In the 1920s regimental mess the colonel or senior officer presided and sat at the head of the table with the lieutenant colonel to his right and the

adjutant to his left; the other officers were seated on both sides of the table according to rank. Dinner was a formal meal with everyone wearing the prescribed uniform. The officers assembled and upon arrival of the presiding officer, followed him into the mess and took their seats after he was seated. In addition, the following formalities prevailed.³

a. The “formal” part of the meal ended and smoking was in order when the presiding officer received his cup of coffee.

b. Before the informal part of the dinner, no officer could leave the table without making his excuse to the presiding officer. At important dinners no officer was allowed to leave prior to the departure of the presiding officer.

c. The chaplain, by a mere inclination of the presiding officer’s head, was directed to say grace before dinner.

d. Guests were always introduced to the presiding officer before the meal.

2-4. DRESS AND LIFE AS A GENTLEMAN

a. The importance of the mess in relation to the image of the officers’ corps was evidenced by the recommendation that all newly commissioned officers should carefully make arrangements for messing to enable them to “live with the quiet dignity becoming their station.” It was pointed out that an officer’s pay was given him for that purpose; it was sufficient for expenses and he owed it to the service to “dress and live, though simply, yet always like a gentleman.”³

b. The military tradition that an officer is expected to be a gentleman has come under careful scrutiny from time-to-time. In early armies leadership was a monopoly of the nobility or “gentlemen.”

However, with the be-stowing of rank on a merit basis, officers are still expected to “act like gentlemen.”² While this may draw criticism today, the fact remains that such performance is an obligation rather than a noble concept; Article 133 of the Uniform Code of Military Justice outlines the acts or omissions constituting conduct unbecoming an officer and gentleman.⁸

2-5. TRADITION

a. The veteran soldier does not need to be “sold” on the importance of tradition and customs. But he occasionally re-examines them and does away with ones that no longer serves any purpose or that interferes with military efficiency. Before we condemn a custom, we owe our predecessors the courtesy of realizing that the custom once made sense. We must be sure our refusal to accept a custom is not based on poor judgment or ignorance.”²

b. Military Customs and Traditions provides a statement made by Colonel Clifford Walton, British Army: “Every trifle, every tag or ribbon that tradition may have associated with the former glories of a regiment should be retained so long as its retention does not interfere with efficiency.” Needless to say, this has not been a concept followed by the United States Army. The author explains that he was unable to provide several pages of interesting U.S. regimental traditions, that they were not available from official Army historical sources, and nothing was to be served by digging them out of old military history books. The real test of a tradition lies with the organization--nothing can be called a tradition if it is not well known and practiced by the organization today.²

c. While speaking to a prominent general, Colonel Moss asked what advice he would give a young, ambitious officer beginning his career. The general replied, "One of the first things I should tell him would be, 'Familiarize yourself with the conventionalities and amenities of life--know the proper thing to do and do it at the proper time.' Men, as a rule, do not realize the importance of this in our present scheme of civilization."³ The problem today is that the U.S. Army has gradually terminated many of the conventionalities previously thought important. The trend is toward a completely informal, free atmosphere. While informality certainly has its place, Army tradition and custom should not suffer.

CHAPTER 3 STANDARDS FOR DINING-IN

3-1. GENERAL

The Dining-In should be compared to a military reception as far as its purpose and function. Therefore, attendance is obligatory and an absence should occur only for those reasons for which one would be excused from a military formation.

3-2. PRESIDENT OF THE MESS

a. The presiding official is usually designated the President of the Open Mess and his responsibility is to oversee the organization and operation of the Dining-In. His operational techniques will follow those of any formal dinner affair to include appointment of a host and persons or a committee to make all arrangements.

b. The President will appoint Mr. Vice (junior in rank) and call upon him for the performance of any duty deemed appropriate during the conduct of the

affair; he will open the mess with one rap of the gavel and close the mess with two raps.

3-3. MR. VICE

a. Mr. Vice opens the lounge at the appointed time. If dinner chimes are to be used, he sounds them as appropriate. He may be called upon to provide poetry or witticisms in good taste relating to particular personalities present. He should be seated at a separate table at the opposite end of the banquet hall to permit the President of the Mess to easily face him.

b. Mr. Vice is also responsible for testing the meat course prior to it being served and then announcing to the members of the mess if it is fit for human consumption.

3-4. APPROPRIATE DRESS

"Black Tie" is the appropriate dress for a formal Dining-In and is the designation used on invitations. Civilians wear a "tuxedo" while military personnel wear the black bow tie with one of the appropriate uniforms: Army Green, Army Blue, Army Blue Mess, Army White, or Army White Mess. The designation implies the wearing of miniature medals on the Army Blue Mess or Army White Mess uniforms and the wearing of ribbons and miniature or regular medals on the Army Blue or Army White uniforms. The term "Military Black Tie" may appear on invitations directed to a predominantly military group but the same uniform implications apply.¹⁰

3-5. SEQUENCE OF EVENTS

The sequence of events shown at Appendix A is a combination of U.S. Army and U.S. Air Force Dining-In procedures⁷ and may be altered slightly. However, if the Dining-In is to become a

tradition within an organization, careful initial consideration must be given to all aspects. Thereafter, as little change as possible should be made or the traditional benefits will be destroyed.

3-6. RECEIVING LINE

The Dining-In may be enhanced by a receiving line immediately before the informal or cocktail portion of the affair. (The rules of etiquette for the conduct of the receiving line are clearly defined in Chapter 3, DA Pam 600-60, para 3-2.)

a. Arrive prior to the announced time so that your headgear and coat, if appropriate, may be secured. At a Dining-In conducted by a large organization, you may be directed to proceed through the receiving line at staggered time intervals; for smaller organizations, you may proceed immediately through the receiving line upon arrival.⁹

b. The preferred method of forming receiving lines is from right to left. Usually it is formed in order of rank, with the presiding official on the right of the receiving line and the guest of honor immediately to his left.

c. The adjutant is positioned to the right of the presiding official. As you proceed through the line and come abreast of the adjutant, announce your name to him but do not shake his hand. Never assume that the adjutant will remember your name even though you may have had a long-lasting friendship with him. The adjutant will, in turn, introduce you to the presiding official whereby you exchange handclasps and greetings; the presiding official will then introduce you to the guest of honor on his left and the procedure will be repeated throughout the receiving line. Should your name become lost in the process, repeat it to the person being

greeted. Always face the person being greeted and move promptly to the next person. Engage in conversation with the members of the receiving line only should your progress be delayed.⁹

3-7. COCKTAIL PERIOD

a. During the cocktail portion of the Dining-In, conversation should be light and of short duration. Attempt to talk with as many of your comrades and other guests as possible, remembering that the cocktail period is for light-hearted conversation and entertainment. You may smoke (if authorized) during this period, but do not take a lighted cigarette or cigar to the dining room; do not take a cocktail to the dining room.⁹

b. In lieu of cocktails, you may desire to serve a special punch or alcoholic beverage. Some organizations take advantage of this period by incorporating additional ceremony into the Dining-In, through elaborate mixture and tasting of the beverage in the presence of the entire assemblage. The point to be remembered is that the beverage should be of sufficient alcoholic strength to allow moderate consumption while maintaining the solemnity of the occasion through the formal dinner.

3-8. SEATING DIAGRAM

To prevent confusion and endless wandering about, a diagram of tables and seats showing the place of each guest should be prepared for reference before entering the dining hall.³

3-9. SEATING ARRANGEMENT

a. At a formal Dining-In tradition requires use of a head table or speaker's table. The Presiding Official, President of the Mess, sits in the center, the most distinguished guest at his right.

The next most distinguished person is on his left, and so on alternately across the head table until all are accounted for in order of relative rank or importance⁵ (see Appendix B). It is customary for all guests to sit at one table.¹¹

b. Strict protocol dictates governmental, ecclesiastical, and diplomatic precedence. (Official protocol precedence is at Appendix D, DA PAM 600-60.) A younger official takes precedence over an older one when the younger occupies a higher echelon. Grade and rank position military officers and noncommissioned officers. The guest of honor might not be seated in the ranking position unless his rank justifies it, or unless the highest-ranking guest concedes his position.

c. When guests with no official rank are present, their places are determined by age, prominence, linguistic ability when foreign persons are present, and by congeniality. Nonranking guests may be placed between those of official rank in the most congenial way for all concerned.¹⁰

3-10. TABLE ARRANGEMENT

The table arrangement will depend upon imagination, the facilities available, and the number of persons attending the Dining-In. Several basic concepts of dining area, head table, flags, table setting, and stemware are shown at Appendix B.

3-11. PERSONNEL SUPPORT

The number of military personnel required to directly support the ceremonial aspects of the Dining-In increases as the activities become more complex. However, a sufficient ceremony may also be conducted while holding military personnel support requirements to a minimum. One alternative, which

makes use of bandsmen, requires personnel in the following categories:

Noncommissioned Officer in Charge.

Bugler.

Drummer.

Flutist.

Color Bearers.

Color Guard.

The bugler may be used to sound "Mess Call." The drummer and flutist play "To the Colors" as the colors are being presented, and are available later to provide appropriate music upon termination of dinner.

3-12. UNIFORM

The formality of the occasion should be maintained even for support personnel. Consequently, whenever possible, personnel supporting the Dining-In should wear the Army Blue uniform, with bow tie, or the Army Green with white shirt and bow tie. With the exception of the Noncommissioned Officer in Charge of the support personnel, the following may be worn with the green uniform as a duty uniform: helmet, appropriate for ceremony; branch scarf; and stripped pistol belt.

3-13. WELCOMING REMARKS

After the invocation, the President of the Mess seats the mess and proceeds with welcoming remarks to set the tenor for the formal part of the ceremony. The President of the Mess remains standing while speaking and upon conclusion directs that the dinner be served.

3-14. USE OF THE GAVEL

The gavel, in possession of the President of the Mess, will be used to signal members of the mess. Three resounding raps require the attention of all members whether standing or seated. Members will rise and stand in place at two raps of the gavel. One rap signals all to be seated.

3-15. POINT OF ORDER

During the dinner a member of the mess may wish to be recognized for some appropriate reason. In such a case, the member will stand and ask to be recognized by saying, "Mr. Vice, I have a Point of Order." Mr. Vice responds by calling the individual's rank and name, at which time the member in a polite and forthright manner cites his Point of Order. Mr. Vice may then solicit the recommendation or action of the President, or take appropriate action on his own.

3-16. MENU

a. The Dining-In is meant to be dignified, formal occasion, but it should not be a cold and formidable affair. Emphasis is placed on the careful preparation of the most delicious food possible. The written menu should contain the name of the organization; the date and time and location; and the food being served.⁷

b. Custom dictates the serving of four or five courses, but as many as seven or as few as three are occasionally served. The very formal seven-course menu may consist of the following.⁷

- First Course: Shrimp cocktail, oysters, or clams.
- Second Course: Soup, usually clear.
- Third Course: Fish, hot or cold.
- Fourth Course: Main course of meat,

- or game, and vegetables.
- Fifth Course: Salad.
- Sixth Course: Dessert.
- Seventh Course: Fruit.

Lesser-numbered course dinners are derived by omitting items from the seven-course menu. As an example, the five-course dinner could omit the fish and fruit.

3-17. LIMERICKS

a. In certain messes, the tradition of chiding or poking good-natured fun at fellow members of the mess through limericks and ditties is practiced. This is a form of self-generated entertainment during the dinner hour and serves to enhance camaraderie and unit/section esprit while remembering the formality of the occasion. The procedure normally followed is for the member who wishes to propose a limerick to first secure permission from Mr. Vice and then present his limerick. If the humor in a limerick or ditty is not readily apparent to all members and guests of the mess, a brief explanation, but not to divulge the humor, should be offered so all present can share in the wit. A group or a person upon receiving a limerick is bound by honor to refute the remark prior to the close of the dinner hour, lest all present believe the remark to be true.

b. An example of a limerick to a person on orders to Ranger School and slightly overweight might be: "Rangers have to dart, so why have you made eating an art?"

c. Or another possibility for an information officer or noncommissioned officer who has been unable to have his unit's news published in the local paper:

"It has been told
By a man of old

That your efforts at news
Have been void
In the Post Tabloid.”

d. A member of the mess can pose limericks/ditties to another member regardless of rank. Items of personal or unit sensitivity, those that might cause embarrassment, and, of course, those detrimental to the junior’s career are never proposed. It is imperative all members of the mess remember the formality of the evening and the purpose behind limericks. Personal vendettas, attacks upon notable or sacred institutions, politics and women are never in good taste. Remember that a limerick should be witty to all, elicit a response from the “attacked,” be in good fun and taste, and not cause the recipient undue embarrassment.

3-18. CEREMONIAL TOASTS

a. In 1649, Oliver Cromwell took over the government of England upon the execution of Charles I. The royal successor, James I, was in exile on the Continent. Thus, it came to pass that certain subterfuge developed in the military among those officers who remained loyal to the crown. Water goblets formerly remained on the table during the toasts, and the officers who were loyal to the uncrowned king always passed their wine over the water in a goblet. In this manner, they were secretly and silently saluting the royal exile, who was “over the water.” When the clandestine homage was exposed, the least of the consequences was the removal of the water goblet prior to passing port, a custom that remains with us today.

b. During the meal all foods, wines, and dishes are served with the exception of the port. The waiters, who

will not again touch the decanters until they are empty, make the port available. Thus, the toast, from the first moment, is a completely spontaneous gesture.

c. While no longer spontaneous, the offering of ceremonial toasts is a traditional Army custom at a Dining-In. While unit traditions and the desires of the commander dictate the procedures used, general guidelines are offered as follows:

(1) A junior officer or noncommissioned officer is frequently called upon to present at least one toast.

(2) The order and subject of each toast is decided upon in advance and the Presiding Officer and guests are advised of actions expected of them.

(3) Toasts are usually offered at the end of the meal, but may be given before sitting down for a meal. When preliminary toasts are offered, they are made with the wine appropriate for the first course.

d. Toasts to the President of the United States, the United States Army, the division, the regiment, and the unit are the most frequent. When officers or noncommissioned officers from other countries are present, near the end of the meal, the commander, or highest official of his country present, proposes a standing toast to the head of state of the guest’s country. The highest-ranking guest then responds with the toast to the head of state of the host’s country. Toasts may follow these toasts to the countries or services represented. All present drink to a ruler or country represented, but no one drinks to himself, or in this case, to his own service. It cannot be stressed enough that toasts must be previously planned to preclude error. When more than one country is represented, the host proposes a collective toast to the heads of

their several states, naming them in the order of the seniority of the representatives present. To this collective toast, the highest-ranking foreign officer present will respond on behalf of all guests by proposing a toast to the health of the host's head of state. Toasts are an important and often ambassadorial part of the Dining-In so great care should be taken to assure that they are properly conducted.¹⁰ It is reported that at a dinner during World War II, Russia's Marshal Zhukov failed to mention France in a toast praising allied armies. Consequently, France's General de Lattre refused to eat or drink until Marshal Zhukov had proposed a special toast to France.¹⁰

e. While it is our custom to give standing toasts, this does not hold true with all nations and services. As it had been already noted, officers of the Royal Navy have the privilege of remaining seated when toasting the crown at mess. This is further evidence that the procedure to be followed when toasting requires most careful study.

f. Official titles and forms of address for distinguished Americans and foreigners are outlined in DA PAM 600-60. An important point to remember is that a toast is only offered to an office or an institution--never an individual. Additionally, do not embarrass yourself by toasting with an uncharged glass.

3-19. GUNNERS

Traditionally, the practice of using "gunners" is followed in some messes. A member of the mess at each table, usually the junior man, is designated the gunner. He will ensure the wine flasks on the dining table are kept full and the members' glasses are charged throughout the dinner hour. This procedure, however, is not used during the formal passing of the port for toasting.

3-20. THE SMOKING LAMP

The smoking lamp, if authorized, is a single candelabrum with new white candles or a clear glass kerosene lamp. The candelabrum or lamp should be placed so as to be visible to the entire mess. If Mr. Vice is seated at a separate table in view of all, the "smoking lamp" is positioned on his table. When the President of the Mess announces that the smoking lamp is to be lighted, the candles or lamp will be lit.

3-21. ENTERTAINMENT

a. Speeches. The Dining-In is not for use as a testimonial dinner. However, the guest of honor is normally requested to deliver a few interesting remarks on a subject entertaining to all. This presentation is normally delivered as the last formal item of the event, as it is the highlight of the evening.

b. Music. Background music is encouraged. Regimental airs or certain traditional military tunes and dinner music is especially appropriate. If the music is live, it can also serve as entertainment after the meal.

c. If entertainment is to be a part of the informal portion of the Dining-In, there should be a distinct break between the formal and informal portions. Following the formal portion, adjourn the mess to the lounge and allow the dining room to be cleared and prepared for the informal ceremonies. Each time the mess is adjourned and reassembled, members allow the persons at the head table to be seated and depart before them.

d. The formal portion of the Dining-In should be just that--"strictly formal." However, there is wide latitude for the conduct of informal activities. Events or games that give evidence of irre-

sponsibility and lack of self-discipline should be discouraged. It is not necessary to be destructive or to have fun at the expense of others for the affair to be a success. A wide range of games and activities are available, being limited by common sense, good judgement, and imagination.

3-22. DEPARTING THE MESS

During the evening each member attempts to pay his respects to the guest of honor. After the mess is adjourned, members should remain until the guest of honor and the President of the Mess have departed. If there is to be an extensive delay in their leaving, the President of the Mess may allow members to leave at his discretion. Mr. Vice should be the last member to leave.

CHAPTER 4 FLAG DISPLAY AND PROCEDURES

4-1. GENERAL

a. At the Dining-In, all flags are initially displayed to the rear of the receiving line. The "flag line" is arranged in order of precedence with the Flag of the United States at the right of the receiving line (the observer's left, regardless of the order or location of persons in the line). For information on the order of precedence of flags, see Chapter 2, AR 840-10.

b. Upon completion of the receiving line, the Noncommissioned Officer in Charge will cause all flags, except those to be posted by the Color Guard, to be moved to the rear of the head table in the dining room. Colors to be posted by the Color Guard are (in order):

United States Colors.
United States Army Flag.
Organizational Colors, in descending order of precedence.

4-2. COMPOSITION AND ORGANIZATION OF COLOR GUARD

The Color Guard is composed of a minimum of three color bearers, and two color guards. The unit's Command Sergeant Major normally recommends the detail. All members of the Color Guard should be approximately the same height to present the most favorable impression. From the right of the Color Guard, its organization is as follows:

First Guard.
United States Colors.
United States Army Flag.
Organizational Colors.
Second Guard.

4-3. POSTING THE COLORS

The Noncommissioned Officer in Charge places the Color Guard in a column formation, the colors at the carry (slings), and the guards at Right Shoulder Arms. Upon command of the President of the Mess to "Post the Colors" and with the roll of the drum and sound of the flute, the file advances at half step to the rear of the head table. "Mark Time" is given, "Halt" commanded, and the Color Guard is then faced toward the flag stands; "Present Arms" is given and the color bearers are commanded to "Post the Colors." Guards are given "Right Shoulder Arms" and faced toward the left; all personnel are then marched to the nearest exit. (NOTE: If limited overhead space, the colors and weapons should be carried at Port Arms.)

4-4. RETIRING THE COLORS

Upon command of the President of the Mess, the Noncommissioned Officer in Charge moves the Color Guard (reverse order) to the rear of the head table to secure the colors. The file is halted and given "Present, Arms"; the Color Guard secures the colors, is given "Right Shoulder (Port), Arms" and marched at a half step to the nearest exit with the First Guard followed by the United States Colors leading. The colors are then cased. (NOTE: All commands by the Noncommissioned Officer in Charge should be at a low tone and directly to the members of the Color Guard.)

4-5. DISPLAY OF FLAGS

a. At a Dining-In it is customary to display appropriate national colors and distinguishing flags in the "flag line" arranged in a centered position behind the receiving line or the head table (see Chapter 3, DA PAM 600-60).

b. Colors and flags are normally displayed in a row, arranged in order of precedence, with the United States Colors at the right of the line (observer's left). When colors and flags are grouped and displayed from a radial stand, the United States Colors will be in the center and at the highest point of the group. The United States Colors will always be displayed when foreign national flags, state flags, the United States Army flag and/or other organizational colors are displayed or carried.⁷

4-6. ORDER OF PRECEDENCE

The United States Colors.

Military Service organizational colors, in order of precedence. When more than one Service color is represented, the order is Army, Marine Corps, Navy, Air Force, and Coast Guard.

Unit colors.

Positional colors.

Personal flags, in order of rank.

Only one general officer "star" flag, per grade, is displayed regardless of the number of general officers actually present in that grade. When more than one service is represented, the "star" flag of the senior officer precedes the other. General officer flags of the Army Medical Department are maroon and chaplains' are purple vice the standard Army red; in this case, display both personal flags in order of seniority.

CHAPTER 5 TABLE SETTINGS AND ETIQUETTE

5-1. DECORATIONS

Decoration of the dining hall will depend upon the imagination and skill of the Dining-In committee assigned this responsibility. As an absolute minimum, consideration should be given to the use of candelabras and center flower arrangements for each table with special attention devoted to the head table.

5-2. TABLE SEATING

As the name might imply, the most complex dinner--the formal dinner--is conducted. During the cocktail or informal period, each participant examines the seating chart to determine the location of his/her table. When the serving of dinner is sounded or announced, all the members of the mess will proceed to the dining room and standing behind their seats. Each place may be marked by individual place cards and will be so marked at the head

table; seats will not be taken until permission to do so have been announced. The official party will then enter and stand behind their seats. The Presiding Official will then open the mess and events will begin.

5-3. PLACE SETTING

a. Once seated, engage in conversation with those individuals nearby. Each person will find before him a place setting similar to the one shown at Appendix B, page 32. "Folded on top of the plate is the dinner napkin. On the left of your plate you may find, in order of use, from left to right, a fish fork, meat fork, and salad fork. On the right side of the plate you may find, again in order of use, from right to left, an oyster fork, soup spoon, fish knife, meat knife, and salad knife. Located to the upper right of the setting will be the glasses. They are identified as follows, from left to right: water goblet, wine glasses (if served), and possibly a champagne glass. Directly in front of the plate you will find either a menu card or name card. Remember that this is but one type of formal table setting, and you may often find fewer pieces before you, depending on the number of courses and the wines to be served. It is customary for the servants to remove each set of knives and forks, used or unused, and each glass as the course for which they were set is finished. A service plate will be part of the table setting, but it is not intended for use. You will note that the table setting for a formal dinner shows no butter plate. Should you be served bread, lay it on the table near the upper left edge of your plate. A finger bowl is usually served prior to the last course on a plate. Often a lace doily is placed under the bowl to the upper left of your dinner

plate. Finger bowls will normally be served after any course, such as lobster, which requires the use of the hands. Remove the fork and spoon from the plate and place them to the left and right of your plate, respectively.²²

b. No more than three forks (not counting the oyster fork) and three knives are placed on the table when it is set. Butter knives and plates are never used for any other purpose.⁴

c. The type of wine glass depends upon the menu but their arrangement will be according to size so that smaller ones are not hidden behind larger ones. The water goblet is placed directly above the knives or to the right of the plate; at a slight distance to the right is the champagne glass; in front of and between these two is the red wine glass or white wine glass; further to the right is the sherry glass. Instead of grouping the glasses, some place them in a straight row slanting downward from the goblet at upper left to the glass for sherry at lower right.⁴

d. The waiter will always serve the dishes from your left and the beverages from the right. After the table is completely cleared, dessert will be served. At the conclusion of the dinner, coffee and liqueurs may be served.

5-4. WINES

a. Because wines have an important place in Dining-Ins, the following comments are offered:⁴

(1) Sherry is usually the first wine offered at dinner, and then only with a soup containing sherry in the preparation

(2) A dry white wine is served with fish or with an entrée.

(3) Red wine is normally served with red meats, duck, and game.

(4) Champagne, above all other beverages, is for the formal dinner affair. When other wines are served, champagne is served with the meat course. When it is the only wine, it is served as soon as the first course has begun.

b. To maintain the formal atmosphere, the shape of the wine glass should also be carefully considered. Generally, champagne is served in a wide-brimmed glass; however, some connoisseurs prefer others. It is believed that the shape of glass tends to prolong the life of the bubbles that contribute so much to the enjoyment of the wine. Types of wine glasses are shown at Appendix B, page 33. Pick them up by the stem rather than the bowl; this helps to keep chilled wines cool, and enables one to appreciate their color.⁴

5-5. TIPS ON TABLE MANNERS

Mastery of correct manners at the table is each person's responsibility. While some fundamentals are outlined below, they are not all inclusive; if in doubt on a certain point, check with a reliable etiquette source.

a. Selection of Silver. Remember that silver is arranged to allow use of utensils farthest from the plate first and the next item in order with each succeeding course.

b. When to Start Eating. If your Dining-In is small, do not start eating until the Presiding Officer has started. For a large Dining-In, it is appropriate for you to commence eating when all those at your table have been served.

c. Use of the Knife. Do not place the knife on the table once you have used it. When you have finished with the knife, never place the handle on the table with the rest of the blade resting on the plate;

simply place it on the upper right rim of the plate, with the blade edge turned inward toward the center of the plate. Use your knife for cutting salad only when iceberg lettuce has been served (all other salads are cut with the fork only).

d. Use of the Spoon. When used to eat soup, dip the spoon away from you and then place the side of the spoon to your lips. When finished with the soup course, place the spoon in the soup plate with the bowl up, handle resting on the right of the plate. Do not place the soup spoon on the under plate unless a light soup or consommé has been served in a cup or bowl, at which time the spoon bowl is placed to the right side of the under plate. When you have used a spoon with coffee or tea, place the spoon, bowl up, on the right side of the saucer.

e. Use of the finger bowl. Dip only the fingertips, one hand at a time, into the finger bowl.

f. Never push plates away or stack them to make room at your place.

g. Hold long-stemmed water glasses or wine glasses with the thumb and first two fingers of your right hand at the base of the bowl or on the stem; do not place your fingers around the bowl of the glass.

5-6. FOOD REQUIRING SPECIAL HANDLING

Artichokes. This is a finger food. The leaves are pulled off one at a time. The fleshy base of the leaf is dipped in the accompanying sauce and then pulled through the teeth to extract the tender part. The inedible part of the leaf is placed at the side of the plate. When the heart is exposed, it is held with the fork as the edible portion is excised with

the tip of the knife. This is then cut in portions and eaten with a fork.

Avocados. It is proper to use a spoon when the avocado is halved. The meaty portion is scooped out until only the peel is left. When peeled and served in a salad, the fruit is eaten with a fork.

Baked Potatoes. Usually at a formal or informal dinner, a baked potato will be served wrapped in foil with a cross cut on the top. It is your choice to use either butter or sour cream, or both. You must remember that an excess of either can result in dripping. You may then hold the potato in place with the left hand while you scoop the innards with your fork. If a baked potato is presented whole, it is cut in half and portions may be eaten from its skin. It is improper to scoop out all the potato and mash the contents on the plate.

Bouillon. Bouillon or any thin soup that is served in a cup may be sipped from the cup or from a spoon, as you prefer. It is proper to sip a few spoonfuls initially. When the soup is cool enough, you may drink it from the cup, holding both handles if you choose. The spoon is always placed on the saucer, bowl up, after it is used; it is never left in the soup cup.

Breads and Rolls. Breads and rolls are always broken with the fingers into moderate size pieces and are placed on the edge of the butter plate or the place plate. The size of the butter applied at one time should be sufficient for but a few mouthfuls. If available, use the butter knife; if not, any other knife is acceptable. Care must be taken not to smear food particles from the knife onto

the butter. Bread is never buttered while held in the palm of the hand.

Butter. For buttering of all breads, biscuits, toast, as well as griddlecakes and corn on the cob, use your knife. For buttering vegetables, or anything else on your plate, use a fork.

Cakes, Cream Puffs, Ice Cream and Sherbet. Cakes and cream puffs are eaten with a fork. When combined with ice cream, they are also eaten with the fork. Ice cream and sherbet alone are eaten with a spoon.

Chicken and Other Fowl. At a formal dinner, no part of the bird is picked up with the fingers. It is held on the plate with the fork, while the meat is stripped off the bones with the knife. As with all meats, only enough should be cut or stripped for one or two bites at a time. At family meals or picnics, it is permissible to eat fried chicken with the hands. If in doubt, always glance at the host or hostess to see the way they are eating their fowl.

Corn on the Cob. This is usually served only at informal affairs. It is acceptable to hold the ear with the hands or by small spears inserted in each end. Butter only sections of the corn as you eat to keep the butter from dripping.

Crackers. Large crackers served with soup are eaten separately, not broken up and placed in the soup. Croutons, small french-fried or toasted cubes of bread, are passed separately in a dish with a serving spoon and are placed directly in the soup. Oyster crackers are placed on the butter plate, if one is present, or on the tablecloth. They are dropped in the soup two or three at a time.

French-fried Potatoes. These are eaten with a fork after being cut in short lengths. It is not permissible to spear the potatoes with the fork and then bite off pieces.

Fresh Fruits. Fruits may be eaten in either the American or the European manner. The European fashion involves skinning the fruit, halving, and stoning it with a knife and a fork. It is then cut into small pieces and eaten with a fork. The American way is to halve, quarter, and stone the fruit with the knife and fork, but not to skin it (except peaches). The quarters are eaten with the fingers or fork, except at a formal dinner where the fruit must be eaten with a fork. Fresh grapes and cherries are eaten whole. Pits removed with the fingers. The pits should be inconspicuously placed on the side of the plate. Grapefruits and oranges are cut into halves. This fruit may never be squeezed, but instead is eaten with a fruit spoon or teaspoon. In either event, hands containing traces of fruit juice are never wiped on a napkin without using the finger bowl first.

Jams and Jellies. When served, jams and jellies are placed on the butter plate. They are never to be placed directly on the bread.

Lettuce Salads. A quarter of iceberg lettuce may be cut with a knife and fork, and then eaten with a fork. All other salads must be cut with the fork only. When the salad is served as a course of the meal, it is placed in front of the guest. The salad plate should never be moved to one side, but should remain where placed until removed by the servant. As a side dish, it is placed to the left front of the main plate.

Olive Pits, Seeds, and Fish Bones. Although these items are not food per se, they are treated here because they do pose problems that may be embarrassing. Pits, seeds or bones are removed from the mouth with the thumb and forefinger, and placed to one side of your dinner plate. In some cases a special dish is set for the bones. Once food is taken into your mouth, it must be swallowed, even if you don't like it. The only exception would be in the case of a bad clam or some similar emergency. Then you would remove the offensive food from your mouth with the thumb and forefinger, hiding the food from sight in your hand, and place the food as discreetly as possible on the plate, the tablecloth or the napkin.

Seafood. The various forms of seafood may be eaten either with utensils or with the hands. Lobster, for instance, requires the use of the hands. The claws are twisted off; the flippers are bent backwards and broken off the tail. Breaking it apart sideways opens the body. The claws then should be cracked, preferably with a nutcracker, and the meat extracted. After the tail is separated from the body, the fork is also used for the extraction of the meat from the body after the back has been unhinged. Crabs are eaten in essentially the same manner. Oysters and clams, when eaten on a half shell, are consumed raw after being dipped, using the oyster fork, in the cocktail sauce or lemon juice. When clams are served steamed, the shells should be open. If the shell is partially closed, simply bend it back. Extract the body from the shell with the fork and dip into melted butter. Fried clams, oysters, shrimp and scallops are also eaten with the fork. If

French fried shrimp are served, grasp them with the fingers, dip them in sauce and eat down to the tail. Unshelled shrimp are shelled and eaten in the same fashion as French fried shrimp.

Thick Soups. These are usually served in a soup plate rather than a cup. The soup is sipped silently from the side of

the soup spoon. When the level of the soup is low, the near edge of the plate may be lifted with your left hand and the soup spooned away from you. When finished, place the soup spoon with its handle on the right rim of the soup plate with the bowl of the spoon resting near the center of the soup plate facing upwards.

APPENDIX A DINING-IN SEQUENCE OF EVENTS

SAMPLE DINING-IN SCRIPT

NOTE: This handbook mentions the use of the smoking lamp at the Dining-In as well as the use of alcoholic beverages and the “grog bowl” ceremony. It is intended to provide guidance on longstanding Army traditions. It is not intended in any way to suggest that the Department of the Army advocates either smoking or the consumption of alcoholic beverages. Certainly a Dining-In could be conducted without either smoking or alcoholic beverages. This would be at the discretion of the appropriate unit commander, CSM, or the President of the mess.

1800 HRS Members of the mess assemble. Uniform will be blues with white shirt and bow tie. Other services personnel will wear appropriate formal military attire. The area adjacent to the club will be designated a “NO HAT AREA,” therefore, NO HEADGEAR WILL BE WORN.

1810 HRS The receiving line will be formed in the dining room of the club. The line will be formed from right to left in order of rank with the President on the right of the receiving line with the Guest of Honor on his left. The adjutant will be positioned on the right of the President. As each member of the mess or guest comes abreast of the adjutant, they will announce their names to the adjutant, but not shake hands with the adjutant. The mess members should never assume that the adjutant will automatically remember their name, so they should introduce themselves. The adjutant will, in turn, introduce them to the President of the Mess. Mess members should always face the person being greeted and move promptly to the next person. Conversation with the members of the receiving line should only be engaged in when progress through the line is delayed. No drinks, cigarettes, cigars, etc., will be taken through the receiving line.

1820-1900 HRS After the members of the mess have gone through the receiving line, they will proceed to the cocktail area for the pre-dinner cocktail period. The cocktail period provides an excellent forum for fellowship and allows the President the opportunity to circulate among the guests. Conversation should be short and light. Each mess member should attempt to talk with as many comrades and guests as possible.

1900 HRS
MR. VICE Directs the bugler to play "mess call." (Bugler plays mess call twice.) At this time, the members of the mess will file into the dining room and stand behind their chairs (drinks, cigarettes, cigars, etc., will not be carried into the dining room.)

NARRATOR (Once the members of the mess have assembled, he will announce): "Fellow noncommissioned officers, the official party."
(Tape plays "March of the Sergeants Major.")

MR. VICE Once the head table is in their position, he will report to the President of the Mess: "The members of the mess are assembled."

PRESIDENT "Color Sergeant"
Drummer does DRUM ROLL

COLOR SGT The color sergeant commands, "*Forward, MARCH.*"
Color sergeant and colors move to predesignated position, then commands, "*Colors, HALT, and Present, ARMS;* and reports, "*The colors are present.*"

PRESIDENT "POST THE COLORS."
(Return Salute.)

COLOR SGT "*Order, ARMS; Right, FACE; and Forward, MARCH.*"

Upon "*Right, FACE,*" drummer initiates DRUM ROLL until command "HALT" is given.

Color Guard moves to the rear of the head table, centers on the flag stands and marks time.

COLOR SGT "*Colors, HALT*" and "*Right, FACE.*"

Color bearers, without command, place colors in the stands. When the colors are in the stands, the Color Sergeant commands, "*Present, ARMS.*"

NATIONAL ANTHEM IS PLAYED.

COLOR SGT "*Order, ARMS,*" "*Left, FACE*" and "*Forward, MARCH.*"

The color guard exits the area.

PRESIDENT "Please remain standing for the invocation. Chaplain, if you would bless this assembly."

CHAPLAIN (Renders invocation, returns to seat.)

MR. VICE "Mr. President."

PRESIDENT "Yes, Mr. Vice."

MR. VICE "I would like to request that the mess be opened."

PRESIDENT "Fellow noncommissioned officers, I declare that the mess is opened." (RAPS GAVEL ONCE.) "Please be seated."

MR. VICE (Signal the narrator for the history of the dining in and introduction of the head table.)

NARRATOR READS HISTORY OF DINING-IN. INTRODUCES HEAD TABLE.

PRESIDENT (Makes opening remarks--glad to be here, old tradition--camaraderie, etc.), "Mr. Vice, Sample the wine to see if it is palatable to the taste."

MR. VICE (Have steward serve wine. Make show of sniffing cork, smelling bouquet, sampling wine.) "Mr. President, I have sampled the wine and find it to be the finest bouquet,...etc., ...and find it to be pleasing to the palate."

PRESIDENT "Thank you, Mr. Vice. We may proceed with the ceremony."

DESIGNATED NCO (DNCO) RISES "Mr. Vice, _____ requests to be recognized."

MR. VICE "_____ has the floor. What is the nature of your request?"

DNCO "Mr. Vice, I would like to propose a toast."

MR. VICE "_____, what is the nature of your toast."

DNCO "Mr. Vice, in keeping with this most auspicious occasion of honoring a tradition that has endured through the centuries, I would like us to remember another long standing tradition, that of the first toast of the evening being offered to the Commander in Chief, the President."

MR. VICE “_____, I find your toast to be the most appropriate. Please rise with a charged glass for the traditional toast.” (raps gavel twice. All members of the mess rise and stand behind their chairs with a charged wine glass held at waist level.) “_____, propose your toast.”

DNCO “Fellow noncommissioned officers, I propose a toast to the Commander in Chief, the President of the United States.

RESPONSE BY ALL “TO THE PRESIDENT.”

(Members of the mess will remain standing until all the toasts are completed.)

DNCO “Mr. Vice, _____requests to be recognized.”

MR. VICE “_____has the floor. What is the nature of your request?”

DNCO “In keeping with another time honored tradition, I would like to propose a toast that honors the Armed Forces of the United States.”

MR. VICE “_____, I find your toast most appropriate; propose your toast.”

DNCO “Fellow noncommissioned officers, I propose a toast to the Armed Forces of the United States.”

RESPONSE BY ALL “TO THE ARMED FORCES OF THE UNITED STATES.”

DNCO “Mr. Vice, _____requests to be recognized.”

MR. VICE “_____has the floor. What is the nature of your request?”

DNCO “In keeping with another time honored tradition, I would like to propose a toast to the allied services.”

MR. VICE “_____, I find your toast most appropriate; propose your toast.”

DNCO “Fellow noncommissioned officers, I propose a toast to the allied services.”

RESPONSE BY ALL “TO THE ALLIED SERVICES.”

DNCO "Mr. Vice, _____ requests to be recognized."

MR. VICE " _____ has the floor. What is the nature of your request?"

DNCO "Mr. Vice, the backbone of each Service has traditionally been the Noncommissioned Officer Corps. I would like to propose a toast in their honor."

MR. VICE " _____, I find your toast most appropriate; propose your toast."

DNCO "Fellow noncommissioned officers, I propose a toast to the Noncommissioned Officers Corps."

RESPONSE BY ALL "TO THE NONCOMMISSIONED OFFICERS CORPS."

DNCO "Mr. Vice, _____ requests to be recognized."

MR. VICE " _____ has the floor. What is the nature of your request?"

DNCO "Mr. Vice, this auspicious occasion presents us with a unique opportunity to propose a toast to a budding tradition which is blooming at the Sergeants Major Academy. I would like to propose a toast in its honor."

MR. VICE " _____, I find your toast most appropriate; propose your toast."

DNCO "Fellow noncommissioned officers, I propose a toast to the United States Army Sergeants Major Academy."

RESPONSE BY ALL "TO THE ULTIMA."

MR. VICE (After final toast, rap gavel once.)
"Please be seated."

MR. PRESIDENT "Mr. Vice."

MR. VICE "Yes, Mr. President?"

MR. PRESIDENT "At this time, commence the grog bowl ceremony."

MR. VICE (Signal Narrator)

NARRATOR

“Ultima Punch, in the relatively short time since its beginning in 1973 with Class #1 of the United States Army Sergeants Major Academy, has become entrenched as a glorious tradition and is enjoyed by USASMA noncommissioned officers wherever they gather: at social events, such as this; during the heat of battles as a source of courage; or any time a true noncommissioned officer feels the need.”

“Ultima Punch is a substantive brew of proven medical value. It will cure what ails you, or it will ensure that you don’t care. We wean our children on it and carry it in our thermos jugs to ward off the winter’s chill. In a pinch, it is an effective waterproof for our equipment and has proven to be super effective as fuel for our vehicles.”

MR. VICE

“I will now call the various representatives from the different components and Services to step forward to add their various elixirs to the punch, blending them all together to make Ultima Punch.”

(Mr. Vice calls individuals.)

DESIGNATED
ARMY NCO

“Champagne signifies the quality of the Army and its noncommissioned officers as the backbone of the Army. As is well known, Army noncommissioned officers lend dignity to all occasions by their mere presence.”

DESIGNATED
RC NCO

“Good corn squeezings. These squeezings remind us of our earliest American heritage; our heritage of citizen soldiers who served honorably and well as contemporaries in the Reserve and National Guard components.”

DESIGNATED
NAVY CPO

“From the locker of Davy Jones and on behalf of the Neptune Rex, ruler of the bounding main, the salty senior chiefs of _____ division offer this bottle of rum to add the spice of the United States naval tradition. In addition to slimy parts selected from denizens of the deep, it contains: gunpowder from "Old Ironsides," Barbary Coast pirate whiskers, salt from the brows of crusty shellbacks, bilge slime, scupper brain scrapings, and neutrons from the USS Nimitz to add zing.”

DESIGNATED
USAF NCO

“Cognac, represents the Air Force whose gallant members contributed so much to our national freedom and have kept our skies blue.”

DESIGNATED
USMC NCO

“Mescal, represents the few, the Marines, whose bravery and daring are beyond comparison.”

DESIGNATED
USCG NCO

“Scotch, to represent the United States Coast Guard, who have kept our shores safe for countless years.”

DESIGNATED
ALLIED NCO

“The final charge is blended bourbon to serve as the catalyst to tie our punch together. It represents all the service of all men and women of all arms and services to remind us of our common bond and that no one arm can do it--we must have a combined arms team on the field of battle.”

MR. VICE

(Takes a large spoon, stirs the punch, sips and states:)
“This punch is not quite right. Something is missing! What have we forgotten?”

DNCO

“Mr. Vice, _____ requests to be recognized.”

MR. VICE

“_____ has the floor. What is the nature of your request?”

DNCO

“Mr. Vice, I believe I have the missing ingredient.”

MR. VICE

“_____, step forward with the missing ingredient.”

DNCO

(Steps to the punch bowl, holds up one old military sock.)
“This sock represents the basic individual soldier--without whom nothing can be accomplished.”

MR. VICE

(Stirs punch bowl final time.)
“I believe that did it. Mr. President?”

MR. PRESIDENT

“Yes, Mr. Vice.”

MR. VICE

“Mr. President, I understand that the most expendable member of the mess is the _____ of _____ division. Request that he step forward to sample the punch.”

MOST EXPENDABLE
NCO (Come forward, samples punch. Ad libs results of sample.)

MR. PRESIDENT “Mr. Vice, show the members of the mess how to report to the grog bowl.”

MR. VICE “Yes, Mr. President.”

MR. PRESIDENT “Mr. Vice, I understand that there exists within the _____ division a superior level of talent that can be used to appropriately entertain the mess this evening.”

MR. VICE “Yes, Mr. President, that is correct. The _____ division has prepared tantalizing displays of talent for our pleasure. Mr. President, I would like to fine the groups that are substandard. What kind of fine shall I impose?”

MR. PRESIDENT “We will have maximum fines of 50 cents and a maximum of fines not to exceed \$2 per individual. Although, I retain the option to increase the fines if needed. Mr. Vice, have the groups initiate their planned entertainment.”

MR. VICE “Yes, Mr. President. Group ___ of _____ division; commence with your entertainment.”

NOTE: Each group will be introduced in a similar manner by Mr. Vice. Mr. Vice will levy an appropriate fine for any group performing substandard entertainment.

MR. VICE (After all groups have performed their skits):
“Mr. President, this concludes this evening’s entertainment.”

MR. PRESIDENT “Thank You, Mr. Vice.” “Mr. Vice.”

MR. VICE “Yes, Mr. President?”

MR. PRESIDENT “Mr. Vice, sample the meal to see if it is fit for human consumption.”

MR. VICE “Yes, Mr. President.”
(Nod to head waitress, to be served. Make elaborate display of sampling meat and vegetables.)

MR. VICE “Mr. President.”

MR. PRESIDENT “Yes, Mr. Vice.”

MR. VICE "Mr. President, I find the entrée to be of the finest bovine species (etc.), the vegetables of the finest garden variety (etc.), and after proper mastication and appropriate savoring, I find the meal to be fit for human consumption."

MR. PRESIDENT "Mr. Vice, by your findings we may expect a meal of the highest degree of culinary art. Have the meal served."

MR. VICE "Yes, Mr. President. Chief Stewart, please serve the meal."

MR. PRESIDENT (After a significant number of mess members have completed dining--explain specifics about the smoking lamp.)
"Mr. Vice."

MR. VICE "Yes, Mr. President."

MR. PRESIDENT "Mr. Vice, ignite the smoking lamp."

MR. VICE "Mr. President."

MR. PRESIDENT "Yes, Mr. Vice?"

MR. VICE "Mr. President, I would like to report that the smoking lamp is lit."

MR. PRESIDENT "Thank you , Mr. Vice."

MR. VICE "The smoking lamp is now lit. You may smoke if you so desire. REMINDER: SMOKING IS PERMITTED ONLY WHEN THE SMOKING LAMP IS LIT."

MR. PRESIDENT (Once he notes that all members have completed dining):
"Mr. Vice?"

MR. VICE "Yes, Mr. President?"

MR. PRESIDENT "Extinguish the smoking lamp."

MR. VICE "Mr. President, I would like to report that the smoking lamp has been extinguished."

MR. PRESIDENT "Thank you, Mr. Vice."

MR. PRESIDENT (RAP GAVEL THREE TIMES.) "Fellow noncommissioned officers, there will be a 20-minute intermission while the dining area is cleared. Mr. Vice."

MR. VICE "Yes, Mr. President."

MR. PRESIDENT "Mr. Vice, I am now adjourning the mess for intermission. Please extend an invitation to mess members to join me and the official party in the lounge."

MR. VICE "Yes, Mr. President. Please rise for the exit of the official party." (RAP GAVEL TWICE.)

(OFFICIAL PARTY EXITS.)

MR. VICE "The mess is now adjourned for twenty minutes. The President of the Mess cordially invites you to join him and the official party in the lounge. It is requested that all mess members please exit the dining area during intermission."

(AFTER INTERMISSION)

MR. VICE (Directs the bugler to sound "ASSEMBLY" twice. At this time the members of the mess file into the dining room and stand behind their chairs.)

MR. VICE "Fellow noncommissioned officers, the Official Party."

MR. PRESIDENT ONE RAP OF GAVEL "Please be seated."

NARRATOR Introduction of Guest Speaker

GUEST SPEAKER (Remarks and Speech)

DNCO "Mr. Vice, _____ requests to be recognized."

MR. VICE "_____ has the floor. What is the nature of your request?"

DNCO "Mr. Vice, at this time, I would like to propose a toast to our Guest Speaker."

MR. VICE "_____, I find your toast to be most appropriate. Gunners: Ensure all glasses are charged!" (PAUSE) (Rap Gavel Once) "_____, propose your toast."

DNCO "_____ division of class _____, I propose a toast to our Honored Guest."

RESPONSE BY ALL "To our Honored Guest."

MR. PRESIDENT "Mr. Vice?"

MR. VICE "Yes, Mr. President?"

MR. PRESIDENT "Mr. Vice, have a member of the mess propose the traditional toast at this time."

MR. VICE "Mr. President, as one of the senior noncommissioned officers present, and as the _____, I would find it most fitting if you would render the traditional toast to our fallen comrades. Would you give us the honor?"

MR. PRESIDENT (Responds in the affirmative and proceeds to the podium.)
(House lights are dimmed.)
(Spotlight focuses on national colors and will remain there until taps is completed.)

MR. PRESIDENT "For (227) years, since 1776, these colors have represented a nation dedicated to liberty and freedom. They have been carried to many lands and inspired acts of valor that often demanded the ultimate sacrifice. Those who have gone before us have paid for our right to carry on in their stead, for wars are not won, nor freedom ensured, by the living alone. We offer this toast in honor of those who have given their lives in the defense of our nation. Fellow non-commissioned officers, I propose a toast to our fallen comrades."

RESPONSE BY ALL "TO OUR FALLEN COMRADES."

BUGLER (Plays Taps)
(Mr. President returns to head table.)

MR. PRESIDENT "Chaplain, please give the benediction."

CHAPLAIN (Gives Benediction and returns to seat.)

MR. PRESIDENT "Color Sergeant."

COLOR SGT Moves the Color Guard to the head table and commands "*Color guard, HALT; Present, ARMS;*" and reports "*Sir, request permission to retire the Colors.*"

MR. PRESIDENT "Retire the Colors."

(Return Salute)

COLOR SGT "*Order, ARMS, Right, FACE, Forward, MARCH;*" and moves the Color guard until they are centered on the flag stands where the mark time.

"Color guard, HALT; Right, FACE; Present, ARMS; and Order, ARMS."

Upon completion of Order Arms, the color bearers, without command, retrieve the colors and assume the carry position.

COLOR SGT "*Left, FACE, and Forward, MARCH.*"

Color guard exits the dining area.

MR. VICE (After Colors have exited) "Mr. President, the Colors are retired. I respectfully requested that the mess be closed.

MR. PRESIDENT "Thank you, Mr. Vice. Fellow noncommissioned officers, thank you for attending the _____ division's Dining-In. I trust that you have enjoyed yourselves. I declare the mess officially closed."

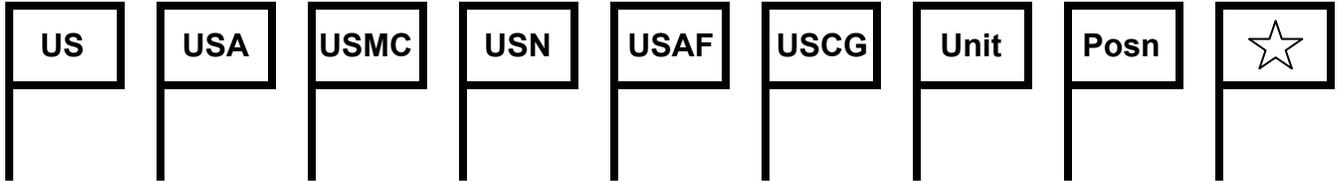
MR. VICE (Raps gavel twice.) "Fellow noncommissioned officers, please remain standing until after the official party departs the area."

MARCH OF SERGEANTS MAJOR IS PLAYED AS OFFICIAL PARTY DEPARTS THE DINING AREA.

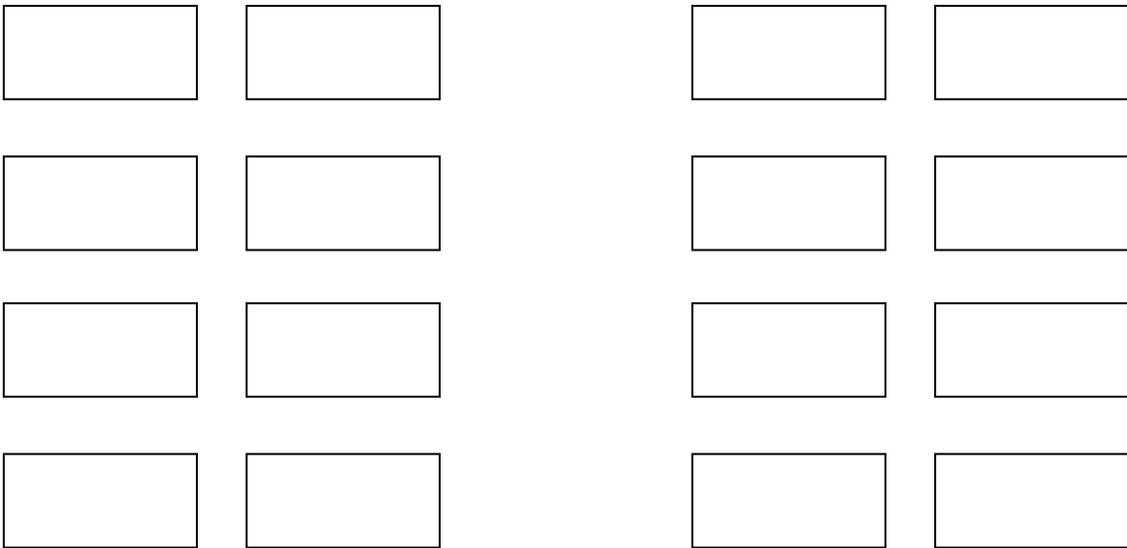
MR. VICE (After the official party exits) "This concludes tonight's ceremony. Thank you."

**APPENDIX B
ILLUSTRATION OF ARRANGEMENTS**

SEATING AT HEAD TABLE

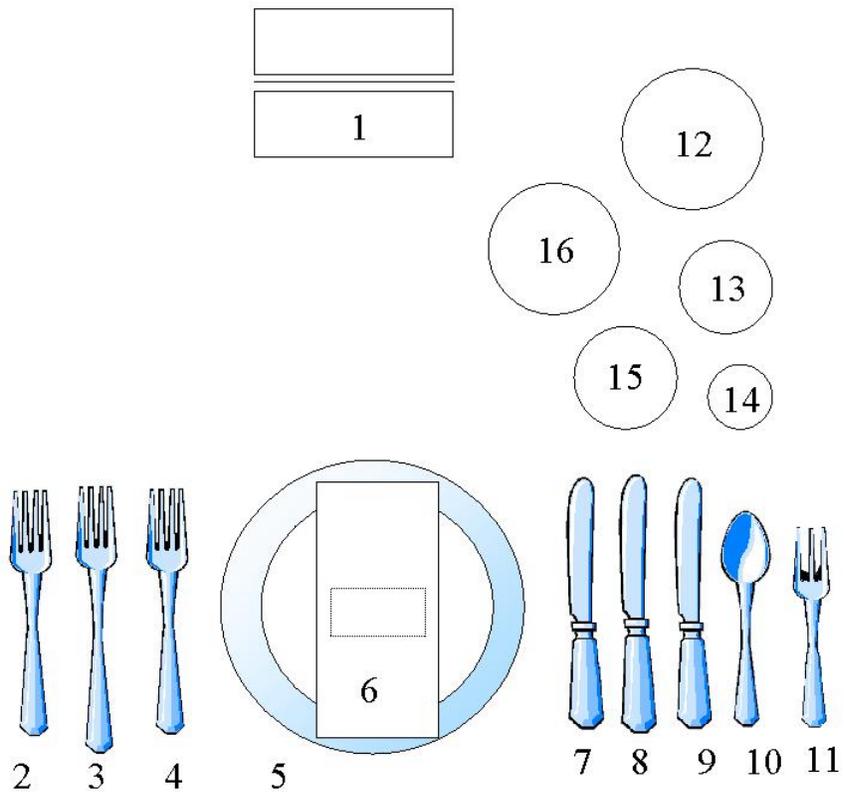


Fourth Guest	Second Guest	Guest of Honor	President	First Guest	Third Guest	Fifth Guest
-----------------	-----------------	----------------------	-----------	----------------	----------------	----------------



Grog Bowl
Mr. Vice

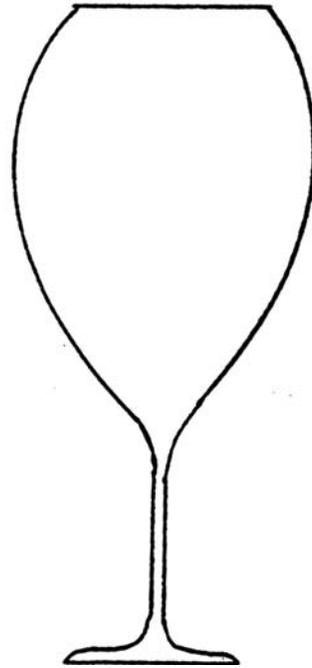
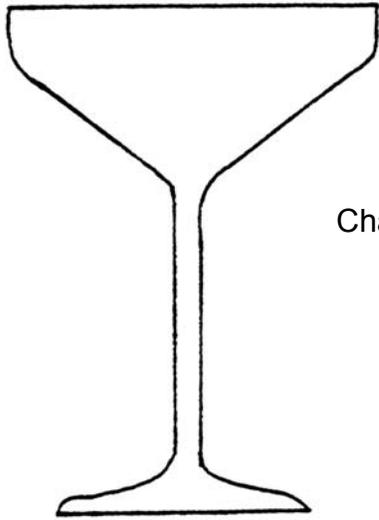
PLACE SETTING



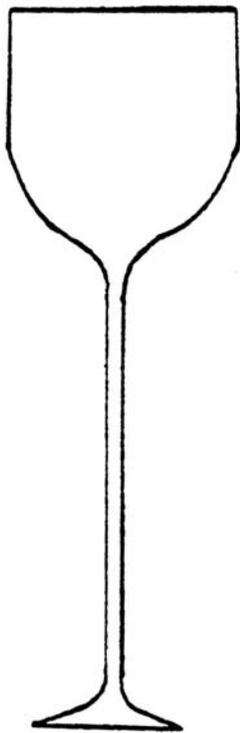
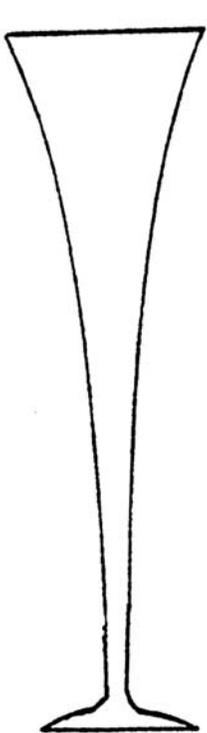
1. THE MENU CARD
2. FISH FORK
3. MEAT FORK
4. SALAD FORK
5. PLATE
6. NAPKIN AND PLACE CARD
7. SALAD KNIFE
8. MEAT KNIFE
9. FISH KNIFE
10. SOUP SPOON
11. OYSTER FORK
12. CHAMPAGNE GLASS
13. WHITE WINE GLASS
14. SHERRY GLASS
15. RED WINE GLASS
16. WATER GLASS

A WHITE DAMASK TABLECLOTH IS USED

STEMWARE



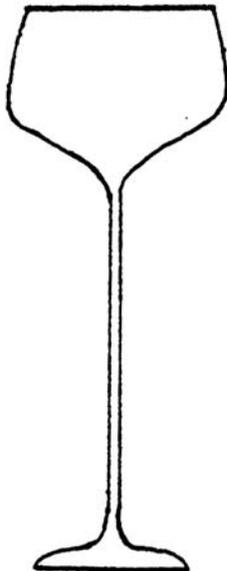
Champagne Glasses



Flute

German

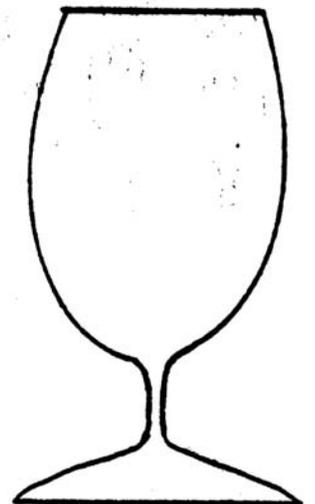
SHERRY



Alsace

Bordeaux

WHITE WINE



Burgundy

RED WINE

APPENDIX C

VIOLATIONS OF THE MESS

Untimely arrival at proceedings.

Smoking at table prior to the lighting of the smoking lamp (if authorized).

Haggling over date of rank.

Inverted cummerbund.

Loud and obtrusive remarks in a foreign language.

Improper toasting procedure.

Leaving the dining area without permission from the President.

Carrying cocktails into the dining area prior to conclusion of dinner.

Foul language.

Toasting with an uncharged glass.

Wearing clip-on bow tie at an obvious list (angle).

Rising to applaud particularly witty, succinct, sarcastic, or relevant toasts, unless following the example of the President.

APPENDIX D THINGS TO REMEMBER

As a member of the mess, you are a host and should act accordingly.

Do not become intoxicated before the dinner; that is reserved for later.

Do not carry drinks or lit cigarettes/cigars into the dining room. Do not delay moving into the dining room.

No one may take his place at the table after the official party has entered the dining area until told to do so by the President of the mess.

No one may leave the dining area without the permission of the President.

Do not rap on glass for attention or applause.

Women, politics, and religion are not discussed in the dining area.

Do not discipline the stewards; refer the matter to Mr. Vice.

At the end of the course that calls for wine, the steward will properly remove your glass. Do not stop him even though your glass may be full. Do not turn your glass upside down to indicate you do not wish wine.

Do not drink the toasting wine until all members' glasses have been charged and the first toast proposed.

Toasts are to institutions, never to persons by proper name.

Do not be caught with an uncharged glass.

Do not "bottoms-up" your glass on each toast--only on the final traditional toast. Do not stand or drink a toast to your own service--excluding the traditional toast.

Do not smoke until the smoking lamp has been lighted (only if authorized area).

Do not depart until all the official guests have departed.

APPENDIX E ALTERNATE FALLEN COMRADE CEREMONY AND TOAST

PRESIDENT “Mr. Vice?”

MR. VICE “Yes, Mr. President?”

PRESIDENT “Mr. Vice, have a member of the mess propose the traditional toast at this time.”

MR. VICE “(Designated NCO), I would find it most fitting if you would render the traditional toast to our fallen comrades. Would you give us that honor?”

DNCO “Yes, Mr. Vice, I would be honored.”

NOTE: DNCO moves to the podium and the house lights are dimmed, but not turned out. Left spotlight is turned on the fallen comrade table and the right spotlight is turned on the National Colors.

DNCO “Ladies and gentlemen, perhaps as you entered the hall this evening, you may have noticed a small table, with a helmet and boots, in a place of honor near our head table. This table and setting is a reminder that all of our comrades could not be here with us tonight.

This table is small and set for one, symbolizing the facility of one prisoner, alone against his oppressors and the singular life given in defense of our Nation.

The tablecloth is black, symbolizing the darkness and mourning we felt as our brothers fell in battle.

(The tablecloth is white, symbolizing the purity of their intentions to respond to their country's call to arms.)

The single rose lying on the table reminds us of the families and loved ones who kept the faith until the very end.

(The single rose displayed in a vase reminds us of the families and loved ones of our comrades-in-arms who keep the faith, awaiting the return of those who are Prisoners of War or Missing in Action.)

(The red ribbon, tied so prominently on the vase, is reminiscent of the red ribbon worn upon the lapel and breast of thousands who bear witness with their unyielding determination to demand a proper accounting of our missing.)

A slice of lemon is on the bread plate to remind us of their bitter fate.

There is salt upon the bread plate, symbolic of the families' tears as they learned of their loved ones death.

The glass is inverted--for they cannot toast with us tonight.

The chair is empty--for they are not here.

Remember, all of you who served with them and called them comrade; who depended upon their might and aid, and relied upon them, for surely they have not forsaken you.

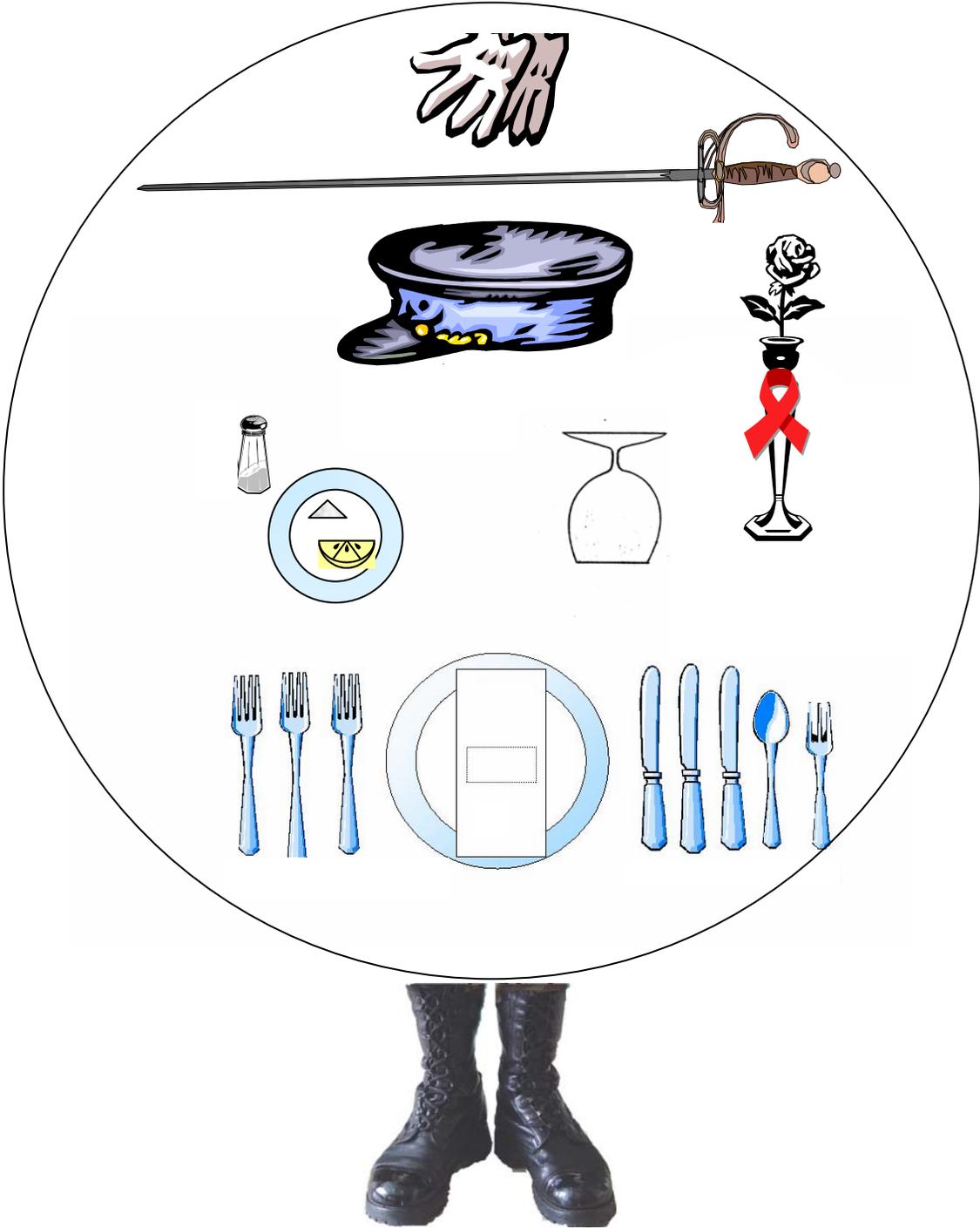
It is our hope this night, that with pride and honor, they will hear us as we toast their ultimate sacrifice to their Country's call to arms.

For years our Colors have represented a nation dedicated to liberty and freedom. They have been carried to many lands and inspired acts of valor that often demanded the ultimate sacrifice. Those who have come before us have paid for our right to carry on in their stead. 'For wars are not won, freedom ensured, by the living alone.' We offer this toast in honor of those who have given their lives in the defense of our Nation--fellow noncommissioned officers, I propose a toast to our fallen comrades."

ALL MEMBERS "TO OUR FALLEN COMRADES."

NOTE: The bugler plays "Taps." Spotlights remain on until "Taps" is completed. Once "Taps" is completed, the house lights are turned back up and the spotlights are turned off. Designated NCO returns to his table.

FALLEN COMRADE TABLE



APPENDIX F ALTERNATE FLAG PRESENTATION CEREMONY

President	Color Sergeant.
Color Sergeant	(Comes forward, stops approximately three steps in front of the President and salutes.) Sergeant Major, the Colors are present.
President	Post the Colors. (Both drop salute and Color Sergeant faces about.)
Color Sergeant	<i>Colors</i> , Post. (On command "Post" house lights are dimmed.)
First Guard & National Colors	(March forward to approximately the rear line of tables and spotlight illuminates National Colors.)
Narrator	Wherever I go, my Colors speak of freedom for all people. I was conceived to represent an ideal, one whose message has been carried for over two centuries. I stand in proud, silent, tribute to the good that mankind has shown. I am liberty, the Flag of the United States of America.
	(First Guard and National Colors march forward to approximately three steps from Color Sergeant while "Grand Old Flag" is played. Spotlight follows and remains of National Colors throughout the ceremony.)
Army Colors	(March forward to approximately the rear line of tables as the National Colors go forward.) (Second Spotlight illuminates Army Colors at the end of "Grand Old Flag.")
Narrator	My battle streamers stand in mute testimony of the victories that <u>(Army Birthday)</u> years of dedicated service have produced. My soldiers have taken their stand and held their ground, in war and in peace, in the tradition set by their predecessors from Valley Forge to the Persian Gulf. I am the defender of freedom, the flag of the United States Army.

(Army Colors march forward to approximately three steps from Color Sergeant and on line with the National Colors while "The Army Song" is played. Spotlight follows until end of the song/end of movement then returns to start line.)

Marine Colors (March forward to approximately the rear line of tables as the Army Colors go forward.)

(Second Spotlight illuminates Marine Colors at the end of "The Army Song.")

Narrator Steeped in the leatherneck pride and tradition of Iwo Jima and Tripoli, I have been a leader in the defense of freedom on both land and sea. Known and respected around the world by my motto, Semper Fidelis. I am fidelity, the flag of the United States Marine Corps.

(Marine Corps Colors march forward to approximately three steps from Color Sergeant and on line with the National Colors while "The Marine's Hymn" is played. Spotlight follows until end of the song/end of movement then returns to start line.)

Navy Colors (March forward to approximately the rear line of tables as the Marine Corps Colors go forward.)

Narrator From the yards of my first privateer to the decks of my newest nuclear carrier, my men and women have carried the battle to the enemy's shores. I have defended liberty on the seas against all who dare to challenge and my heroes have remained victorious. I am tradition, the flag of the United States Navy.

(Navy Colors march forward to approximately three steps from Color Sergeant and on line with the National Colors while "Anchors Away" is played. Spotlight follows until end of the song/end of movement then returns to start line.)

Air Force Colors (March forward to approximately the rear line of tables as the Navy Colors go forward.)

Narrator To dutifully serve their country in war and peace--this is the proud tradition of the men and women who gather under my colors in the defense of my country. I am strong in my resolve to protect this land and the independence it stands for. When called to fight, I am as swift as an eagle and terrible in my vengeance. I am freedom's song on silver wings, the flag of the United States Air Force.

(Air Force Colors march forward to approximately three steps from Color Sergeant and on line with the National Colors while "The U. S. Air Force" is played. Spotlight follows until end of the song / end of movement then returns to start line.)

Coast Guard Colors (March forward to approximately the rear line of tables as the Air Force Colors go forward.)

BIBLIOGRAPHY

BOOKS

1. Barnes, Major R. Money. A History of the Regiments & Uniforms of British Army. London: Seeley Service & Co. Limited, 1950.
2. Boatner, Major Mark M., Military Customs and Traditions. New York: David Mckay Company, Inc., 1956.
3. Moss, Colonel James A. Officers' Manual. Menasha, Wisconsin: George Banta Publishing Company, October 1929.
4. Post, Elizabeth L. Emily Post's Etiquette. New York: Funk & Wagnalls, 1969.
5. The Officer's Guide. A Ready Reference on Customs and Correct Procedures Which Pertain to Commissioned Officers of the United States Army. Harrisburg, Pennsylvania: The Stackpole Company, Military Service Division, 1961.
6. Turner, E.S. Gallant Gentlemen. A portrait of the British Officer 1600-1956. London: Michael Joseph, 1956.

OTHER SOURCES

7. Headquarters, Department of the Army. Army Protocol and Social Usage. A Department of the Army Pamphlet prepared to assist personnel in the planning and conduct of official entertainment. Washington, DC: Headquarters, Department of the Army, 1968.
8. Manual for Courts-Martial, United States, 2002.
9. United States Army Infantry School. Etiquette. A Pamphlet Prepared by The United States Army Infantry School, Fort Benning, Georgia, March 1969.
10. United States Army Infantry School. The Officers Code Customs and Courtesies. United States Army Infantry School, Fort Benning, Georgia, March 1969.
11. United States Army Special Warfare Center. Dining-In Guide. A United States Army Special Warfare Center Booklet, Fort Bragg, North Carolina.
12. Personal interview with LTC R. W. Dawnay, British Liaison Officer, U.S. Army Infantry School, Fort Benning, Georgia, 30 May 1972.
13. 1st Battalion, The School Brigade, United States Army Infantry School. Formal Dining-In. A Pamphlet prepared by the United States Army Infantry School, Fort Benning, Georgia, May 1972.