

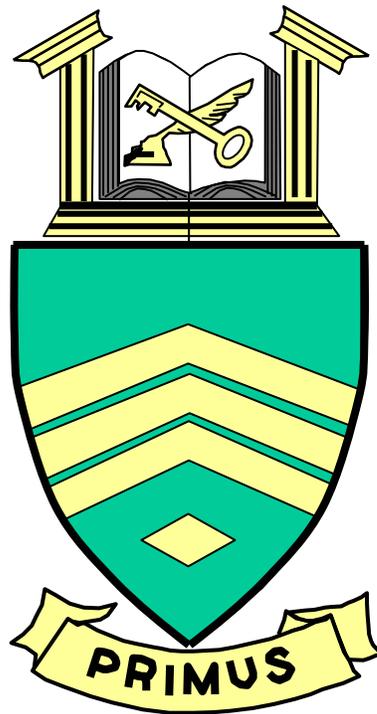
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

L654

JUN 04

MILITARY CUSTOMS AND COURTESIES

PRERESIDENT TRAINING SUPPORT PACKAGE



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PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	L654 / MILITARY CUSTOMS AND COURTESIES
Effective Date	01 Jun 2004
Supersedes TSP(s) / Lesson(s)	L654, Military Customs and Courtesies, Jun 01
TSP Users	521-SQIM (DL), First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the student with a standardized lesson plan for presenting instruction for:

Task Number

Task Title

158-100-1181

Apply Customs, Courtesies, and Traditions of the Service

This TSP
Contains

TABLE OF CONTENTS

	<u>PAGE</u>
Preface.....	2
Lesson Section I Administrative Data	4
Section II Introduction.....	7
Terminal Learning Objective - Review Army Customs and Traditions.....	7
Section III Presentation	8
Enabling Learning Objective A - Review the Scope of Military Courtesy.....	8
Enabling Learning Objective B - Review Traditional Courtesies to the Flag.....	8
Enabling Learning Objective C - Review the Procedures for Saluting.....	9
Enabling Learning Objective D - Review Customs, Courtesies, and Etiquette for Social Events.....	9
Section IV Summary.....	10
Section V Student Evaluation.....	11
Appendix A - Viewgraph Masters (N/A) A -	1
Appendix B - Test(s) and Test Solution(s) (N/A) B -	1
Appendix C - Practical Exercises and Solutions C -	1
Appendix D - Student Handouts D -	1

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MILITARY CUSTOMS AND COURTESIES
L654 / Version 1
01 Jun 2004

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	521-SQIM (DL)	1	First Sergeant Course

Task(s) Taught(*) or Supported	<u>Task Number</u>	<u>Task Title</u>
	158-100-1181	Apply Customs, Courtesies, and Traditions of the Service

Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>
	None	

Academic Hours	The academic hours required to teach this lesson are as follows:	
		<u>Distance Learning Hours/Methods</u>
		1 hr /Study Assignment
	Test	0 hrs
	Test Review	0 hrs
	Total Hours:	1 hr

Test Lesson Number	<u>Hours</u>	<u>Lesson No.</u>
	Testing (to include test review) 3 hrs	E651 version 1

Prerequisite Lesson(s)	<u>Lesson Number</u>	<u>Lesson Title</u>
	None	

Clearance Access Security Level: Unclassified
 Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References	<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
	AR 600-20	ARMY COMMAND POLICY	13 May 2002	Chapters 1 and 4
	FM 3-21.5	DRILL AND CEREMONIES	07 Jul 2003	Appendices A and K
	SH-3	FSC JOB AID, CUSTOMS AND COURTESIES HANDBOOK		

Student Study Assignments

- Read SH-1 thru SH-3.
-

Instructor Requirements

None

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
MSG, FSC graduate, ITC, and SGITC graduate (Enlisted)	1:14	1	1 hr

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

* Before Id indicates a TADSS

Materials Required

Instructor Materials:
None

- Student Materials:**
- L654.
 - Pen or pencil and writing paper.
-

Classroom, Training Area, and Range Requirements

None

Ammunition Requirements

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

Instructional Guidance

None

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Colyer, Donald J.	GS09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George V.	GS11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

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SECTION II. INTRODUCTION

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Motivator None

Terminal Learning Objective At the completion of this lesson, you [the student] will:

Action:	Review Army Customs and Traditions.
Conditions:	As a first sergeant in a self-study environment given extracted material from AR 600-20 (SH-1), FM 3-21.5 (SH-2), and customs and courtesies handbook (SH-3).
Standards:	Reviewed Army customs and traditions IAW SH-1 thru SH-3.

Safety Requirements None

Risk Assessment Level Low

Environmental Considerations **NOTE:** It is the responsibility of all soldiers and DA civilians to protect the environment from damage.
None

Evaluation At the end of your phase I training and before entering phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in you dismissal from the course.

Instructional Lead-In None

SECTION III. PRESENTATION

A. ENABLING LEARNING OBJECTIVE

ACTION:	Review the Scope of Military Courtesy.
CONDITIONS:	As a first sergeant in a self-study environment given extracted material from AR 600-20 (SH-1).
STANDARDS:	Reviewed the scope of military courtesy IAW AR 600-20 (SH-1).

1. Learning Step / Activity 1. Military courtesy

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Study extracted material from AR 600-20 (SH-1), Appendix D.
- Complete questions 1 and 2, p C-2, without referring to the student handout.
- Compare your response with the solution on p C-4 for Practical Exercise 1.
- If your responses do not agree, review the appropriate reference/lesson material.

B. ENABLING LEARNING OBJECTIVE

ACTION:	Review Traditional Courtesies to the Flag.
CONDITIONS:	As a first sergeant in a self-study environment given extracted material from FM 3-21.5 (SH-2).
STANDARDS:	Reviewed traditional courtesies to the flag IAW FM3-21.5 (SH-2).

1. Learning Step / Activity 1. Courtesies to the Flag

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Study extracted material from FM 3-21.5 (SH-2), Appendix D.
- Complete questions 3 thru 5, p C-2, without referring to the student handout.
- Compare your response with the solution on p C-4 for Practical Exercise 1.
- If your responses do not agree, review the appropriate reference/lesson material.

C. ENABLING LEARNING OBJECTIVE

ACTION:	Review the Procedures for Saluting.
CONDITIONS:	As a first sergeant in a self-study environment given extracted material from FM 3-21.5 (SH-2).
STANDARDS:	Reviewed the procedures for saluting IAW FM 3-21.5 (SH-2).

1. Learning Step / Activity 1. Procedures for saluting

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Review extracted material from FM 3-21.5 (SH-2), Appendix D.
- Complete questions 6 and 7, p C-4, without referring to the student handout.
- Compare your response with the solution on p C-4 for Practical Exercise 1.
- If your responses do not agree, review the appropriate reference/lesson material.

D. ENABLING LEARNING OBJECTIVE

ACTION:	Review Customs, Courtesies, and Etiquette for Social Events.
CONDITIONS:	As a first sergeant in a self-study environment given customs and courtesies handbook (SH-3).
STANDARDS:	Reviewed Customs, Courtesies, and Etiquette for Social Events IAW customs and courtesies handbook (SH-3).

1. Learning Step / Activity 1. Customs, Courtesies, and Etiquette for Social Events

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: None

To complete this learning step activity, you are to--

- Read the above ELO.
- Study material from customs and courtesies handbook (SH-3), Appendix D.
- Complete questions 8 and 9, p C-3, without referring to the student handout.
- Compare your response with the solution on p C-4 for Practical Exercise 1.
- If your responses do not agree, review the appropriate reference/lesson material.

SECTION IV. SUMMARY

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

The Practical Exercise in Appendix C serves as the check on learning for this lesson.

Review / Summarize Lesson

You need to know and reinforce the guidance outlined in the regulations and field manuals on military customs and courtesies to ensure personnel within your unit are aware of their actions and responsibilities in this vital area. Accomplishing this requires your direct involvement and concise knowledge of military customs and courtesies. Also, your continued attention to detail in this area will enhance the military customs and courtesies of the personnel within your unit.

SECTION V. STUDENT EVALUATION

**Testing
Requirements**

At the end of your phase I training and before entering phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

**Feedback
Requirements**

NOTE: Feedback is essential to effective learning. Please complete the student questionnaire and mail to USASMA.

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Complete the following blocks:

- Enter your name, your rank, and the date you complete this questionnaire.

Name:

Rank:

Date:

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

NOTE: Your response to this questionnaire will assist the Academy in refining and improving the course. When completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best Academy curriculum possible.

Item 1:

Do you feel you have met the learning objectives of this lesson?

Item 2:

Was the material covered in this lesson new to you?

Item 3:

Which parts of this lesson were most helpful to you in the learning objectives?

Item 4:

How could we improve the format of this lesson?

Item 5:

How could we improve the content of this lesson?

Item 6:

Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary

COMDT USASMA
ATTN ATSS DCF
BLDG 11291 BIGGS FLD
FT. BLISS, TX 79918-8002

Appendix A - Viewgraph Masters (N/A)

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C

PRACTICAL EXERCISE 1

Title	MILITARY CUSTOMS AND COURTESIES
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Lesson Number / Title	L654 version 1 / MILITARY CUSTOMS AND COURTESIES
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Introduction	None
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Motivator	None
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Terminal Learning Objective	At the completion of this lesson, you [the student] will: <table border="1"><tr><td>Action:</td><td>Review Army Customs and Traditions.</td></tr><tr><td>Conditions:</td><td>As a first sergeant in a self-study environment given extracted material from AR 600-20 (SH-1), FM 3-21.5 (SH-2), and customs and courtesies handbook (SH-3).</td></tr><tr><td>Standards:</td><td>Reviewed Army customs and traditions IAW SH-1 thru SH-3.</td></tr></table>	Action:	Review Army Customs and Traditions.	Conditions:	As a first sergeant in a self-study environment given extracted material from AR 600-20 (SH-1), FM 3-21.5 (SH-2), and customs and courtesies handbook (SH-3).	Standards:	Reviewed Army customs and traditions IAW SH-1 thru SH-3.
Action:	Review Army Customs and Traditions.						
Conditions:	As a first sergeant in a self-study environment given extracted material from AR 600-20 (SH-1), FM 3-21.5 (SH-2), and customs and courtesies handbook (SH-3).						
Standards:	Reviewed Army customs and traditions IAW SH-1 thru SH-3.						

Safety Requirements	None
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Risk Assessment	Low
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Environmental Considerations	None
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Evaluation	This is a self-graded exercise. It should take you approximately 30 minutes to complete the PE. It should take you about 10 minutes to self-grade the PE using the solutions found at Appendix C.
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Instructional Lead-In	None
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Resource Requirements	Instructor Materials: None Student Materials: <ul style="list-style-type: none">• Pen or pencil and paper.
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Special Instructions	Complete the following items <u>without</u> using the Student Handouts. Circle/select the correct answer.
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Procedures

QUESTION 1: The American Heritage Dictionary defines “courtesy” as “polite behavior; gracious manner or manners; a polite gesture or remark.” What is military courtesy?

- a. Courteous behavior towards those of higher grade/rank, as well as to those below your grade/rank.
- b. Extending of respect to seniors at all times, as well as the National Anthem and National Colors.
- c. Proper conduct, discipline, and compliance of regulatory guidance.
- d. Proper order and discipline extended to personnel of lesser or higher rank.

QUESTION 2: Why is military courtesy vital to the armed forces?

- a. To maintain military discipline.
- b. To maintain prompt execution of orders.
- c. To maintain respect for the flag.
- d. To maintain separation of the ranks.

QUESTION 3: True or False: The “union” is the honor point on the U.S. flag and is always to the top and to the flag’s own right (the left of the observer) when displayed.

- a. True
- b. False

QUESTION 4: What does the flag of the United States represent?

- a. “All battles which involved U.S. soldiers.”
- b. “Freedom, Independence, and Democracy.”
- c. “The history of the United States.”
- d. “The living country and is considered a living thing.”

QUESTION 5: What is the one traditionally permissible departure from the rules for display of the flag of the United States?

- a. You may use it to drape the front of a platform where the President of the United States or a member of the U.S. Congress or Senate will speak.
- b. You may festoon it over a doorway or arch to a Chapel/Church for a funeral for an active duty military member.
- c. In a dire emergency, you may display the flag upside down as a distress signal.
- d. You may fashion it into a rosette for use on a military (active or retired member) casket for the funeral procession only.

QUESTION 6: What must soldiers outdoors, in uniform, and NOT in formation do when they hear the National Anthem?

- a. Come to the position of at ease.
- b. Come to the position of parade rest.
- c. Render the hand salute.
- d. Stand at ease.

QUESTION 7: What is the appropriate action for military personnel, in uniform outdoors, when pledging allegiance to the U.S. flag?

- a. Stand at attention.
 - b. Stand at attention and place hand over heart.
 - c. Stand at attention and recite the “pledge.”
 - d. Stand at attention and salute.
-

**Procedures,
continued**

QUESTION 8: What are the three types of formal military or official functions?

- a. The dining-in ceremony, graduation/formal balls and formal dinners.
- b. The dining-in ceremony, dining-out and formal dinners.
- c. The dining-out ceremony, graduation ball and retirement ceremony.
- d. The dining-out, dining-in and formal ball.

QUESTION 9: At a dining-in it is customary to present a series of toasts. When should you present a toast to fallen comrades?

- a. Not applicable, you only present a toast to fallen comrades during a dining-out.
- b. You should present a toast to fallen comrades at the very start of the evenings activities to set the tone for the solemn mood of the evening.
- c. The final toast will always be to fallen comrades.
- d. Right after the color guard posts the colors so they can stand by the table display set up to the right side of the head table.

**Feedback
Requirements**

None

**SOLUTION FOR
PRACTICAL EXERCISE 1**

QUESTION 1:

b. Extending of respect to seniors at all times, as well as the National Anthem and National Colors.

Ref: AR 600-20 (SH-1), p SH-1-7 and SH-1-8, para 4-3a and b

QUESTION 2:

a. To maintain military discipline.

Ref: AR 600-20 (SH-1), p SH-1-7, para 4-3a

QUESTION 3:

a. True.

Ref: FM 3-21.5 (SH-2), p SH-2-8, para K-3b

QUESTION 4:

d. "The living country and is considered a living thing."

Ref: FM 3-21.5 (SH-2), p SH-2-8, para K-3, top of page, 1st sentence

QUESTION 5:

c. In a dire emergency, you may display the flag upside down as a distress signal.

Ref: FM 3-21.5 (SH-2), p SH-2-8, para K-3c

QUESTION 6:

c. Render the hand salute.

Ref: FM 3-21.5 (SH-2), p SH-2-3, para A-5c

QUESTION 7:

d. Stand at attention and salute.

Ref: FM 3-21.5 (SH-2), p SH-2-2, para A-1a, 6th bullet

QUESTION 8:

a. The dining-in ceremony, graduation/formal balls and formal dinners.

Ref: Customs and courtesies handbook (SH-3), pp SH-3-4 and SH-3-5

QUESTION 9:

c. The final toast will always be to fallen comrades.

Ref: Customs and courtesies handbook (SH-3), p SH-3-14, para 20c(4)

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Appendix D - Student Handouts

HANDOUTS FOR LESSON 1: L654 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Extracted Material from AR 600-20, Army Command Policy	SH-1-2 thru SH-1-16
SH-2, Extracted Material from FM 3-21.5, Drill and Ceremonies	SH-2-1 thru SH-2-50
SH-3, Customs and Courtesies Handbook.	SH-3-1 thru SH-3-16

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Student Handout 1

This student handout contains 15 pages of material from the following publication:

AR 600-20, Army Command Policy, 13 May 2002

Chapter 1
Chapter 4

pages SH-1-2 thru SH-1-7
pages SH-1-7 thru SH-1-16

Disclaimer: The training developer downloaded the material from the U.S. Army Publishing Directorate Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes the policies and responsibilities of command, which include military discipline and conduct, and the Army Equal Opportunity Program.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are listed in the glossary.

1-4. Responsibilities

The detailed responsibilities are listed and described in separate chapters under specific programs and command functions. This paragraph outlines those general responsibilities.

a. The Deputy Chief of Staff, G-1 (DCS, G-1) will formulate, manage, and evaluate command policies, plans, and programs that relate to:

(1) Chain of command (para 2-1); designation of junior in the same grade to command (para 2-7); and assumption of command by the senior when the commander dies, is disabled, resigns, retires, or is absent (para 2-8).

(2) Extremist organizations and activities (para 4-12), relationships between soldiers of different rank (para 4-14), other prohibited relationships (4-15), and homosexual conduct policy (para 4-19).

(3) Political activities (para 5-3), Family Care Plans (para 5-5), and accommodation of religious practices (para 5-6).

(4) The Army Equal Opportunity (EO) Program (paras 6-2 and 6-18)

b. The officials listed below have responsibilities for specific groups of personnel concerning awareness of the Army's accommodation of religious practices policies. Every enlisted soldier (including reenlistment), cadet, warrant officer, and commissioned officer applicant needs to be informed of the Army's accommodation of religious practices policies under this regulation (para 5-6).

(1) The Judge Advocate General. All judge advocate officer accessions.

(2) The Chief of Chaplains. All chaplain officer accessions. This principal HQDA official will also formulate and disseminate education and training programs regarding religious traditions and practices within the U.S. Army.

(3) The Superintendent, U. S. Military Academy. All U.S. Military Academy cadet applicants.

(4) The CG, U.S. Army Training and Doctrine Command (TRADOC). All Reserve Officer Training Corps cadets and all officer and warrant officer candidates.

(5) The CG, U.S. Army Recruiting Command (USAREC). All enlisted and AMEDD officer accessions.

c. Commanders at all levels will implement and enforce the chain of command and Army command policies.

1-5. Command

a. Privilege to command. Command is exercised by virtue of office and the special assignment of members of the United States Armed Forces holding military grade who are eligible to exercise command. A commander is therefore a commissioned or warrant officer who, by virtue of grade and assignment, exercises primary command authority over a military organization or prescribed territorial area that under pertinent official directives is recognized as "command." The privilege to command is not limited solely by branch of Service except as indicated in chapter 2. A civilian, other than the President as Commander-in Chief (or National Command Authority), may not exercise command. However, a civilian may be designated to exercise general supervision over an Army installation or activity under the command of a military superior.

b. Elements of command. The key elements of command are authority and responsibility. Formal authority for command is derived from the policies, procedures, and precedents presented in chapters 1 through 3.

c. Characteristics of command leadership. The commander is responsible for establishing leadership climate of the unit and developing disciplined and cohesive units. This sets the parameters within which command will be exercised and, therefore, sets the tone for social and duty relationships within the command. Commanders are also responsible for the professional development of their soldiers. To this end, they encourage self-study, professional development, and continued growth of their subordinates' military careers.

(1) Commanders and other leaders committed to the professional Army ethic promote a positive environment. If leaders show loyalty to their soldiers, the Army, and the Nation, they earn the loyalty of their soldiers. If leaders consider their soldiers' needs and care for their well-being, and if they demonstrate genuine concern, these leaders build a positive command climate.

(2) Duty is obedient and disciplined performance. Soldiers with a sense of duty accomplish tasks given them, seize opportunities for self-improvement, and accept responsibility from their superiors. Soldiers, leader and led alike, work together to accomplish the mission rather than feed their self-interest.

(3) Integrity is a way of life. Demonstrated integrity is the basis for dependable, consistent information, decisionmaking, and delegation of authority.

(4) Professionally competent leaders will develop respect for their authority by-

(a) Striving to develop, maintain, and use the full range of human potential in their organization. This potential is a critical factor in ensuring that the organization is capable of accomplishing its mission.

(b) Giving troops constructive information on the need for and purpose of military discipline. Articles in the UCMJ which require explanation will be presented in such a way to ensure that soldiers are fully aware of the controls and obligations imposed on them by virtue of their military service. (See Art 137, UCMJ.)

(c) Properly training their soldiers and ensuring that both soldiers and equipment are in the proper state of readiness at all times. Commanders should assess the command climate periodically to analyze the human dimension of combat readiness. Soldiers must be committed to accomplishing the mission through the unit cohesion developed as a result of a healthy leadership climate established by the command. Leaders at all levels promote the individual readiness of their soldiers by developing competence and confidence in their subordinates. In addition to being mentally, physically, tactically, and technically competent, soldiers must have confidence in themselves, their equipment, their peers, and their leaders. A leadership climate in which all soldiers are treated with fairness, justice, and equity will be crucial to development of this confidence within soldiers. Commanders are responsible for developing disciplined and cohesive units sustained at the highest readiness level possible.

d. Assignment and command. Soldiers are assigned to stations or units where their services are required. The commanding officer then assigns appropriate duties. Without orders from proper authority, a soldier may only assume command when eligible according to chapter 2.

1-6. Military grade and rank

a. Military rank among officers of the same grade or of equivalent grade is determined by comparing dates of rank. An officer whose date of rank is earlier than the date of rank of another officer of the same or equivalent grade is senior to that officer. Grade and precedence of rank confers eligibility to exercise command or authority in the United States military within limits prescribed by law. (10 USC 741)

b. Grade is generally held by virtue of office or position in the Army. For example, second lieutenant (2LT), captain (CPT), sergeant first class (SFC), chief warrant officer two (CW2) are grades. Table 1-1 shows the grades in the Army in order of their precedence. It indicates the grouping of grades into classes, pay grades, titles of address, and abbreviations.

c. The pay grade is also an abbreviated numerical device with useful applications in pay management, personnel accounting, automated data organization, and other administrative fields. However, the numerical pay grade will not be used as a form of address or title in place of the proper title of address of grade. A soldier holding the numerical pay grade of E-5 will be addressed as Sergeant, not as "E-5." (See table 1-1.)

d. All chaplains are addressed as "Chaplain," regardless of military grade or professional title. When a chaplain is addressed in writing, grade is indicated in parentheses; for example, Chaplain (Major) John F. Doe.

e. Conferring honorary titles of military grade upon civilians is prohibited. However, honorary titles already conferred will not be withdrawn.

Table 1-1
Grades of rank, U.S. Army

General Officers	
Grade of rank: General of the Army Pay grade: Special Title of address: General Abbreviation: GA (See footnote 1)	Grade of rank: Major General Pay grade: O-8 Title of address: General Abbreviation: MG
Grade of rank: General Pay grade: O-10 Title of address: General Abbreviation: GEN	Grade of rank: Brigadier General Pay grade: O-7 Title of address: General Abbreviation: BG
Grade of rank: Lieutenant General Pay grade: O-9 Title of address: General Abbreviation: LTG	
Field Grade Officers	

Table 1-1
 Grades of rank, U.S. Army—Continued

Grade of rank: Colonel
 Pay grade: O-6
 Title of address: Colonel
 Abbreviation: COL

Grade of rank: Major
 Pay grade: O4
 Title of address: Major
 Abbreviation: MAJ

Grade of rank: Lieutenant Colonel
 Pay grade: O-5
 Title of address: Colonel
 Abbreviation: LTC

Company Grade Officers

Grade of rank: Captain
 Pay grade: O-3
 Title of address: Captain
 Abbreviation: CPT

Grade of rank: Second Lieutenant
 Pay grade: O-1
 Title of address: Lieutenant
 Abbreviation: 2LT

Grade of rank: First Lieutenant
 Pay grade: O-2
 Title of address: Lieutenant
 Abbreviation: 1LT

Warrant Officers

Grade of rank: Chief Warrant Officer, Five
 Pay grade: W-5
 Title of address: Mister (Mrs./Miss/Ms.)
 Abbreviation: CW5

Grade of rank: Chief Warrant Officer, Three
 Pay grade: W-3
 Title of address: Mister (Mrs./Miss/Ms.)
 Abbreviation: CW3

Grade of rank: Chief Warrant Officer, Four
 Pay grade: W-4
 Title of address: Mister (Mrs./Miss/Ms.)
 Abbreviation: CW4

Grade of rank: Chief Warrant Officer, Two
 Pay grade: W-2
 Title of address: Mister (Mrs./Miss/Ms.)
 Abbreviation: CW2

Grade of rank: Warrant Officer, One
 Pay grade: W-1
 Title of address: Mister (Mrs./Miss/Ms.)
 Abbreviation: WO1

Cadets

Grade of rank: Cadet, U.S. Military Academy
 Pay grade: Special
 Title of address: Mister/Miss/Ms./Cadet
 Abbreviation: CDT

Grade of rank: Cadet, Senior Advanced ROTC
 Pay grade: Special
 Title of address: Mister/Miss/Ms./Cadet
 Abbreviation: CDT

Candidates

Grade of rank: Officer Candidate
 Pay grade: Special
 Title of address: Candidate
 Abbreviation: OC

Grade of rank: Warrant Officer Candidate
 Pay grade: Special
 Title of address: Candidate
 Abbreviation: WOC

Enlisted

Grade or rank: Sergeant Major of the Army
 Pay grade: E-9
 Title of address: Sergeant Major
 Abbreviation: SMA

Grade of rank: Staff Sergeant
 Pay grade: E-6
 Title of address: Sergeant
 Abbreviation: SSG

Grade of rank: Command Sergeant Major (See footnote 2)
 Pay grade: E-9
 Title of address: Sergeant Major
 Abbreviation: CSM

Grade of rank: Sergeant
 Pay grade: E-5
 Title of address: Sergeant
 Abbreviation: SGT

Table 1-1
Grades of rank, U.S. Army—Continued

Grade of rank: Sergeant Major (See footnote 3) Pay grade: E-9 Title of address: Sergeant Major Abbreviation: SGM	Grade of rank: Specialist (See footnote 4) Pay grade: E-4 Title of address: Specialist Abbreviation: SP4 (See footnote 5)
Grade of rank: First Sergeant Pay grade: E-8 Title of address: First Sergeant Abbreviation: 1SG	Grade of rank: Private First class Pay grade: E-3 Title of address: Private Abbreviation: PFC
Grade of rank: Master Sergeant Pay grade: E-8 Title of address: Sergeant Abbreviation: MSG	Grade of rank: Private Pay grade: E-2 Title of address: Private Abbreviation: PV2
Grade of rank: Sergeant First class Pay grade: E-7 Title of address: Sergeant Abbreviation: SFC	Grade of rank: Private Pay grade: E-1 Title of address: Private Abbreviation: PV1
Grade of rank: Corporal Pay grade: E-4 Title of address: Corporal Abbreviation: CPL	

Notes:

¹ Other abbreviations authorized for use in correspondence with the general public and agencies outside DOD, on identification (ID) cards, and in personal correspondence are listed in AR 25-50 and AR 310-50.

² Personnel formally selected by DA for participation in the Command Sergeants Major Program

³ All E9s not formally selected for the Command Sergeants Major Program.

⁴ Specialist will rank immediately below corporal. This does not require or justify change to Table of Organization and Equipment (TOE) or Table of Distribution and Allowances (TDA).

⁵ Specialist and its abbreviation (SPC) will be used in written correspondence. All standard Installation/Division Personnel System (SIDPERS) transactions must be coded and entered using the preset code (SP4) until SIDPERS III is fielded.

1-7. Precedence between soldiers and other Service members serving with the Army Members of other Services serving with the Army have equal status with Army soldiers of equivalent grade. (Comparable grades among the Services are shown in table 1-2.)

Table 1-2
Comparable rank among the Services

Army	Air Force	Marine Corps	Navy
Officers			
General of the Army	General of the Air Force		Fleet Admiral
General	General	General	Admiral
Lieutenant General	Lieutenant General	Lieutenant General	Vice Admiral
Major General	Major General	Major General	Rear Admiral (U)
Brigadier General	Brigadier General	Brigadier General	Rear Admiral (L)
Colonel	Colonel	Colonel	Captain
Lieutenant Colonel	Lieutenant Colonel	Lieutenant Colonel	Commander
Major	Major	Major	Lieutenant Commander
Captain	Captain	Captain	Lieutenant
First Lieutenant	First Lieutenant	First Lieutenant	Lieutenant (Junior Grade)
Second Lieutenant	Second Lieutenant	Second Lieutenant	Ensign
Chief Warrant Officer Four	Chief Warrant Officer Four	Chief Warrant Officer Four	Chief Warrant Officer
Chief Warrant Officer Three	Chief Warrant Officer Three	Chief Warrant Officer Three	Chief Warrant Officer
Chief Warrant Officer Two	Chief Warrant Officer Two	Chief Warrant Officer Two	Chief Warrant Officer

Table 1-2 Comparable rank among the Services—Continued			
Army	Air Force	Marine Corps	Navy
Chief Warrant Officer One	Chief Warrant Officer One	Chief Warrant Officer One	Chief Warrant Officer
Cadets			
Cadet	Cadet	---	Midshipman
Enlisted			
Sergeant Major of the Army	Chief Master Sergeant of the Air Force	Sergeant Major of the Marine Corps	Master Chief Petty Officer of the Navy
Command Sergeant Major	Chief Master Sergeant	Sergeant Major	Command Master Chief Petty Officer
Sergeant Major		Master Gunnery Sergeant	Master Chief Petty Officer
First Sergeant	Senior Master Sergeant	First Sergeant Officer	Senior Chief Petty
Master Sergeant	---	Master Sergeant	---
Sergeant First Class	Master Sergeant	Gunnery Sergeant	Chief Petty Officer
Staff Sergeant	Technical Sergeant	Staff Sergeant Class	Petty Officer First
Sergeant	Staff Sergeant	Sergeant Class	Petty Officer Second
Corporal	Sergeant	Corporal Class	Petty Officer Third
Specialist	---	---	---
Private First Class	Airman First Class	Lance Corporal	Seaman
Private	Airman	Private First Class	Seaman Apprentice
Private	Basic Airman	Private	Seaman Recruit

1-8. Precedence between members of the Army and members of foreign military services serving with the Army Members of foreign military services serving with the U.S. Army have equal status with Army members of equivalent grade. When authorized by the President or the Secretary of Defense, members of foreign military service serving with the U.S. Army may exercise operational or tactical control, but may not exercise command over soldiers of the United States Army.

Chapter 4 Military Discipline and Conduct

4-1. Military discipline

- a. Military discipline is founded upon self-discipline, respect for properly constituted authority, and the embracing of the professional Army ethic with its supporting individual values. Military discipline will be developed by individual and group training to create a mental attitude resulting in proper conduct and prompt obedience to lawful military authority.
- b. While military discipline is the result of effective training, it is affected by every feature of military life. It is manifested in individuals and units by cohesion, bonding, and a spirit of teamwork; by smartness of appearance and action; by cleanliness and maintenance of dress, equipment, and quarters; by deference to seniors and mutual respect between senior and subordinate personnel; by the prompt and willing execution of both the letter and the spirit of the legal orders of their lawful commanders; and by fairness, justice, and equity for all soldiers, regardless of race, religion, color, gender, and national origin.
- c. Commanders and other leaders will maintain discipline according to the policies of this chapter, applicable laws and regulations, and the orders of seniors.

4-2. Obedience to orders

All persons in the military service are required to strictly obey and promptly execute the legal orders of their lawful seniors.

4-3. Military courtesy

- a. Courtesy among members of the Armed Forces is vital to maintain military discipline. Respect to seniors will be extended at all times. (See AR 600-25, chap 4.)
- b. The actions of military personnel will reflect respect to both the National Anthem and the National Colors. The courtesies listed in AR 600-25, appendix A, should be rendered the National Colors and National Anthem at public

events whether the soldier is off or on duty, whether he or she is in or out of uniform. Intentional disrespect to the National Colors or National Anthem is conduct prejudicial to good order and discipline and discredits the military service.

4-4. Soldier conduct

a. Ensuring the proper conduct of soldiers is a function of command. Commanders and leaders in the Army, whether on or off duty or in a leave status, will-

(1) Ensure all military personnel present a neat, soldierly appearance.

(2) Take action consistent with Army regulation in any case where a soldier's conduct violates good order and military discipline.

b. On public conveyances in the absence of military police, the person in charge of the conveyance will be asked to notify the nearest military police and arrange to have them, if necessary, take custody of military personnel. In serious situations, such as physical assault, the person in charge of the conveyance will be asked to stop at the first opportunity and request local police assistance. In all such cases, the local police will be advised to telephone (collect) the nearest Army post or Army headquarters.

c. When an offense endangering the reputation of the Army is committed elsewhere (not on a public conveyance) and military police are not available, civilian police will be requested to take appropriate action.

d. When military police are not present, the senior officer, WO, or NCO present will obtain the soldier's name, grade, social security number, organization, and station. The information and a statement of the circumstances will be sent to the soldier's commanding officer without delay. If the soldier is turned over to the civilian police, the above information will be sent to the civilian police for transmittal to the proper military authorities.

4-5. Maintenance of order

Army and Marine Corps Military Police, Air Force Security Police, and members of the Navy and Coast Guard Shore Patrols are authorized and directed to apprehend Armed Forces members who commit offenses punishable under the UCMJ. Officers, WOs, NCOs, and petty officers of the Armed Forces are authorized and directed to quell all quarrels, frays, and disorders among persons subject to military law and to apprehend participants. Those exercising this authority should do so with judgment and tact. Personnel so apprehended will be returned to the jurisdiction of their respective Service as soon as practical. Confinement of females will be according to AR 190-47.

4-6. Exercising military authority

a. Military authority is exercised promptly, firmly, courteously and fairly. Commanders should consider administrative corrective measures before deciding to impose nonjudicial punishment. Trial by court-martial is ordinarily inappropriate for minor offenses unless lesser forms of administering discipline would be ineffective. (See MCM, Part V, and chap 3, AR 27-10.)

b. One of the most effective administrative corrective measures is extra training or instruction (including on-the-spot correction). For example, if soldiers appear in an improper uniform, they are required to correct it immediately; if they do not maintain their housing area properly, they must correct the deficiency in a timely manner. If soldiers have training deficiencies, they will be required to take extra training or instruction in subjects directly related to the shortcoming.

(1) The training, instruction, or correction given to a soldier to correct deficiencies must be directly related to the deficiency. It must be oriented to improving the soldier's performance in his or her problem area. Corrective measures may be taken after normal duty hours. Such measures assume the nature of training or instruction, not punishment. Corrective training should continue only until the training deficiency is overcome. Authority to use it is part of the inherent powers of command.

(2) Care should be taken at all levels of command to ensure that training and instruction are not used in an oppressive manner to evade the procedural safeguards applying to imposing nonjudicial punishment. Deficiencies satisfactorily corrected by means of training and instruction will not be noted in the official records of the soldiers concerned.

4-7. Disciplinary powers of the commanding officer

a. Commanding officers exercise broad disciplinary powers in furtherance of their command responsibilities. Discretion, fairness, and sound judgment are essential ingredients of military justice.

b. Commanders will familiarize themselves with their powers and responsibilities as outlined in MCM, AR 27-10, AR 600-37, AR 635-200 and other authorities. Legal advice is available from supporting judge advocates.

c. Disciplinary measures are tailored to specific offenses and individual offenders. Commanders will neither direct subordinates to take particular disciplinary actions, nor unnecessarily restrict disciplinary authority of subordinates. (See Articles 37, and 98, UCMJ, and AR 27-10 regarding the proper exercise of authority by commanders.)

4-8. Settlement of local accounts on change of station

To ensure organizations and individuals have properly settled their accounts, commanders will

- a.* Make every effort to settle local accounts of their organizations before movement.
- b.* Take action to promptly settle organizational accounts with local firms when unable to settle before movement.
- c.* Take action as needed when soldiers under their command issue checks against an account with insufficient funds or fail to clear their personal accounts before departure from their stations. This includes consideration under Articles 15, 121, 123a, 133, or 134, Uniform Code of Military Justice. When indebtedness information is received after a soldier departs from the station, the commanding officer of the station at which personal accounts remain unsettled will take action outlined in AR 600-15.

4-9. Civil status of members of the Reserve component

- a.* Reserve Component members, not serving on active duty, are not for most purposes considered officers or employees of the United States solely by reason of their Reserve status. They may accept and receive pay for employment in any civil branch of the public service, in addition to any pay and allowances they may be entitled to under the laws governing members of RCs.
- b.* A member of the RC, not serving on active duty, may practice his or her civilian profession or occupation before or in connection with any department of the Federal Government unless prohibited by law.
- c.* Conflict of interest laws impose limitations on activities in which persons may engage after terminating active duty or employment by the United States. A reservist who has handled a government matter shall not, while in a civilian status, represent any party, other than the government, in connection with the same particular matter. (See 18 USC 207.) While handling government matters, reservists will not take any direct or indirect action in a particular matter in which they have an outside financial interest. (See 18 USC 208; DODD 5500.7-R, para 5-408.)
- d.* ARNG and USAR soldiers who are officers and employees of the United States or the District of Columbia are entitled to a leave of absence from their civilian employment when ordered under Title 39, District of Columbia Code to ADT or annual training (AT). This leave of absence will be granted without loss of pay, time, or efficiency rating on all days during which they are ordered to duty with troops or field exercises, or for instruction, for periods not over 15 days in any calendar year. As an exception, officers and employees of the United States or of the District of Columbia who are members of the Army National Guard of the District of Columbia are authorized leave for all days (no limit) on which they are ordered under Title 39, District of Columbia Code to duty for parades or encampment under 5 USC 6323.
- e.* ARNG and USAR soldiers may accept and be paid for civil employment with any foreign government, when approved by the Secretary of the Army and the Secretary of State. This includes any concern controlled in whole or in part by a foreign government. AR 600-291 is used for processing applications.

4-10. Participation in support of civilian law enforcement agencies

- a.* Military support of civilian law enforcement is governed by the Posse Comitatus Act (18 USC 1385), 10 USC Sections 371-382, DODD 5525.5, and AR 500-51. Commanders will not sanction use of military personnel in support of civilian law enforcement agencies in the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, or United States Territories, except when authorized by law. Because this is a complex area of the law, commanders and law enforcement personnel should consult with their servicing judge advocate or legal advisor.
- b.* Military personnel may report crimes or other suspicious activities to civilian police agencies or cooperate with civilian authorities in their capacities as private citizens. Military law enforcement personnel may exchange information with civilian authorities according to AR 500-51.

4-11. Membership campaigns

DA recognizes and benefits from the activities of many worthy organizations, associations, and clubs. Many of these organizations enjoy close, historical ties with the military community and are composed largely of active or retired military personnel. DA support of private organizations is strictly regulated by DODI 1000.15 and DODD 5500.7-R.

- a.* In supporting such organizations and associations, post commanders and heads of DA Staff agencies will-
 - (1) Ensure membership among personnel under their jurisdiction is truly voluntary.
 - (2) Prohibit any practice that involves or implies compulsion, coercion, influence, or reprisal in the conduct of membership campaigns. This prohibition includes repeated orientations, meetings, or similar counseling of persons who have chosen not to join after given a chance to do so. It also includes using membership statistics in support of supervisory influence.
 - (3) Prohibit any practice that involves or implies DA sponsorship or endorsement of the organization and its activities.

(4) Prohibit the use of government property, facilities, or services, e.g., golf course membership, as an inducement to join a private organization.

b. This policy does not prohibit commanders from informing personnel without coercion about membership in such organizations. When doing so, commanders will ensure they do not favor one organization over others.

4-12. Extremist organizations and activities

Participation in extremist organizations and activities by Army personnel is inconsistent with the responsibilities of military service. It is the policy of the United States Army to provide equal opportunity and treatment for all soldiers without regard to race, color, religion, gender, or national origin. Enforcement of this policy is a responsibility of command, is vitally important to unit cohesion and morale, and is essential to the Army's ability to accomplish its mission. It is the commander's responsibility to maintain good order and discipline in the unit. Every commander has the inherent authority to take appropriate actions to accomplish this goal. This paragraph identifies prohibited actions by soldiers involving extremist organizations, discusses the authority of the commander to establish other prohibitions, and establishes that violations of prohibitions contained in this paragraph or those established by a commander may result in prosecution under various provisions of the UCMJ. This paragraph must be used in conjunction with DODD 1325.6, Subject: Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces.

a. Participation. Military personnel must reject participation in extremist organizations and activities. Extremist organizations and activities are ones that advocate racial, gender or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, religion, or national origin or advocate the use of or use force or violence or unlawful means to deprive individuals of their rights under the United States Constitution or the laws of the United States, or any State, by unlawful means.

b. Prohibitions. Soldiers are prohibited from the following actions in support of extremist organizations or activities. Penalties for violations of these prohibitions include the full range of statutory and regulatory sanctions, both criminal (UCMJ), and administrative.

(1) Participating in public demonstrations or rallies.

(2) Attending a meeting or activity with the knowledge that the meeting or activity involves an extremist cause when on duty, when in uniform, when in a foreign country (whether on or off duty or in or out of uniform), when it constitutes a breach of law and order, or when it is likely to result in violence or when in violation of off limits sanctions or commander's order.

(3) Fund raising activities.

(4) Recruiting or training members (including encouraging other soldiers to join).

(5) Creating, organizing or taking a visible leadership role in such an organization or activity.

(6) Distributing literature on or off a military installation, the primary purpose and content of which concerns advocacy or support of extremist causes, organizations, or activities; and it appears that the literature presents a clear danger to the loyalty, discipline, or morale of military personnel, or the distribution would materially interfere with the accomplishment of a military mission.

c. Command authority. Commanders have the authority to prohibit military personnel from engaging in or participating in any other activities that the commander determines will adversely affect good order and discipline or morale within the command. This includes, but is not limited to, the authority to order the removal of symbols, flags, posters, or other displays from barracks, to place areas or activities off-limits (see AR 190-24), or to order soldiers not to participate in those activities that are contrary to good order and discipline or morale of the unit or pose a threat to health, safety, and security of military personnel or a military installation.

d. Command Options. Commander's options for dealing with a soldier's violation of the prohibitions include-

(1) UCMJ action. Possible violations include-

(a) Article 92-Violation or failure to obey a lawful general order or regulation.

(b) Article 116-Riot or breach of peace.

(c) Article 117-Provoking speeches or gestures.

(d) Article 134-General article, specifically, conduct which is prejudicial to good order and discipline or service discrediting.

(2) Involuntary separation for unsatisfactory performance or misconduct, or for conduct deemed prejudicial to good order and discipline or morale.

(3) Reclassification actions or bar to reenlistment actions, as appropriate.

(4) Other administrative or disciplinary action deemed appropriate by the commander, based on the specific facts and circumstances of the particular case.

e. Command Responsibility. Any soldier involvement with or in an extremist organization or activity, such as membership, receipt of literature, or presence at an event, could threaten the good order and discipline of a unit. In any case of apparent soldier involvement with or in extremist organizations or activities, whether or not violative of the prohibitions in subparagraph b, commanders must take positive actions to educate soldiers, putting them on notice of the potential adverse effects that participation in violation of Army policy may have upon good order and discipline in the unit and upon their military service. These positive actions include-

- (1) Educating soldiers regarding the Army's equal opportunity policy. Commanders will advise soldiers that extremist organizations' goals are inconsistent with Army goals, beliefs, and values concerning equal opportunity.
- (2) Advising soldiers that any participation in extremist organizations or activities:
 - (a) Will be taken into consideration when evaluating their overall duty performance, to include appropriate remarks on evaluation reports.
 - (b) Will be taken into consideration when selections for positions of leadership and responsibility are made.
 - (c) Will result in removal of security clearances, where appropriate.
 - (d) Will result in reclassification actions or bar to reenlistment actions as appropriate.
- (3) The commander of a military installation or other military controlled facility under the jurisdiction of the United States shall prohibit any demonstration or activity on the installation or facility that could result in interference with or prevention of orderly accomplishment of the mission of the installation or facility, or present a clear danger to loyalty, discipline, or morale of the troops. Further, such commanders shall deny requests for the use of military controlled facilities by individuals or groups that engage in discriminatory practices or for activities involving such practices.

f. Commanders should seek the advice and counsel of their legal advisor when taking actions pursuant to this policy.

4-13. Army language policy

English is the operational language of the Army. Soldiers must maintain sufficient proficiency in English to perform their military duties. Their operational communications must be understood by everyone who has an official need to know their content, and, therefore, must normally be English. However, commanders may not require soldiers to use English unless such use is clearly necessary and proper for the performance of military functions. Accordingly, commanders may not require the use of English for personal communications which are unrelated to military functions.

4-14. Relationships between soldiers of different rank

a. The term "officer," as used in this paragraph, includes both commissioned and warrant officers unless otherwise stated. The provisions of this paragraph apply to both relationships between Army personnel and between Army personnel and personnel of other military services. This policy is effective immediately, except where noted below, and applies to different-gender relationships and same-gender relationships.

b. Relationships between soldiers of different rank are prohibited if they:

- (1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
- (2) Cause actual or perceived partiality or unfairness.
- (3) Involve, or appear to involve, the improper use of rank or position for personal gain.
- (4) Are, or are perceived to be, exploitative or coercive in nature.
- (5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

c. Certain types of personal relationships between officers and enlisted personnel are prohibited. Prohibited relationships include-

- (1) On-going business relationships between officers and enlisted personnel. This prohibition does not apply to landlord/tenant relationships or to one-time transactions such as the sale of an automobile or house, but does apply to borrowing or lending money, commercial solicitation, and any other type of on-going financial or business relationship. Business relationships which exist at the time this policy becomes effective, and that were authorized under previously existing rules and regulations, are exempt until March 1, 2000. In the case of Army National Guard or United States Army Reserve personnel, this prohibition does not apply to relationships that exist due to their civilian occupation or employment.
- (2) Dating, shared living accommodations other than those directed by operational requirements, and intimate or sexual relationships between officers and enlisted personnel. This prohibition does not apply to-
 - (a) Marriages.
 - (b) Relationships (dating, shared living accommodations, and intimate or sexual relationships) outside of marriage that predate the effective date of this policy until 1 March 2000.

(c) Situations in which a relationship which complies with this policy would move into non-compliance due to a change in status of one of the members (for instance, a case where two enlisted members are married and one is subsequently commissioned or selected as a warrant officer).

(d) Personal relationships outside of marriage between members of the National Guard or Army Reserve, when the relationship primarily exists due to civilian acquaintanceships, unless the individuals are on active duty (other than annual training) or Full-time National Guard duty (other than annual training).

(e) Personal relationships outside of marriage between members of the Regular Army and members of the National Guard or Army Reserve when the relationships primarily exists due to civilian association and the Reserve component member is not on active duty (other than annual training) or Full-time National Guard duty (other than annual training).

(f) Soldiers and leaders share responsibility, however, for ensuring that these relationships do not interfere with good order and discipline. Commanders will ensure that personal relationships which exist between soldiers of different ranks emanating from their civilian careers will not influence training, readiness, or personnel actions.

(3) Gambling between officers and enlisted personnel.

d. These prohibitions are not intended to preclude normal team building associations which occur in the context of activities such as community organizations, religious activities, family gatherings, unit-based social functions, or athletic teams or events.

e. All military personnel share the responsibility for maintaining professional relationships. However, in any relationship between soldiers of different grade or rank the senior member is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate this policy.

f. Commanders should seek to prevent inappropriate or unprofessional relationships through proper training and leadership by example. Should inappropriate relationships occur, commanders have available a wide range of responses. These responses may include counseling, reprimand, order to cease, reassignment, or adverse action. Potential adverse action may include official reprimand, adverse evaluation report(s), nonjudicial punishment, separation, bar to reenlistment, promotion denial, demotion; and courts martial. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.

4-15. Other prohibited relationships

a. *Trainee and soldier relationships.* Any relationship between permanent party personnel and IET trainees not required by the training mission is prohibited. This prohibition applies to permanent party personnel without regard to the installation of assignment of the permanent party member or the trainee.

b. *Recruiter and recruit relationships.* Any relationship between permanent party personnel assigned or attached to the United States Army Recruiting Command and potential prospects, applicants, members of the Delayed Entry Program (DEP), or Members of the Delayed Training Program (DTP) not required by the recruiting mission is prohibited. This prohibition applies to United States Army Recruiting Command Personnel without regard to the unit of assignment of the permanent party member and the potential prospects, applicants, DEP members, or DTP members.

4-16. Fraternization

Violations of paragraphs 4-14b, 4-14c, and 4-15 may be punished under Article 92, UCMJ, as a violation of a lawful general regulation.

4-17. Standards of conduct

Department of the Army personnel must place loyalty to country, ethical principles, and law above private gain and other personal interests. The performance of their duties should be in keeping with the highest tradition of military and civilian service to the U.S. Government.

a. *Guidance.* Minimum standards of conduct required of all Soldiers and Army civilians are prescribed by the Joint Ethics Regulation, DODD 5500.7-R. That regulation provides Army personnel with guidance on a multitude of ethical issues including the avoidance of conflicts of interests between their commercial/financial interest and their official duties.

b. *Annual training.* Commanders at all levels will ensure that all Army personnel required to file either a public or confidential financial disclosure report, contracting officers, procurement officials, and others identified by an Army ethics counselor, receive annual ethics training as prescribed by DODD 5500.7-R.

4-18. Employment and volunteer work of spouse

a. The Army affirms the rights of a spouse of a soldier to pursue and hold a job, attend school, or perform volunteer services on or off a military installation. No DA official will, directly or indirectly, impede or otherwise interfere with these rights. Moreover, no DA official will use the preferences and requirements of the Army or any other

DOD component to influence the employment, educational, or volunteer service decisions of a spouse. Neither will such decision of a spouse, nor the marital status of the soldier affect, favorably or adversely, the performance evaluations, assignments, or promotion opportunities of the soldier.

(1) In discharging their responsibilities, members of military promotion, continuation, and similar personnel selection boards are prohibited from considering the marital status of a soldier, or the employment, educational, or volunteer service activities of a soldier's spouse. AR 135-155, AR 135-205, AR 140-158, and AR 600-8-29 provide specific policies governing board conduct.

(2) Personnel decisions, including those related to the assignments of soldiers, will not be affected favorably or adversely, by the employment, educational or volunteer services activities of a soldier's spouse, or solely by reason of a soldier's marital status. AR 140-10, AR 614-30, AR 614-100, AR 614-200, and AR 690-700 provide specific policies. Exceptions may be-

(a) Necessary to alleviate the personal hardship of a soldier or spouse upon the request of the soldier concerned, such as when a family member requires specialized medical treatment or educational provisions or similar personal preference accommodations.

(b) Needed to facilitate the assignment of dual-military couples to the same geographic area.

(c) Required by law such as instances in which a prohibited conflict of interest may exist between the official duties of a soldier and the employment of the soldier's spouse. DODD 5500.7-R, The Joint Ethics Regulation, provides specific policies.

(d) Made by the Assistant Secretary of Defense (Personnel and Readiness), with the concurrence of the General Counsel, on a case-by-case basis, for reasons of national security, that marital status is an essential assignment qualification for particular military billets or positions.

(3) Performance appraisals on soldiers, including officer and enlisted evaluations reports, will not contain any information regarding the employment, educational or volunteer service activities of the soldier's spouse, or reflect favorably or adversely on the member based solely on the soldier's marital status. AR 623-1, AR 623-105, and 623-205 provide specific policies.

b. Violations of this policy provide a basis for disciplinary action under the UCMJ in addition to appropriate administrative sanctions.

4-19. Homosexual conduct policy

The DCS, G-1 is responsible for the U.S. Army Homosexual Conduct Policy.

a. General.

(1) This policy implements section 654 of Title 10, United States Code. Department of Defense has stated that the suitability of persons to serve in the Army is based on their conduct and their ability to meet required standards of duty performance and discipline.

(2) Definitions are as follows:

(a) *Bisexual.* A person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in both homosexual and heterosexual acts.

(b) *Homosexual.* A person, regardless of sex, who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts as further described in (3) below.

(c) *Sexual orientation.* An abstract sexual preference for persons of a particular sex, as distinct from a propensity or intent to engage in sexual acts.

(3) *Homosexual conduct.* "Homosexual conduct" is a homosexual act, a statement by a soldier that demonstrates a propensity or intent to engage in homosexual acts, the solicitation of another to engage in homosexual act or acts, or a homosexual marriage or attempted marriage.

(a) A "homosexual act" means any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires and any bodily contact (for example, hand-holding, slow dancing, or kissing) that a reasonable person would understand to demonstrate a propensity or intent to engage in such bodily contact.

(b) A "statement by a person that he or she is a homosexual or bisexual or words to that effect" means language or behavior that a reasonable person would believe intends to convey the statement that a person engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts. This may include statements such as "I am a homosexual," "I am gay," "I am a lesbian," "I have a homosexual orientation," and the like.

(c) A "homosexual marriage or attempted marriage" is when a person has married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the person involved).

b. *Accession policy.* A person's sexual orientation is considered a personal and private matter and is not a bar to entry or continued service unless manifested by homosexual conduct in a manner described in a(3). Applicants for

enlistment, appointment, or induction into the Army will not be asked or required to reveal whether they are heterosexual, homosexual or bisexual. Applicants also will not be required to reveal whether they have engaged in homosexual conduct unless independent evidence is received indicating that the applicant engaged in such conduct or unless the applicant volunteers a statement that he or she is a homosexual or bisexual or words to that effect. Homosexual conduct is grounds for barring entry into the army, except as provided in AR 601-210. Applicants will be informed of the laws and regulations governing sexual conduct in the armed services, including homosexual conduct as defined in a(3). AR 601-210, and NGBR 600-200 governs the Army accession policy.

c. Separation policy. Homosexual conduct is grounds for separation from the army under the terms set forth in paragraph a (3). AR 635-100, AR 635-200, AR 135-175, and 135-178, govern Army separation policies.

d. Guidelines for command-directed fact-finding inquiries into homosexual conduct.

(1) *Responsibilities.*

(a) Only a soldier's commander is authorized to initiate fact-finding inquiries involving homosexual conduct. A commander may initiate a fact-finding inquiry only when he or she has received credible information that there is a basis for discharge. Commanders are accountable for ensuring that inquiries are conducted properly and that no abuse of authority occurs.

(b) A fact-finding inquiry may be conducted by the commander personally or by a person he or she appoints. It may consist of an examination of the information reported or a more extensive investigation as necessary.

(c) The inquiry should gather all credible information that directly relates to the grounds for possible separation. Inquiries shall be limited to the actual circumstances directly relevant to the specific allegations.

(d) If a commander has credible evidence of possible criminal conduct, he or she shall follow the procedures outlined in the AR 27-10 and AR 195-2.

(e) These guidelines do not apply to activities of CID and other DOD law enforcement organizations that are governed by AR 195-2.

(2) *Basis for conducting inquiries.*

(a) A commander will initiate an inquiry only if he or she has credible information that there is a basis for discharge. Credible information exists when the information, considering its source and the surrounding circumstances, supports a reasonable belief that a soldier has engaged in homosexual conduct. It requires a determination based on articulable facts, not just a belief or suspicion.

(b) A basis for discharge exists if-

1. The soldier has engaged in a homosexual act.

2. The soldier has said that he or she is a homosexual or bisexual, or made some other statement that indicates a propensity or intent to engage in homosexual acts, or

3. The soldier has married or attempted to marry a person of the same sex.

(3) Credible information does not exist, for example, when-

(a) The individual is suspected of engaging in homosexual conduct, but there is no credible information, as described that supports the suspicion.

(b) The only information is the opinion of others that a soldier is a homosexual.

(c) The inquiry would be based on rumor, suspicion, or capricious claims concerning a soldier's sexual orientation.

(d) The only information known is an associational activity such as going to a gay bar, possessing or reading homosexual publications, associating with known homosexuals, or marching in a gay rights rally in civilian clothes. Such activity, in and of itself, does not provide the evidence of homosexual conduct.

(4) Credible information exists, for example, when-

(a) A reliable person states that he or she observed or heard a soldier engaging in homosexual acts, or saying that he or she is a homosexual or bisexual or is married to a member of the same sex.

(b) A reliable person states that he or she heard, observed or discovered a soldier make a spoken or written statement that a reasonable person would believe was intended to convey the fact that he or she engages in, attempts to engage in, or has the propensity or intent to engage in homosexual acts.

(c) A reliable person states that he or she observed behavior that amounts to a nonverbal statement by a soldier that he or she is a homosexual or bisexual-i.e., behavior that a reasonable person would believe intended to convey the statement that the soldier engages in, attempts to engage in, or has the propensity or intent to engage in homosexual acts.

(5) *Procedures.*

(a) Informal fact-finding inquiries and administrative separation procedures are the preferred method of addressing homosexual conduct. This does not prevent disciplinary action or trial by courts-martial when appropriate.

(b) Commanders shall exercise sound discretion regarding when credible information exists. They shall examine the information and decide whether an inquiry is warranted or whether no action should be taken.

(c) Commanders or appointed inquiry officers shall not ask, and soldiers shall not be required to reveal whether a soldier is a heterosexual, homosexual, or bisexual. However, upon receipt of credible information of homosexual conduct, (as described in a(3)) commanders or appointed inquiry officials may ask soldiers if they engaged in such conduct. The soldier should first be advised of the DOD policy on homosexual conduct (and rights under Article 31(b), UCMJ, if applicable). Should the soldier choose not to discuss the matter further, the commander should consider other available information. Nothing in this provision precludes questioning a soldier about any information provided by the soldier in the course of the fact-finding inquiry or any related proceedings. Nor does it provide the soldier with any basis for challenging the validity of any proceeding or the use of any evidence, including a statement by the soldier in any proceeding.

(d) At any given point in the inquiry, the commander or appointed inquiry official must be able to clearly and specifically explain which grounds for separation he or she is attempting to verify and how the information being collected relates to those specific separation grounds.

(e) A statement by a soldier that he or she is a homosexual or bisexual creates a rebuttable presumption that the soldier engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts. The soldier shall be given the opportunity to present evidence demonstrating that he or she does not engage in, attempt to engage in, or has a propensity or intent to engage in homosexual acts.

(f) The soldier bears the burden of proving, by a preponderance of evidence, that he or she is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in, homosexual acts.

(6) *Legal effect.* The procedures set forth in this paragraph create no substantive or procedural rights.

e. Investigation policy. Investigations or inquiries will not be initiated solely to determine whether a member is a heterosexual, homosexual, or bisexual. There must be credible information that a basis for disciplinary action or discharge exists. The information that constitutes the basis of the investigation must be deemed credible by the criminal investigation organization commander as well as the soldier's commander in most cases. AR 195-2, Criminal Investigating Activities, provides guidance on the investigation of sexual misconduct.

f. Security. Individuals will not be asked or required to reveal on personnel security questionnaires whether they are heterosexual, homosexual, or bisexual. An individual's sexual conduct, whether homosexual or heterosexual, is a legitimate security concern only if it could make an individual vulnerable to exploitation or coercion, or indicate a lack of trustworthiness, reliability or good judgment that is required of anyone with access to classified information. AR 380-67 provides additional guidance.

g. Training.

(1) All officers and enlisted personnel of the Active Army and Reserve Components will receive briefings upon entry and periodically thereafter with a detailed explanation of regulations governing sexual conduct by members of the Armed Forces. Briefings will include policies on homosexual conduct and applicable laws in accordance with section 654 of Title 10, United States Code and Article 137, Uniform Code of Military Justice (UCMJ).

(2) The Army uses the DoD Homosexual Conduct Policy Training Plan as a guide in training commanders and personnel involved in recruiting, accession processing, criminal investigations, and administrative separations. The training plan includes detailed hypotheticals that illustrate how military personnel should approach specific, concrete scenarios under the new DoD policy on homosexual conduct.

4-20. Hazing

The Army has been and continues to be a values based organization where everyone is encouraged to do what is right by treating others as they should be treated - with dignity and respect. Hazing is fundamentally in opposition to our values and is prohibited.

a. Definition. Hazing is defined as any conduct whereby one military member or employee, regardless of Service or rank, unnecessarily causes another military member or employee, regardless of Service or rank, to suffer or be exposed to an activity which is cruel, abusive, oppressive, or harmful.

(1) Hazing includes, but is not limited to any form of initiation "rite of passage" or congratulatory act that involves: physically striking another in order to inflict pain; piercing another's skin in any manner; forcing or requiring the consumption of excessive amounts of food, alcohol, drugs, or other substances; or encouraging another to engage in illegal, harmful, demeaning or dangerous acts. Soliciting or coercing another to participate in any such activity is also considered hazing. Hazing need not involve physical contact among or between military members or employees; it can be verbal or psychological in nature.

(2) When authorized by the chain of command and not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing:

- (a) the physical and mental hardships associated with operations or operational training;
- (b) administrative corrective measures, including verbal reprimands and a reasonable number of repetitions of authorized physical exercises;
- (c) extra military instruction or training;
- (d) physical training or remedial physical training;
- (e) other similar activities.

(3) Whether or not such actions constitute hazing, they may be inappropriate or violate relevant civilian personnel guidance depending on the type of activities and the assigned duties of the employee involved.

b. Scope. Hazing is not limited to superior-subordinate relationships. It may occur between peers or even, under certain circumstances, may involve actions directed towards senior military personnel by those junior in rank or grade to them (for example, a training instructor hazing a student who is superior in rank). Hazing has at times occurred during graduation ceremonies or similar military “rites of passage.” However, it may also happen in day-to-day military settings. It is prohibited in all cases, to include off-duty or “unofficial” celebrations or unit functions. Express or implied consent to hazing is not a defense to violation of this regulation.

c. Command responsibilities. Enforcement of this policy is a responsibility of commanders at all levels. Commanders will devote particular attention to graduation or advancement ceremonies as well as other occasions or settings which might put soldiers “at risk” for voluntary or involuntary hazing. These situations will be supervised properly, respectful of all participants, perpetuate the best of the traditions which the Army embraces, and leave all participants and spectators feeling proud to be a member of or associated with the U.S. Army.

d. Command options. This paragraph is punitive with regards to soldiers. Violators of this policy may be subject to Article 92 of the UCMJ (Failure to obey a lawful general order or regulation). Other applicable UCMJ articles include Article 80 (Attempts), Article 81 (Conspiracy), Article 93 (Cruelty and maltreatment), Article 124 (Maiming), Article 128 (Assault), Article 133 (Conduct unbecoming an officer and a gentleman), and Article 134 (Drunk and disorderly conduct, and/or Soliciting another to commit an offense). Civilian employees who violate this policy may also be subject to adverse action or discipline in accordance with applicable laws and regulations. Commanders should seek the advice and counsel of their legal advisor when taking actions pursuant to this paragraph.

4–21. Informal funds

Commanders may authorize informal funds. Examples of informal funds are office coffee, cup and flower, and annual picnic funds. These funds are subject to the following guidelines.

- a.* Use is limited to expenses consistent with the purpose and function of the fund.
- b.* Only one individual is to be responsible for fund custody, accounting, and documentation. Annually, this individual’s supervisor is advised of the fund’s financial status.
- c.* Operation of the fund will be consistent with Army values and DODD 5500.7-R, Joint Ethics Regulation.

Student Handout 2

This student handout contains 12 pages of material from the following publication:

FM 3-21.5, Drill and Ceremonies, 7 July 2003

Appendix A
Appendix K

pages SH-2-2 thru SH-2-4
pages SH-2-5 thru SH-2-13

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APPENDIX A

SALUTING

The origin of the Hand Salute is uncertain. Some historians believe it began in late Roman times when assassinations were common. A citizen who wanted to see a public official had to approach with his right hand raised to show that he did not hold a weapon. Knights in armor raised visors with the right hand when meeting a comrade. This practice gradually became a way of showing respect and, in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then it has become the Hand Salute used today.

A-1. WHEN TO SALUTE

Army personnel in uniform are required to salute when they meet and recognize persons entitled (by grade) to a salute except when it is inappropriate or impractical (in public conveyances such as planes and buses, in public places such as inside theaters, or when driving a vehicle).

- a. A salute is also rendered--
 - When the United States National Anthem, "To the Color," "Hail to the Chief," or foreign national anthems are played.
 - To uncased National Color outdoors.
 - On ceremonial occasions as prescribed in Part Two, Ceremonies.
 - At reveille and retreat ceremonies, during the raising or lowering of the flag.
 - During the sounding of honors.
 - When the Pledge of Allegiance to the U.S. flag is being recited outdoors.
 - When turning over control of formations.
 - When rendering reports.
 - To officers of friendly foreign countries.
- b. Salutes are not required when--
 - Indoors, except when reporting to an officer or when on duty as a guard.
 - Addressing a prisoner.
 - Saluting is obviously inappropriate. In these cases, only greetings are exchanged. (Example 1: A person carrying articles with both hands, or being otherwise so occupied as to make saluting impracticable, is not required to salute a senior person or return the salute to a subordinate.)
 - Either the senior or the subordinate is wearing civilian clothes.
- c. In any case not covered by specific instructions, the salute is rendered.

A-2. REPORTING INDOORS

When reporting to an officer in his office, the soldier removes his headgear, knocks, and enters when told to do so. He approaches within two steps of the officer's desk, halts, salutes, and reports, "**Sir (Ma'am), Private Jones reports.**" The salute is held until the report is completed and the salute has been returned by the officer. When the business is completed, the soldier salutes, holds the salute until it has been returned, executes the appropriate facing movement, and departs. When reporting indoors under arms, the procedure is the same except that the headgear is not removed and the soldier renders the salute prescribed for the weapon with which he is armed.

- NOTES:**
1. The expression “under arms” means carrying a weapon in your hands by a sling or holster.
 2. When reporting to a noncommissioned officer, the procedures are the same, except no salutes are exchanged.

A-3. REPORTING OUTDOORS

When reporting outdoors, the soldier moves rapidly toward the officer, halts approximately three steps from the officer, salutes, and reports (as when indoors). When the soldier is dismissed by the officer, salutes are again exchanged. If under arms, the soldier carries the weapon in the manner prescribed for saluting.

A-4. SALUTING PERSONS IN VEHICLES

The practice of saluting officers in official vehicles (recognized individually by grade or identifying vehicle plates and or flags) is considered an appropriate courtesy. Salutes are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles except by gate guards, who render salutes to recognized officers in all vehicles unless their duties make the salute impractical. When military personnel are drivers of a moving vehicle, they do not initiate a salute (AR 600-25).

A-5. OTHER SALUTES

Other instances when saluting is an issue are discussed herein.

a. **In Formation.** Individuals in formation do not salute or return salutes except at the command **Present, ARMS**. The individual in charge salutes and acknowledges salutes for the entire formation. Commanders of organizations or detachments that are not a part of a larger formation salute officers of higher grade by bringing the organization or detachment to attention before saluting. When in the field under battle or simulated battle conditions, the organization or detachment is not brought to attention. An individual in formation at ease or at rest comes to attention when addressed by an officer. (Refer to paragraph 3-5f, for more information on the hand salute).

b. **Not in Formation.** On the approach of an officer, a group of individuals not in formation is called to *Attention* by the first person noticing the officer, and all come sharply to *Attention* and salute. This action is to be taken at approximately 6 paces away from the officer, or the closest point of approach. Individuals participating in games, and members of work details, do not salute. The individual in charge of a work detail, if not actively engaged, salutes and acknowledges *Salutes* for the entire detail. A unit resting alongside a road does not come to *Attention* upon the approach of an officer; however, if the officer addresses an individual (or group), the individual (or group) comes to *Attention* and remains at *Attention* (unless otherwise ordered) until the termination of the conversation, at which time the individual (or group) salutes the officer.

c. **Outdoors.** Whenever and wherever the United States National Anthem, “To the Color,” “Reveille,” or “Hail to the Chief” is played, at the first note, all dismounted personnel in uniform and not in formation face the flag (or the music, if the flag is not in view), stand at *Attention*, and render the prescribed *Salute*. The position of *Salute* is held until the last note of the music is sounded. Military personnel not in uniform will stand at *Attention* (remove headdress, if any, with the right hand), and place the right hand over the heart. Vehicles in motion are brought to a *Halt*. Persons riding in a passenger car or on a motorcycle dismount and salute. Occupants of other types of military vehicles and buses remain in the vehicle and sit at attention; the individual in charge of each vehicle dismounts and renders the *Hand Salute*. Tank and armored car commanders salute from the vehicle.

d. **Indoors.** When the National Anthem is played indoors, officers and enlisted personnel stand at *Attention* and face the music, or the flag if one is present.

NOTE: Narrators or printed programs can help inform spectators of appropriate responses.

A-6. SALUTING COLORS

National and organizational flags, which are mounted on flagstaves equipped with finials, are called Colors. Military personnel passing an uncased National Color salute at six steps distance and hold the *Salute* until they have passed six steps beyond it. Similarly, when the uncased Color passes by, they salute when it is six steps away and hold the *Salute* until it has passed six steps beyond them.

NOTE: Small flags carried by individuals, such as those carried by civilian spectators at a parade, are not saluted. It is improper to salute with any object in the right hand or with a cigarette, cigar, or pipe in the mouth.

A-7. UNCOVERING

Officers and enlisted men under arms uncover only when--

- Seated as a member of (or in attendance on) a court or board.
- Entering places of divine worship.
- In attendance at an official reception.

Personnel remove their headdress indoors. When outdoors, military headdress is never removed, or raised as a form of salutation. When appropriate, civilians may be saluted in lieu of removing the headdress.

A-8. SALUTING UPON BOARDING NAVAL SHIPS

When Army personnel board U.S. Navy ships, either as an individual or as a unit leader, they salute according to naval procedures.

a. When boarding a naval ship, upon reaching the top of the gangway, face and salute the national ensign. After completing this salute, salute the officer of the deck who will be standing on the quarter deck at the head of the gangway. When saluting the officer of the deck, request permission to board, "***Sir, Request permission to come aboard.***" The officer of the deck will return the salute.

b. When leaving the ship, render the same salutes in reverse order, and request permission to leave, "***Sir, Request permission to go ashore.***"

APPENDIX K

FLAGS AND COLORS

Normally, a flag detail consists of one noncommissioned officer in charge (NCOIC), two halyard pullers, and two to eight flag handlers. The purpose of the flag handlers is to ensure correct folding (unfolding) of the flag and to ensure that the flag does not touch the ground. As a guide, two flag handlers are needed when raising or lowering the storm (small) flag, six handlers for the post (medium) flag, and eight handlers for the garrison (large) flag. The members of the flag detail are equipped according to local standing operating procedure and or letter of instructions. The NCOIC inconspicuously gives the necessary commands or directives to ensure proper performance by the flag detail. On windy days, he may assist the flag handlers to secure or fold the flag. In most other situations, it is inappropriate for the NCOIC to touch the flag when it is being folded or unfolded.

- NOTES:**
1. For occasions when the flag of the United States is raised, lowered, or flown at half-staff, see AR 600-25 and paragraphs K-1 and K-2.
 2. When the flag is to be flown at half-staff, it is first hoisted to the top of the flagpole and then lowered to the half-staff position. Before lowering the flag, it is again raised to the top of the flagpole and then lowered (AR 840-10).

K-1. RAISING THE FLAG (REVEILLE)

Execute the following actions when raising the flag.

a. The NCOIC forms the detail in a column of twos at *Double Interval* between files (Figure K-1, page K-2). He secures the flag from its storage area and positions himself between the files and on line with the last two men. He then marches the detail to the flagpole.

b. The detail is halted in column, facing the flagpole on the downwind side or as appropriate. They are halted so that the flagpole is centered between the halyard pullers. The NCOIC commands **POST**. On this command, the halyard pullers immediately move to the flagpole and ensure that the halyards are free of the pole. The flag handlers face to the center. The NCOIC then directs **UNFOLD THE FLAG**. On this directive, the two flag handlers nearest the NCOIC begin to (carefully) unfold the flag lengthwise, passing the freed end to the other handlers. When the two handlers nearest the flagpole have firmly secured the flag, the other handlers move away from the flagpole (as necessary) until the flag is fully extended. The flag is **not** unfolded widthwise. The flag handlers hold the flag waist high with their forearms horizontal to the ground.

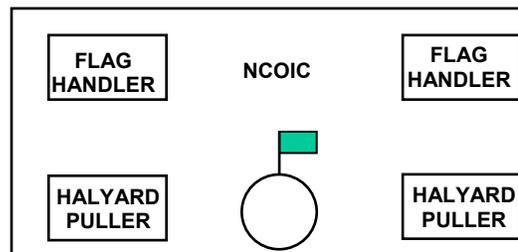


Figure K-1. Flag Detail

c. At the appropriate time, the NCOIC directs **ATTACH THE FLAG**. On this directive, all flag handlers take one side step toward the flagpole. The two handlers nearest the flagpole immediately attach the top of the flag to the halyard. The halyard pullers raise the flag until the bottom of the flag can be attached.

NOTE: When raising the larger flags, the NCOIC may command **Ready, STEP** while the halyard pullers raise the halyard until the lower portion of the flag is attached.

d. At the first note of the music, the reveille gun is fired and the halyard pullers rapidly raise the flag. The NCOIC salutes. As the flag is raised from the handlers' hands, they face the flagpole and salute. (Reveille is about 20 seconds in duration.) At the last note of the music, the NCOIC commands **Order, ARMS** for himself and the flag handlers while the pullers secure the halyards. The NCOIC then positions himself between the halyard pullers, executes an *About Face*, and commands **Ready, FACE**. The detail will face in the appropriate direction to depart the flag pole. He then marches the detail from the site.

K-2. LOWERING THE FLAG (RETREAT)

Execute the following actions when lowering the flag.

a. The detail is marched and positioned at the flagpole in the same manner as when raising the flag. On the command **POST**, the halyard pullers free the halyards, untangle them, ensure that they are free from the pole, and then temporarily resecure them; the flag handlers do not face to the center. The NCOIC then commands **Parade, REST**.

b. At the cannon shot or at the last note of "Retreat" (if a cannon is not fired), each halyard puller immediately frees the halyards. The NCOIC commands himself and the flag handlers to **ATTENTION** and **Present, ARMS**. At the first note of "To the Color," the flag is lowered slowly and with dignity.

c. The call, "To the Color," is approximately 40 seconds in duration. As the flag is lowered to within reach, the two flag handlers farthest away from the flag terminate their *Salute*, move forward rapidly, secure the flag, and move back from the flagpole between the columns.

(1) As the flag passes each handler, he terminates his *Salute* and assists in securing the flag. The flag is held palms down, fingers and thumb extended and joined, forearms horizontal. The NCOIC terminates his *Salute* at the last note of the music.

(2) Once the flag is detached, it is then folded. (See Figure K-2, page K-4, for correct folding techniques.) After securing the halyard, the handlers assist in the folding.

NOTE: When taking steps forward or backward to fold the flag, the members of the detail **always** step off with the left foot and **always** bring the trail foot alongside the lead foot as in the *Position of Attention*.

(a) To fold the flag the NCOIC commands **Ready, STEP**. All personnel take the appropriate number of steps backward to ensure that the flag is horizontal, wrinkle free, and centered on the flagpole.

(b) The NCOIC then commands **Ready, STEP**. The flag handlers take the appropriate number of steps toward each other, making the first fold lengthwise. The members on the NCOIC's right ensure that their edge of the flag is overlapping the left side by about 1 inch, which prevents any red from showing when the folding is complete. The NCOIC ensures that the flag is straight.

(c) The NCOIC then commands **Ready, TWO**. The members of the column on the NCOIC's left reach down and secure the fold with the fingers pointing upward and the palms facing away.

(d) The NCOIC then commands **Ready, THREE**. The members take the appropriate number of steps backward to ensure that the flag is horizontal, wrinkle free, and centered on the flagpole.

(e) **Ready, STEP, Ready, TWO, and Ready, THREE** are commanded and executed one

more time to get the flag completely folded lengthwise.

(f) The flag handlers nearest the NCOIC then fold a 4-inch cuff and begin folding the flag, starting with the corner on the NCOIC's left. When folding the flag, the handlers are careful to keep the edges straight and to not bend the flag.

(g) After the flag has reached the position of honor (at the head of the right column), the NCOIC marches by the most direct route to a position directly in front of the flag handler and inspects the flag. The NCOIC then receives the flag and carries it held against his chest with his forearms with the point up.

(h) **After** the flag has been folded and received by the NCOIC, he positions himself between the halyard pullers and faces the storage site. The NCOIC then commands **Ready, FACE**. The members of the detail make the appropriate *Facing* movement toward the storage site. The detail is then marched to the storage site.

NOTE: Once the flag has been folded (cocked hat), it is treated as a cased Color and not saluted by persons meeting the flag detail. The flag will be treated with the utmost dignity and respect but not be rendered any sort of honors.

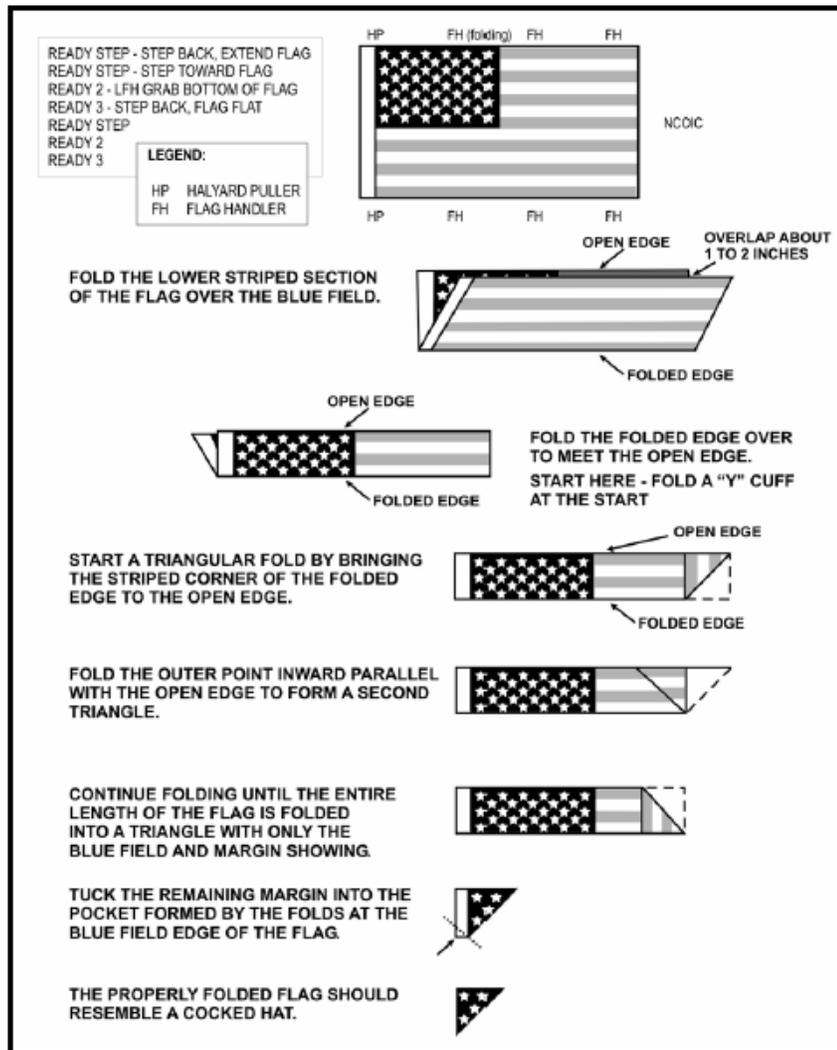


Figure K-2. Correct method of folding United States flag.

K-3. DISPLAY

The flag of the United States represents the living country and is considered a living thing.

a. Rules and customs for displaying the U.S. flag, adopted by an act of Congress in 1942 and amended in 1976, are found in Title 36 of the United States Code.

NOTE: No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag, and except as required by multinational agreements to which the United States is a signatory.

b. The union, the field of blue with the grouping of stars representing the individual states, is the honor point and is the flag's right. When the flag is displayed, the union is always to the top and to the flag's own right (the left of the observer). When carried, the flag is always free, never stretched flat or carried horizontally. In the company of other flags, the U.S. flag is always on the marching right (the flag's own right), or, if there is a line of other flags, in front of the center of that line. When a number of flags of states, or localities, or pennants of societies are grouped and displayed from staffs, the U.S. flag is in the center and at the highest point of the group. If all flags are displayed from staffs of the same height, the flag of the United States is placed in the honor position, to the right of the other flags (to the left of the observer). When flags of two or more nations are displayed, they are flown from separate staffs of the same height, they are of approximately equal size, and the U.S. flag is to the right of the others.

NOTE: When the U.S. flag is flown in conjunction with other national flags, care must be taken to ensure that the foreign national flag is correct and properly displayed.

c. The flag of the United States is never used as drapery. It is displayed hung flat against a wall or flown free from a staff. It is not festooned over doorways or arches, tied in a bow, or fashioned into a rosette. It is not used to cover a speaker's desk or draped over the front of a platform. For those purposes, bunting may be used, giving the blue of the bunting the place of honor at the top of the arrangement or in the center of the rosette. Traditionally, there is one permissible departure from the rules for display of the flag of the United States: in a dire emergency, the flag may be flown upside down as a distress signal.

NOTE: For a detailed explanation of the regulations concerning the flag of the United States and other flags and Colors, see ARs 840-10 and 600-25.

K-4. CLASSIFICATION

A flag, as distinguished from a Color, is not saluted except during the ceremonies of raising and lowering the flag.

a. U.S. flags used by the Army are classified by size as follows:

(1) **Garrison Flag.** The garrison flag is 20 feet hoist by 38 feet fly of nylon wool and is displayed on holidays and important occasions.

(2) **Post Flag.** The post flag is 8 feet 11 3/8-inch hoist by 17 feet fly of nylon and is used for general display, and flown daily.

(3) **Field Flag.** The field flag is 6 feet 8 inches hoist by 12 feet fly of nylon wool and is used for display with the positional field flag.

(4) **Storm Flag.** The storm flag is 5 feet hoist by 9 feet 6 inches fly of nylon and is flown during inclement weather.

(5) **Interment Flag.** The interment flag is 5 feet hoist by 9 feet 6 inches fly of cotton bunting.

- b. A Color is the U.S. flag trimmed on three sides with golden yellow fringe 2 1/2 inches wide. The Color is primarily for indoor display. U.S. Colors used by the Army are classified by size as follows:
- 4 feet, 4 inches hoist by 5 feet, 6 inches fly displayed with the U.S. Army flag, positional Colors, the Corps of Cadets Colors, 1st Battalion 3rd Infantry Colors, and the chapel flag.
 - 3 feet hoist by 4 feet fly displayed with the Army field flag, distinguishing flags, organizational Colors, institutional flags, and the chapel flag.
- c. Other types of military flags include:
- (1) **Colors.** These are flags of organizations and certain civilian and military officials.
 - (2) **Standards.** Flags of mounted units were formerly called standards.
 - (3) **Distinguished Flags.** These flags identify headquarters, offices, general officers, and organizations, none of which is authorized organizational or individual Colors.
 - (4) **Ensign.** An ensign is a rectangular flag flown from aircraft, ships, and boats.
 - (5) **Guidon.** A guidon is a swallow-tailed flag carried by companies, batteries, troops, and certain detachments.
 - (6) **Pennant.** A pennant is a triangular flag used for various utility purposes.
- d. Dismounted organizations traditionally carried the Color while mounted organizations (cavalry, mechanized, and motorized) traditionally carried the standard. Colors were larger than standards. Under present regulations, both are called Colors.
- e. The organizational Color is dipped in *Salute* during the playing of the United States National Anthem, "To the Color," "Taps" (funerals only), and during the ceremony at reveille. It is dipped in *Salute* when rendering honors to the organization's commander or to a person of higher grade, but at no other time. The U.S. flag is never dipped in *Salute*.
- f. Until 1813, the Colors of an infantry regiment were carried by ensigns, who were the lowest ranking officers of the regiment. In that year, the regulations were changed and the work was entrusted to Color sergeants. Noncommissioned officers carry them today.

K-5. ARMY FLAGS

The United States Army flag is 4 feet, 4 inches hoist by 5 feet, 6 inches fly and is trimmed on three sides with yellow fringe 2 1/2 inches in width. On Flag Day, 14 June 1956, the 181st anniversary of the U.S. Army, the newly adopted United States Army flag was publicly unfurled at Independence Hall, Philadelphia, Pennsylvania, by the Honorable Wilbur M. Brucker, Secretary of the Army. The flag, of white silk, bears an embroidered replica of the official seal of the Department of the Army in ultramarine blue (without the roman numerals). A scarlet scroll inscribed "United States Army" in white is centered between the device and the ultramarine blue numerals "1775" denoting the year the Army was founded, by action of the Continental Congress, 14 June 1775. The original War Office seal, constituting the central design of the flag, was authorized by the Continental Congress on 8 May 1779. The U.S. Army flag bears all the streamers representing the Army's campaigns since its inception. (When not being carried, the Yorktown streamer should always be prominently displayed.)

The Army field flag was authorized in 1962 and is the same as the United States Army flag except that it is 3 feet hoist by 4 feet fly, the background is ultramarine blue, the seal is white, the scroll is white, "United States Army" is scarlet, the numerals "1775" are white, and streamers are not authorized. The flag is issued to those organizations and headquarters not authorized the United States Army flag. (Units authorized issue are specified in AR 840-10.)

K-6. COURTESIES BY INDIVIDUALS

Table K-1 (pages K-8 through K-11) lists courtesies by individuals in various dress and circumstances.

COURTESIES BY INDIVIDUALS
(ADAPTED FROM AR 600-25, APPENDIX A)

1. MILITARY PERSONNEL IN UNIFORM (WITH OR WITHOUT HEADRESS) AND IN FORMATION.

REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASED COLORS PASS BY OR WHEN PASSING UNCASED COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
Execute <i>Present Arms</i> and <i>Order Arms</i> at the command of OIC or NCOIC.	Execute <i>Parade Rest</i> at the command of OIC or NCOIC. Remain at <i>Parade Rest</i> until given <i>Attention</i> by OIC or NCOIC.	Same as for <i>Reveille</i> .	COLORS ARE PASSING: Execute <i>Present Arms</i> at the command of OIC or NCOIC. Command is given when Colors are within six paces of the flank of the unit, and the salute is held until the Colors are six paces past the flank of the unit, at which time the command <i>Order Arms</i> is given. PASSING THE COLORS: Execute orders at the command of OIC or NCOIC.	Execute <i>Present Arms</i> at the command of OIC or NCOIC. Hold <i>Salute</i> until command <i>Order Arms</i> is given by OIC or NCOIC.	Execute <i>Present Arms</i> at the command of OIC or NCOIC.

Notes:

1. When the cannon salute to the Union or nation is fired, no individual action is required.
2. Military photographers covering ceremonies will render appropriate courtesy during the playing of the National Anthem.

Table K-1. Courtesies by individuals.

COURTESIES BY INDIVIDUALS

2. MILITARY PERSONNEL IN UNIFORM (WITH OR WITHOUT HEADRESS) NOT IN FORMATION.

REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASED COLORS PASS BY OR WHEN PASSING UNCASED COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
<p>At the first note of music, face the flag (or music if flag is not in view) and render <i>Hand Salute</i>. End <i>Salute</i> on last note of music.</p>	<p>At the first note of music, face the flag (or music if flag is not in view) and stand at <i>Attention</i>. Hold that position until the last note of "Retreat" has been played.</p>	<p>(Note 2) At the first note of music: if outdoors, render <i>Hand Salute</i>; if indoors, stand at <i>Attention</i>. Hold that position until last note of music has been played.</p>	<p>COLORS ARE PASSING: When colors are within six paces: if outdoors, render <i>Hand Salute</i>; if indoors, stand at <i>Attention</i>. Hold that position until Colors have passed six paces.</p> <p>PASSING THE COLORS: Outdoors: when within six paces of the colors, turn head in direction of the Colors and render <i>Hand Salute</i>. Hold <i>Salute</i> until six paces past the Colors.</p>	<p>At the first note of music or first round of <i>Salute</i>, face the ceremonial party and render <i>Hand Salute</i>. End <i>Salute</i> on last note of music or when last round of <i>Salute</i> has been fired.</p>	<p>Each time casket is moved: if outdoors, render <i>Hand Salute</i>; if indoors, stand at <i>Attention</i>.</p>

Table K-1. Courtesies by individuals (continued).

COURTESIES BY INDIVIDUALS					
3. ALL MEN (CIVILIAN AND MILITARY) WEARING CIVILIAN CLOTHES (INCLUDING SPORTS UNIFORM) WITH HEADRESS.					
REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASD COLORS PASS BY OR WHEN PASSING UNCASD COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
At the first note of music, face the flag (or music if flag is not in view), stand at Attention, and remove headress with right hand and hold over left shoulder with right hand over the heart. Hold that position until last note of music has been played.	At the first note of music, face the flag (or music if flag is not in view), remove headress with right hand, and stand at Attention. Remain at Attention until last note of "Retreat" has been played.	(Note 2) At the first note of music: if outdoors, hold headress over the left shoulder with the right hand over the heart; if indoors, stand at Attention. Hold that position until last note of music has been played.	COLORS ARE PASSING: When colors are within six paces: if outdoors, stand at Attention, remove headress with right hand, and hold over the left shoulder with right hand over heart; if indoors, stand at Attention. Hold that position until Colors have passed six paces. PASSING THE COLORS: Outdoors, when within six paces of Colors, turn head in direction of Colors, remove headress with right hand, and hold over left shoulder with right hand over the heart. Hold that position until six paces past the colors.	At the first note of music or first round of Salute, face the ceremonial party, remove headress, and stand at Attention. Hold that position until last note of music or last round of Salute has been fired.	Each time casket is moved: if outdoors, stand at Attention, remove headress with right hand, and hold over the left shoulder with right hand over heart; if indoors, stand at Attention.

Table K-1. Courtesies by individuals (continued).

COURTESIES BY INDIVIDUALS					
4. MILITARY PERSONNEL AND CIVILIANS IN CIVILIAN DRESS WITHOUT HEADRESS. FEMALE PERSONNEL (CIVILIAN AND MILITARY NOT IN UNIFORM) WITH OR WITHOUT HEADRESS. PERSONNEL ENGAGED IN SPORTS AND ATTIRE IN SPORT UNIFORM WITHOUT HEADRESS.					
REVEILLE	RETREAT WHEN PLAYED AS PRELUDE TO "TO THE COLOR"	"TO THE COLOR" OR NATIONAL ANTHEM	WHEN UNCASED COLORS PASS BY OR WHEN PASSING UNCASED COLORS	CANNON SALUTES RENDERED AS HONOR TO A PERSON (NOTE 1)	MILITARY FUNERALS
At the first note of music, face the flag (or music if flag is not in view) and stand at Attention with right hand over heart. Hold that position until last note of music has been played.	At the first note of music, face the flag (or music if flag is not in view) and stand at Attention. Remain at Attention until last note of "Retreat" has been played.	(Note 2) At the first note of music: if outdoors, stand at Attention with right hand over heart; if indoors, stand at Attention. Hold that position until last note of music has been played.	<p>COLORS ARE PASSING: When colors are within six paces: if outdoors, stand at Attention, with right hand over heart; if indoors, stand at Attention. Hold that position until Colors have passed six paces.</p> <p>PASSING THE COLORS: No action is required.</p>	At the first note of music or first round of Salute, face the ceremonial party and stand at Attention. Hold that position until last note of music or last round of Salute has been fired.	Each time casket is moved: if outdoors, stand at Attention with right hand over heart; if outdoors, stand at Attention.

Table K-1. Courtesies by individuals (continued).

Student Handout 3

This student handout contains 15 pages of extracted material from various sources. Its intent is for first sergeant's to use as a job aid.

<u>Chapter</u>	<u>Page</u>
Chapter 1	
Customs and Courtesies	SH-3-2
Personal Appearance	SH-3-2
Conversation	SH-3-2
The Correct Use of Titles	SH-3-3
Reporting to a new Unit	SH-3-3
The Senior's Place of Honor	SH-3-3
Chapter 2	
Formal and Official Functions	SH-3-4
The Dining-In Ceremony	SH-3-4
Graduation/Formal Balls	SH-3-4
Formal Dinners	SH-3-4 and SH-3-5
Annex A	
Guide to Proper Dress	SH-3-6 and SH-3-7
Annex B	
Displaying Flags	SH-3-8
Annex C	
Dining-In Requirements	SH-3-9 thru SH-3-15
Figure C-1	
"Fallen Comrade" Table	SH-3-16

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CHAPTER ONE

CUSTOMS AND COURTESIES

Conduct in General

Soldiers' behavior should reflect a pride in self and service. A poorly dressed or ill-mannered soldier causes damage to both his or her personal reputation, and the Army's public image. The mark of a true professional includes high standards of personal conduct and decorum.

Personal Appearance

Every leader must project a positive example, particularly an Army NCO. Appearance, one of the most important factors, creates this image and he should remain immaculate and above reproach. Attaining this high standard of appearance demands strict attention to personal cleanliness, manner of dress, and grooming.

The quality of a soldier's uniform should reflect both pride and professionalism. Further, each soldier should study and comply with the "Uniform and Insignia" regulation, AR 670-1, and other local 670-series regulations and unit SOP. The proper wear of the uniform and insignia allows no room for error, excuse, or ignorance in this matter.

Soldiers will dress appropriately for each occasion consistent with their status as an NCO. Wearing a conservative suit (or dress for women) for informal social occasions during winter evenings, and a lightweight suit for summer occasions, meets this requirements. Dark business suits meet the appropriate requirement for informal dinners and receptions. The only authorized acceptable substitutes for a suit at formal events include a sports coat and slacks. Black or dark brown shoes and plain dark socks accompany a dark suit, disallowing the wear of white or other light colored socks with the dark suit. The traditional white shirt and tie worn for evening social occasions, meets the regulations standard, however, with a patterned shirt, the tie should be of solid color or a subdued pattern.

Although the blue mess dress (or, as a substitute, the Army blue uniform with bow tie) may be worn for formal evening (black tie) occasions, a dinner jacket appropriate at off-post civilian functions. Parties on post, particularly in private quarters, the preferred dinner jacket is the attire of most mail guests. Miniature decorations (not badges) adorn the civilian dinner jacket. (Annex A, Guide to Proper Dress)

Conversation

An NCO's speech must reflect two attributes: First, it must clearly and quickly transmit ideas to others; and, second, it must convey ideas and sentiments without being offensive. Simple direct speech is most effective. Guard against overusing slang or local expressions. **Always avoid swearing.**

When conversing informally, refrain from making derogatory statements about others. Malice towards, and interference in, the lives of others can affect or even ruin a soldiers career. Criticism of others may seem harmless or interesting to friends, but it can lead to loss of respect. A positive approach equates to a far better philosophy.

The Correct Use of Titles

Address armed forces personnel in official correspondence by their full name and rank. In conversation* and unofficial correspondence, address personnel as follows:

Category of Rank	Address	Category of Rank	Address
1. All general officers	"General"	8. Warrant officers	"Mister," "Miss," or "Mrs. ."
2. Colonels and Lieutenant colonels	"Colonel"	9. Sergeants major	"Sergeant Major"
3. Majors	"Major"	10. First sergeants	"First Sergeant"
4. Captains	"Captain"	11. All other sergeants	"Sergeant"
5. All lieutenants	"Lieutenant"	12. Corporals	"Corporal"
6. All doctors	"Doctor"	13. Specialists	"Specialist"
7. All chaplains	"Chaplain"	14. Privates & privates first class	"Private"
* Senior officers are not addressed by their rank, but rather "Sir" or "Ma'am."		Address subordinates using their rank and last name.	

Reporting and Orientation to a New Unit

A pre-existing traditional courtesy in the military suggests that a letter go to the receiving unit. The DA Form 5434, Request for Sponsorship, negates the necessity for this letter. DA Form 5434 includes such information as:

Approximate arrival date; marital status; school, housing, commissary, medical and dental facility; family member employment; household goods/needs; clothing goods/needs; and, any exceptional family member needs. In addition, this form provides the gaining unit with current unit DSN, as well as, leave address and telephone number.

The S-1 of the current unit sends the DA Form 5434 by either electronic or official mail.

The Senior's Place of Honor

Long-standing military customs dictate that junior soldiers always walk, or sit, to the left of superiors. For centuries men fought with swords, and because most men are right handed, the heaviest fighting occurred on the right. The shield was on the left arm, and the left side became defensive. Men and units who preferred to carry the battle to the enemy, and proud of their fighting ability, considered the right of a battle line to be a post of honor. Therefore, when an officer walks or sits on the right, he symbolically fills the post of honor.

When entering a vehicle, a junior enters first and sits on the left of the senior. When leaving a vehicle, the senior exits first and others follow in order of rank. Seniors precede juniors through entranceways.

CHAPTER TWO

FORMAL AND OFFICIAL FUNCTIONS

The Dining-In Ceremony

Originating in the universities of the tenth century, where a widely dispersed student body gathered periodically to exchange ideas in a common atmosphere, military units of that period adopted the Dining-In. Perceptive commanders realized that camaraderie among their members was extremely important to the effectiveness of their organizations, and, further, that a formal banquet provided an excellent situation in which to recognize outstanding personnel.

During the colonial period in India, the British frequently conducted officers' mess functions. Such famed units as the Bengal Lancers conducted these functions and, as time progressed, they became an integral part of the military social pattern.

During both First and Second World Wars, American forces in Europe became exposed to this custom, and readily assimilated it in to their own fund of traditions, combining the best aspects of their own mandatory messes, with those of allied units.

In general, the Dining-In is a formal stag banquet maintaining a high degree of military atmosphere, together with an air of tradition and fellowship. It is customary during these functions to pay tribute to those who have made outstanding contributions to the service, to hear an address by a distinguished guest, and to present a series of toasts to dignitaries, heads of state, and to our fallen comrades. See Figure C-1 for "Fallen Comrade" Table illustration.

The Dining-In is comparable to a military reception concerning its purpose and function. Therefore, when invited, one should consider attendance as obligatory, and absence should occur only for those reasons that would be acceptable from any military formation.

Annex C contains a compiled list of duties, responsibilities and specific requirements for conducting a Dining-In.

Graduation/Formal Balls

As with the Dining-In, the graduation ball is a formal affair. It promotes fellowship, esprit de corps, and celebrates the conclusion of an important event, such as a ANCOG graduation. If a graduation ball does not lend itself to fit the occasion of your unit, a Dining-In might be more appropriate.

A Dining-Out and graduation ball are similar. They differ from the Dining-In, in that they have guests, or spouses, attending and do not include certain ceremonial aspects of the Dining-In. "Black Tie" is the appropriate dress for males and long gowns for the ladies.

As stated before, planning is the key to the success of any event. A detailed checklist for the graduation ball and Dining-Out would be redundant. Refer to the "Dining-In" section for suggested ideas and checklists.

Formal Dinners

Formal entertaining requires extensive preparation on the part of the host, a well trained staff to smoothly and efficiently attend to guests and serve dinner, and, finally, very expensive table furnishings. Today, strictly formal dinners have become a rarity on the American social scene while soldiers may frequently encounter these traditional customs when stationed

overseas, especially in Europe. Hosting a formal dinner will require a detailed review of protocol requirements, planning considerations that begin months in advance with the proposed guest list, printing and mailing invitations four to six weeks in advance, planning the menu and walking through the upcoming evening's sequence of events step by step. A respected book on etiquette should be your guide at this point in conjunction with unique cultural considerations, especially if you are living in a foreign country.

ANNEX A

GUIDE TO PROPER DRESS

1. The guidance shown at Table A-1 is for Army personnel use in choosing the proper dress for attendance at military or social functions. The occasions listed are those for which a guest would normally receive a written invitation. For correct uniform compositions, accessories, insignia, and accoutrements, see AR 670-1. For correct wear of badges, ribbons, and medals, see AR 600-8-22.
2. Table A-2 provides guidance on dress codes normally used today.
3. Men wear the four-in-hand tie with the Army blue, and Army white uniforms, at functions that begin in the afternoon, and before the hour of retreat. The host may prescribe either the four-in-hand or bow tie for evening affairs, after 1830, according to the degree of formality. The commanding officer may prescribe wear of name plates on the invitation, or dress enclosure cards, when wearing one is appropriate.
4. Local commanders may prescribe the wear of the Army white uniform, in areas that require its wear (AR 670-5). Wear of the Army white uniform is optional for individuals in other areas.

Table A-1

Civilian Attire/Army Uniform

<i>Occasion/Function</i>	<i>Civilian Attire</i>	<i>Army Uniforms</i>
Ceremonies, parades, reviews, official visits of foreign dignitaries	Coat and tie	Army Blue with four-in-hand tie
Receptions, daytime or early evening semi-formal occasions requiring more than duty uniform	* * * Afternoon dress or suit Dark business suit * * * Cocktail dress	Class A Uniform Army Blue with bow tie or four-in-hand tie
<i>Official formal functions (black tie)</i>	Dinner jacket/ tuxedo * * *	Army Blue, White or Black Mess Army Blue with bow tie
	Long or short evening dress	

Official formal evening functions (White Tie)

Tailcoat

Army Blue or Black Evening Mess

* * *

Evening formal

Notes:

1. The Army white/Army White Mess/Army White Evening Mess uniforms are appropriate substitutes for the Army Blue equivalent uniforms from April to October, except in clothing zones I and II where their wear is optional year-round.
2. Army Blue/White Mess uniform includes black bow tie, semi-formal dress shirt with turn-down collar, black cummerbund. Army Blue/White Evening Mess uniform includes white bow tie, formal dress shirt with wing collar, white vest.

Table A-2

Dress Codes

Occasion/Function	ARMY UNIFORMS
Formal (White Tie)	Blue/White Evening Mess
Formal (Black Tie or Military Black Tie)	Blue/White Mess; Army Blue with bow tie
Uniform Informal	Army Blue w/four-in-hand (Note 1)
Duty Uniform	Army Green (Note 2)
Civilian Informal (Note 1)	Civilian Coat and Tie
Casual	Civilian Open collar
Very Casual	Jeans, Shorts, etc.

Notes:

1. Enlisted personnel may wear the Army green uniform with black four-in-hand tie.
 2. Or uniform dictated by local policy.
-

ANNEX B

DISPLAYING FLAGS

1. When in a line, display flags in one of two ways: from the flags right to left (the most common method), or, if there are no foreign national colors, with the highest precedence flag in the center. When set up from right to left, the highest precedence flag always goes on the right of all other flags. As seen from the audience, the highest precedence flag (normally the U.S. flag) is on the far left, other flags extending to the right in descending precedence. When placed with the highest precedence flag in the center, other flags are descending precedence, first to the right, then to the left, alternating back and forth (see AR 840-10, fig. 2-3)
2. Some points to remember when displaying flags:
 - a. Display the U.S. flag, and foreign national flags with staffs of the same size as those of accompanying flags (AR 840-10 para 4-1c).
 - b. Flag staff heads (finials) are always the spearhead, except as noted in para 8-2a, AR 840-10.
 - c. When displaying the Army flag, position the Yorktown streamer at the center facing forward. (Para 4-1c, AR 840-10).
 - d. Position all finials in the same direction. For most Army flags, this means that the flat portion of the finial faces forward.
 - e. Ensure that general officer personal flags are hung on the staff right-side-up. When properly hung, the point of the star (stars) will point to the right.
 - f. When displaying the flag of the Army Chief of Staff or Army Vice Chief of Staff, don't confuse the two. The Chief of Staff's flag has one diagonal, while the flag of the Vice Chief of Staff has two diagonals.
 - g. When using spreaders to display flags (spreaders are horizontal devices that allow the flag to "flair" slightly, thereby giving it a better appearance), drape the flag across the spreader from the flag's right to left.
 - h. Ensure the U.S. flag is always the same height or higher than all other flags on display. This also holds true for other national colors used in the same display.
 - i. Do not publicly display the personal colors of retired general officers, including functions such as parades, ceremonies, and dinners (para 3-33, AR 840-10).
 - j. When displaying the colors of the United States and those of the military services, to include to Coast Guard, the order of precedence is:
 - (1) The colors of the United States
 - (2) Army
 - (3) Marine Corps
 - (4) Navy
 - (5) Air Force
 - (6) Coast Guard

ANNEX C

DINING-IN REQUIREMENTS

1. President of the Mess

a. The President of the Mess is the presiding official and it is his or her responsibility to oversee the entire organization and operation of the Dining-In. His or her operational techniques follow those of any formal dinner affair, and include appointment of a host, and persons or committees, to take care of the arrangements, food, and protocol.

b. The President appoints Mr. Vice (who should be relatively junior in rank.), who opens the mess with one rap or the gavel, and closes the mess with two raps. The President will call upon Mr. Vice for the performance of any duty deemed appropriate, during the conduct of the affair.

2. Mr. Vice

a. Mr. Vice opens the lounge at the appointed time. He or she sounds dinner chimes as appropriate. He or she may provide poems or witticisms in good taste, relating to particular personalities present. He or she sits at the opposite end of the banquet hall, at a separate table, to permit the President of the Mess to easily face him or her during the dinner.

b. Mr. Vice is also responsible for testing the main course prior to serving and announces, to the members of the mess, that it is fit for human consumption.

3. Appropriate Dress

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

4. Sequence of Events

The sequence of events, is a combination of accepted procedures. However, if the Dining-In is to be a matter of tradition in the organization, give careful consideration to its initial form. Thereafter, make as few changes as possible, to preclude the loss of traditional benefits.

5. Receiving Line

a. The formal Dining-In includes a receiving line immediately before the informal or cocktail portion of the affair. Observe the rules of etiquette for the conduct of the receiving line.

b. Arrive prior to the time announced to secure your headgear and coat. At a Dining-In conducted by a large organization, you may proceed immediately through the receiving line upon arrival.

c. Receiving lines form from right to left, or left to right; but the preferred method is from right to left. The order of rank with the guest(s) of honor immediately to the left of the presiding official, determines the formation. The presiding official is on the right of the receiving line, and the guest of honor is on his or her left. The adjutants position is to the right of the presiding official. As you proceed through the line and come abreast of the adjutant, announce your name to him or her, but do not shake hands. Never assume that the adjutant will automatically remember your name, even though you may have a long lasting friendship with him or her. The

adjutant will in turn introduce you to the presiding official, whereby you exchange handclasps and greetings. The presiding official will introduce you to the person on his or her left, and repeat the procedure. If your name becomes lost in the process repeat it to the greeted person. Always face the greeted person and move promptly to the next person. Engage in conversation with the members of the receiving line only if they initiate the conversation.

6. Cocktail Period

a. During the cocktail portion of the Dining-In, conversation will 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 lighthearted conversation and entertainment. You may smoke during this period, but do not take a lit cigarette or cigar to the dining room (only if the location permits smoking on the premises). *Do not take cocktails into the dining room.*

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 mixing and tasting of the beverage in the presence of the entire assemblage. If mixing an alcoholic beverage, it should be of sufficiently low alcoholic content for general consumption while maintaining the solemnity of the occasion. (Note: This book mentions the use of a smoking lamp at Dinings-In as well as the use of alcoholic beverages and the "Grog Bowl" ceremony. Our intention is to provide guidance on long-standing Army traditions. Our intention is not, in any way, to suggest that the Department of the Army advocates either smoking or the consumption of alcoholic beverages. Smoking and alcoholic beverages are not necessary for the Dining-In ceremony. They are at the discretion of the appropriate unit commander or CSM, the President of the Mess, or as the rules for smoking in government buildings apply.)

7. Seating Diagram

To prevent confusion, prepare and post a seating chart, showing designated seating for each guest, near the entrance to the dining room.

8. Seating Arrangement

a. At the formal Dining-In, tradition requires use of a head table or speaker's table. The presiding official, or President of the Mess, sits in the center, with the most distinguished guest at his or her right. The next most distinguished person is on his or her left, and so on alternately across the head table until seated in order of relative rank or importance.

b. Strict protocol dictates governmental, ecclesiastical, and diplomatic precedence. (You may find the official protocol precedence outlined in Chapter 6, DA Pamphlet 600-60, A Guide to Protocol and Annex E of this hand book.) A younger official takes precedence over an older one, when the younger occupies a higher echelon. Grade and rank determine the position of noncommissioned officers. Do not seat the guest of honor in ranking position unless his or her rank justifies it, or unless the highest ranking guest concedes his or her position. Place guests with no official rank by age, prominence, linguistic ability when in the presence of foreign persons, and by congeniality. Place nondrinking guests between those of official rank in the most congenial way, for all concerned.

9. Personnel Support

a. The number of military personnel required to directly support the ceremonial aspects of the Dining-In increases as the activities become more complex. Minimal military personnel support will suffice for most ceremonies. One alternative, which makes use of bandsmen, requires personnel in the following categories:

- (1) Noncommissioned Officer in Charge (NCOIC)
- (2) Bugler
- (3) Drummer
- (4) Flutist
- (5) Color Bearers
- (6) Color Guard

b. You may use the bugler to sound "Mess Call." When presenting the colors, the drummer and flutist play "To the Colors." The drummer and flutist should remain available to provide appropriate music upon termination of dinner.

10. Uniform for Support Personnel

Support personnel will maintain the formality of the occasion. 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 black bow tie. With the exception of the NCOIC of the Support Personnel, wear the following with the green uniform, as a duty uniform: helmet liners, branch scarf, and stripped pistol belt.

11. Composition and Organization of Color Guard

The composition of the color guard is, as a minimum, three (3) color bearers, and two (2) color guards. The unit's command sergeant major recommends the soldiers. 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: 1st guard, Colors of the United States, flag of the United States Army, organizational colors, and 2nd guard.

12. Posting the Colors

a. At the Dining-In, display all flags to the rear of the receiving line. Arrange the "flag line" 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 Display of Flags (Annex B).

b. Upon completion of the receiving line, the NCOIC will move the flags, except those being posted by the color guard, to the rear of the head table in the dining room. The color guard will post the colors (in the following order):

- (1) United States colors.
- (2) United States Army flag.
- (3) Organization colors in descending order of precedence.

c. The NCOIC places the color guard in a column formation, the colors at the carry slings, the guards at right shoulder arms; and 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. They then receive the command "Mark time" and then "Halt." At which time the color guard receives a command to face towards the flag stands. At the command of "Present arms," the color bearers "post the colors." The next command they receive is "right shoulder arms" after which they receive a command to have them face towards the left. All personnel then receive a command to march to the nearest exit. (Note: If limited overhead space is available, the colors and weapons will be at port arms.)

13. Retiring the Colors

Upon command of the President of the Mess, the NCOIC moves the color guard (in reverse order) to the rear of the head table to secure the colors. The file then receives the command to "halt" and then "present arms." The color guard secures the colors, receives the command

“right shoulder (port) arms,” and marches at a half step to the nearest exit. The 1st color guard and the colors of the United States will lead. (Note: All commands by the NCOIC should be at low tone and directed only at the members of the color guard.)

14. Display of Flags

- a. At a Dining-In, it is customary to display appropriate national colors and distinguished flags in the “flag line” arranged in a centered position behind the head table. See Display of Flags (Annex B) for further guidance and information.
- b. The display of the colors and flags is normally in a row, arranged in order of precedence, with the colors of the United States at the right of the line (observer’s left). When grouped and displayed from a radial stand, the colors of the United States is in the center and at the highest point of the group. When displayed, the proper order of precedence is:
 - (1) The Colors of the United States.
 - (2) Foreign national colors (displayed in English alphabetical order).
 - (3) Flag of the President of the United States.
 - (4) State flags (displayed in order of admittance to the Union). See DA Pamphlet 600-60, A Guide to Protocol, for order of admittance listing.
 - (5) Military organizational colors in order of precedence or echelon. When representing more than one service color, the order of service creation used is Army, Marine Corps, Navy, or Air Force.
 - (6) Personal flags in order of rank.
- c. Regardless of the number of general officers present in that grade, display only one general officer “star” flag. When representing more than one service, display “star” flags for each service with the “star” flag of the senior officer preceding the other. Flag officers of the Army Medical Service have maroon “star” verses the standard Army red; in this case, display of both personal flags is appropriately in order of seniority, as are the different service flags.

15. Welcoming Remarks

After the invocation, the President of the Mess seats the mess, and proceeds with welcoming remarks which set the tone for the formal part of the ceremony. The President of the Mess remains standing while speaking, and upon conclusion, directs the serving of dinner.

16. Use of the Gavel

The President of the Mess, will use the gavel to signal members of the mess. Three (3) resounding raps require the attention of all members whether standing or seated. Members will rise and stand in place at two (2) raps of the gavel. One (1) rap signals “Take seats.”

17. Point of Order

If a member of the mess wishes recognition for some appropriate reason, the member will stand and ask for recognition 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.

18. Menu

- a. A Dining-In is a dignified, formal occasion, and should not be a cold and formidable affair. Careful preparation of the most delicious food possible is the emphasis. The written menu should contain the name of the organization; the date, time and location; and the food

items.

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

- (1) First course: Shrimp cocktail, oysters, or clams.
- (2) Second course: Soup, usually clear.
- (3) Third course: Fish, hot or cold.
- (4) Fourth course: Main course of meat, or game and vegetables.
- (5) Fifth course: Salad.
- (6) Sixth course: Dessert.
- (7) Seventh course: Fruit.

c. Omit items from the seven-course menu if designing a fewer-number course dinner. As an example, the five-course dinner could omit fish and fruit.

d. At the end of a 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.

19. Limericks

a. Practiced in certain messes, is the tradition of chiding or poking good natured fun at fellow members of the mess through limericks and ditties. This is a form of self-generated entertainment during the dinner hour, and serves to enhance camaraderie and unit or 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, then present his limerick. If the limerick's humor is not readily apparent to all members and guests of the mess, a brief explanation, to all present (but not to divulge the humor in the wit) so that they may share. A group or 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. As an example of a limerick to a person working as an information officer, who is unable to have his unit's news published in the local paper...

*There once was a writer named Bill, Who bragged
incessantly about skill; But his efforts at writing,
Have been less than exciting Since the paper has
printed but nil.*

c. A member of the mess may pose a limerick to another, regardless of rank. Never posed are those items of personal or unit sensitivity, those which might cause embarrassment, and those detrimental to the junior's career. It is imperative that all members of the mess remember the formality of the evening, and the purpose behind limericks. Avoid distasteful personal vendettas, attacks upon notable or sacred institutions, politics, and women. Remember, a limerick should be witty to all, elicit a response from the "victim," be fun, in good taste, and not cause undue embarrassment.

20. Ceremonial Toasts

a. In 1649, Oliver Cromwell took the government of England after 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 formally remained on the table during the toasts, and the officers who were loyal to the uncrowned king always passed their wine over the water goblet. In this manner, they were secretly and silently, saluting the royal exile, who was "over the water." When the clandestine homage became exposed, the least of the consequences was the removal of the water goblet prior to passing port, a custom which remains with us today.

b. During the meal, the serving of all foods, wines, and dishes continues with the exception of the port. The waiters make available the port and they do not touch the decanters again until they are empty. Thus, the toast, for the first moment, is a completely spontaneous gesture. Do not drink the toasting wine until all members have charged their glasses, and the first toast proposed.

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

(1) Always propose toasts at the end of the meal, or before sitting down for the meal.

(2) The President of the Mess decides the order and subject of each toast in advance, and advises presiding officers and guests of actions expected of them.

(3) A junior officer or noncommissioned officer presents at least one toast.

(4) Do not “bottoms-up” your glass on each toast; only on the final traditional toast, which will always be to our fallen comrades (see Figure C-1 for Fallen Comrade Table).

d. Offer preliminary toasts with the wine appropriate for the first course.

e. Toasts to the President of the United States, the United States Army, the division, regiment, and 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 the country present, proposes a standing toast to the head of state of the guest’s country. The highest ranking guest responds with a toast to the head of the host’s country. Following these toasts are those to the countries or services represented. All present drink to a ruler or country, but no one drinks to himself/herself, or in this case, to his/her own service. To preclude error, plan the toasts! When representation is from more than one country, 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 responds, on behalf of all guests, by proposing a toast to health of all guests, by proposing a toast to the health of the host’s head of state. Properly conducted toasts are an important and often ambassadorial part of the formal Dining-In. Rumors are 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 proposed a special toast to France.

f. Standing toasts are not customs in all nations and service, as they are in ours. As already noted, officers of the Royal Navy have the privilege of remaining seated when toasting the Crown at mess, further evidence that toasting requires careful study.

g. The outline in appendix C, DA Pamphlet 600-60, A Guide to Protocol, lists official titles and forms of address for distinguished Americans and foreigners. An important point to remember: offer a toast to an office or institution, never to an individual. Do not stand up or drink a toast to your own service--excluding the traditional toast. Additionally, do not embarrass yourself by toasting with an “uncharged” glass.

21. Gunners

The practice of using “gunners” is traditional in some messes. The “gunner,” a member of the mess, designated at each table, is usually the junior (by rank/grade). As such he ensures the wine flasks on the dining table are full at all times, and “charges” members’ glasses throughout the dinner hour. Disregard this procedure, however, during the formal passing of the port for toasting purposes.

22. The Smoking Lamp

To indicate authorized smoking, a single candelabra with new white candles, or a clear glass kerosene lamp, adorns the room. The candelabra, or lamp, sits on a lone table visible to the entire mess. When seated alone, Mr. Vice is at a separate table in view of all, with the "smoking lamp." When the President of the Mess announces that "the smoking lamp is lit" the candles, or lamp, are lit. (Note: This book mentions the use of a smoking lamp at Dinings-In. Our intention is to provide guidance on long-standing Army traditions. Our intention is not, in any way, to suggest that the Department of the Army advocates smoking. Smoking is not necessary for the Dining-In ceremony. It is at the discretion of the appropriate unit commander or CSM, the President of the Mess, or as the rules for smoking in federal /government buildings apply.)

23. Entertainment

a. Speeches: The Dining-In is not for a testimonial dinner. However, the guest of honor normally delivers a few interesting remarks on a subject entertaining to all. He delivers this presentation as the last formal item of the mess, as the highlight of the evening.

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

c. If entertainment becomes 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 access to the dining room for clearing and preparation for the informal ceremonies. Each time the mess adjourns and reassembles, members allow the persons at the head table to sit, and depart, before them.

d. The formal portion of the Dining-In is "strictly formal." However, there is wide latitude for the conduct of informal activities. Events or games which give evidence of irresponsibility and lack of self-discipline demand discouragement. A wide range of games and activities are available, limited by common sense, good judgment, and imagination. Politics and religion are not appropriate subjects of conversation in the dining area.

24. Departing the Mess

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

"FALLEN COMRADE" TABLE

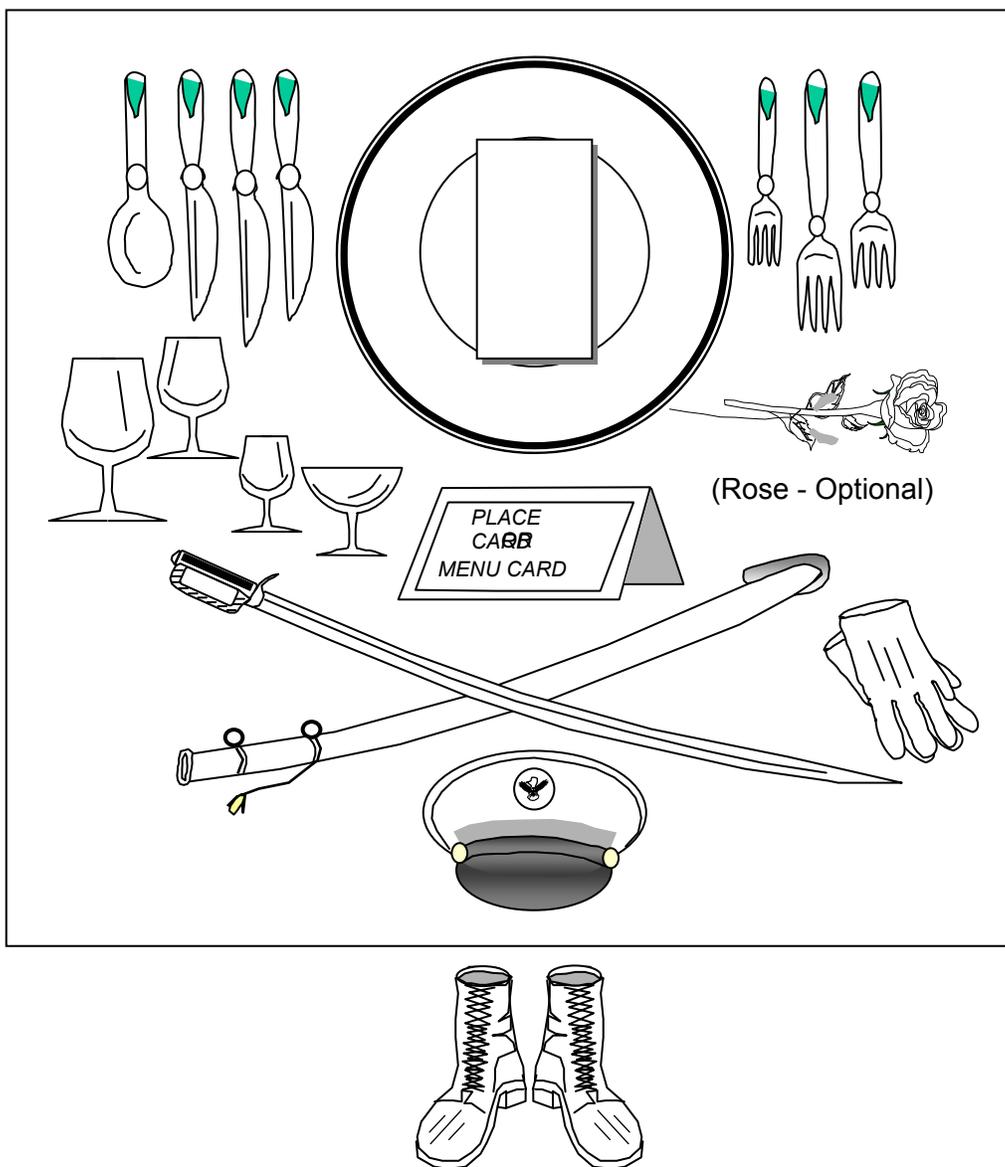


Figure C-1. "Fallen Comrade" Table

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