

**CUSTOMS AND COURTESIES
OF THE SERVICE
AND
GUIDE TO FORT RUCKER SOCIAL LIFE**



**GOOD BREEDING IS THE RESULT OF MUCH GOOD SENSE,
SOME GOOD NATURE, AND A LITTLE SELF-DENIAL FOR
THE SAKE OF OTHERS, AND WITH VIEW TO OBTAIN THE
SAME INDULGENCE FROM THEM.**

....CHESTERFIELD


**UNITED STATES ARMY AVIATION CENTER
AND
UNITED STATES ARMY AVIATION SCHOOL
FORT RUCKER, ALABAMA**

FOREWORD

Duty at Fort Rucker, like other assignments, involves the social as well as the professional aspect of military life.

Many social responsibilities are common to any post; others peculiar to Fort Rucker. This guide is concerned with the general and specific obligations of an officer assigned to Fort Rucker. For the experienced officer it can serve as a "brush-up"; for the newly commissioned officers or warrant officers it can provide a basic education in Army social activities. For all it should be a valuable ready reference. Naturally not all situations are covered, nor are the answers to all questions provided. Consulting one of the books from the list of reference materials provided should cover your specific questions.

A knowledge and practice of the rules governing human relationships in the military community can be the means to a fuller enjoyment of your assignment here.


JOHN J. TOLSON
Major General, USA
Commanding

DEPARTMENT OF THE ARMY
UNITED STATES ARMY AVIATION CENTER
FORT RUCKER, ALABAMA 36360

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INSTALLATIONS

Customs and Courtesies of the Service and Guide to Fort Rucker Social Life

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Section I - CUSTOMS

1. Military Customs. a. The new duty station--

(1) After receiving orders you should send a letter, similar to the one included at the end of this section, to the Commanding Officer of your new station. This assists the new duty station in preparing for your arrival and assignment.

(2) When you arrive you should report first to the Adjutant General, preferably between 0800 and 1600 hours of the reporting date indicated on the orders. The proper uniform when reporting to a new duty station is the semidress uniform of the day.

(3) You should immediately familiarize yourself with the policy and regulations of the post and the unit to which you are assigned.

b. Official calls--

(1) As soon as practicable after reporting to a new duty station, you should arrange to pay official calls upon your immediate commander. Official calls are made in the office of the Commander at the time and in the dress established by the Adjutant of the unit.

(2) It is customary for officers to introduce themselves. This may be accomplished by means of the salute and the formal report or in an informal manner, as the situation requires.

c. Courtesy--

(1) The methods of expressing military courtesy are distinctive and precise. The officer is expected to be courteous and punctual while discharging the obligations of day-to-day living. Failure on the part of an officer to observe the appropriate social amenities demonstrates an attitude of indifference, resentment, or ignorance, and may lead to severe criticism or possible failure.

(2) Examples of courtesy normally extended are:

(a) The third person is not used when addressing a senior; for example, the expression - "Does the General desire to leave?" - is incorrect. The proper expression is - "General, (or Sir,) do you wish to leave?"

(b) When entering a vehicle, the junior enters first and sits on the left of the senior. When dismounting, the senior exits first and others follow in order of rank.

(c) Seniors precede juniors through entrance ways.

(d) An explanation is never rendered unless asked for.

(e) Treat juniors with respect. They are entitled to consideration as mature individuals.

d. Departure procedures--Procedures for departure from post closely resemble arrival procedures. Custom requires that official calls be made upon immediate commanders as an act of courtesy. It is also customary, in addition to verbal farewells to friends, to post a calling card in a conspicuous place, such as a unit bulletin board, with letters "P. P. C." written in the lower left hand corner of the card.

2. Social customs. a. Social life--

(1) Social life is characterized by the exchange of visits and other courtesies. The thoughtful officer and wife will keep tract of courtesies extended to them and unfailingly make some form of repayment. Normally, social obligations are repaid in kind; i.e., a dinner obligation is repaid by inviting to dinner the persons to whom the couple is obligated. Common sense must be used here; however, junior officers are not expected to repay their acceptance of a formal banquet with an equally elaborate dinner. Other forms of repayment are entirely acceptable whenever repayment in kind is beyond the means of an officer.

(2) Bachelor officers may discharge a dinner obligation by sending flowers or candy to the hostess. Again, bachelors may act jointly in discharging social obligation. A joint cocktail party at the club is a common form of repayment in this case.

(3) In certain circumstances an obligation may be acknowledged by calling or writing a letter. The letter is always correct and the following example illustrates the form to be used:

*U. S. Army Aviation School
Fort Rucker, Alabama
2 February 1966*

Dear Major and Mrs. Carson:

*Thank you for the lovely
dinner and enjoyable evening
I spent in your home yesterday.*

*It was kind of you to
invite me and I appreciate
having had the opportunity to
visit with you.*

*Sincerely,
John H. Laruse*

b. Formal calls--

(1) The interchange of visits of courtesy between officers is of great importance and the well-established customs of the Army in this respect will be scrupulously adhered to. Failure to pay the civilities customary in official and polite society is to the prejudice of the best interests of the Service.

(2) Formal calls are those made in the discharge of a social obligation. An officer assigned to a post should inquire of the Adjutant for rules on formal calls. He will normally call on all his immediate commanders. The calls are made at the residences of the officers concerned. If the commander is married and his wife is present on the post, it is the custom for the officer making the visit to be accompanied by his wife. These calls should be informal in nature and will ordinarily last no longer than 15 minutes. Due to the organizational structure at Fort Rucker, the incoming officer, dependent upon his assignment, should contact the ACofS, G-1, the department administrative officer, or the unit personnel officer for the rules on formal calls.

(3) Calling hours will vary from post to post and this information should be determined from the Adjutant.

(4) The proper dress for formal calls is the semidress uniform unless civilian clothing is authorized.

(5) It is not necessary for the new arrival to make other calls until the officers of the battalion, brigade, or garrison have called on him.

(6) It is customary for officers to call on a new arrival after he is situated. The new officer and his wife can let the other officers of the command know informally when they are ready to receive callers. It may be convenient to post a notice to that effect. Officers bring their wives unless the newcomer has no family quartered with him. Because of the large permanent party and student population at Fort Rucker, official social calls on the Commanding General will be limited to scheduled receptions which are held in the Officers' Open Mess. All officers are required to attend the first reception given by the Commanding General after their arrival on post. Student officers are not required to initiate calls upon any member of the staff and faculty, but many do so in accordance with their own desires and established policies. Permanent party officers will initiate calls upon their commanders or activity chiefs as prescribed within their individual organizations or activities.

c. Calling cards--

(1) Cards are always used when making formal calls and are desired by most military hosts and hostesses for a reference file of friends and acquaintances in the Service. Cards are left at formal calls such as "first calls," "leave-taking calls," "return calls," "at homes," and the Commanders New Year's Day Reception if it is held in the commander's home. Custom requires the officer to leave one card for each adult member of the household including guests. Ladies are not presumed to call upon gentlemen, and accordingly only leave one card for each lady of the household. More than three of any one card should never be left regardless of the number of people in the household.

(2) Unless a servant answers the door when an officer is making a formal call, cards will be left in a tray near the door either when entering or leaving.

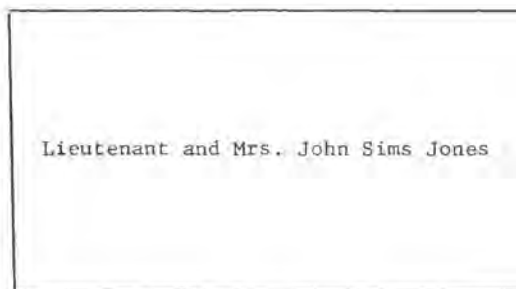
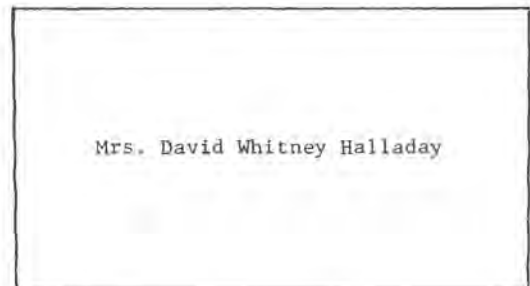
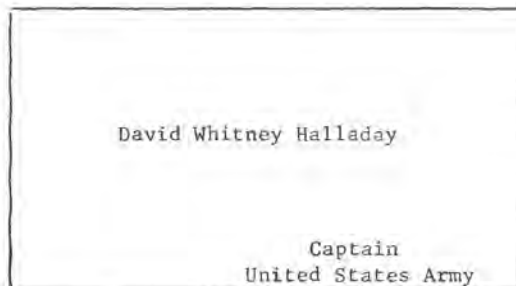
(3) It is no longer customary to leave cards at a large official military reception which is held at an Officers' Open Mess or other such public facilities of the installation.

(4) Calling cards may also be used to accompany gifts and as messages of condolences and farewells.

(5) Certain conventional abbreviations are sometimes written on calling cards to convey formal messages or various occasions. The abbreviations as indicated below are written in the lower left hand corner. The cards may be delivered personally or mailed.

"p. p. c."	pour prendre conge - to take leave (upon departure)
"p. c."	pour condolence - "to console" (at time of bereavement)
"p. f."	pour feliciter - "to felicitate" (congratulation)
"p. r."	pour remercier - "to thank you" (acknowledgement of p. c.)

(6) Social cards are always engraved, usually with plain lettering. The following illustrations are examples of generally accepted size and lettering of social cards. Social cards can be purchased at the USAAVNS Book Store.



d. Informals--The foldover cards known as "informals" are frequently used for informal invitations, replies to informal invitations, and brief notes. Informals are substitutes for notepaper only and are not at any time to be used for calling cards. The front of the informal is engraved similar to the joint card. The message or invitation is hand written and appears on the inside.

e. Introductions--

(1) Gentlemen are always introduced or presented to ladies. This rule is always followed no matter how elderly or distinguished the gentlemen may be, with the following exceptions: The President of the United States, a reigning monarch, Chief of State, or a high church dignitary.

(2) Among the gentlemen, the junior is always introduced to the senior.

(3) Examples of proper introductions: "Mrs. Jones, may I present Colonel Smith?" If Mrs. Jones' husband is junior to Colonel Smith, he would be presented in the following manner: "Colonel Smith, may I present Captain Jones?"; however, if Mrs. Jones' husband happens to be senior to Colonel Smith, they would be introduced in this manner: "General Jones, may I present Colonel Smith?"

f. Punctuality--Unlike high society, it is not considered fashionable in military circles to arrive late at a social function. If invited to a cocktail party from 1700 to 1900, one may arrive at any time during these hours, but is expected to leave promptly at 1900 hours. If invited to functions which include a receiving line, one is expected to arrive in sufficient time to check wearing apparel before joining the line.

g. Miscellaneous social functions--

(1) At social gatherings, men of all ages should pay their respects to the senior ladies present.

(2) If the social function includes a dance, a gentleman should always dance with his hostess, the wife of the guest of honor, and with other ladies of his immediate party.

(3) When out of doors, the cap is never removed even in the presence of ladies. When appropriate, ladies may be saluted in lieu of removing the cap.

(4) In all ordinary circumstances, indoors or out, the gentleman precedes a lady only if the way is dangerous or uncertain.

h. Class parties--

(1) Initial Entry Fixed Wing Classes. Parties that the class may desire usually include a--

(a) Solo Party. The Solo Party lets the students get to know members of their own and other sections. The swapping of yarns and experiences during pre-solo and solo periods solidify class feeling. This party should be informal, stag, and should be held at a location other than the Main Officers' Open Mess. Only class members should attend.

(b) "A" Phase Party. Parties scheduled as desired.

(c) "B" Phase Party. Parties scheduled as desired.

(d) "C" Phase Party. Parties scheduled as desired.

(e) Graduation Party. The graduation party is the climax of the course and is held as near to graduation as possible. The party committee should try to present interesting events in the class history in entertainment form after dinner. If other events are scheduled, e.g., presentation of gifts, they should follow the entertainment.

(2) Initial Entry Rotary Wing Classes. Classes normally have a party which is held at the completion of the training phase at Fort Rucker. However, other informal class parties are encouraged.

NOTE: At the graduation party (for classes mentioned in para (1) and (2) above) invitations are extended as a matter of courtesy to the Commandant; Assistant Commandant; and Department Directors of Fixed or Rotary Wing, as appropriate. These invitations should be handwritten or typed with a script typewriter. An example of the invitation is found

on page 16. The invitation should be mailed or personally delivered to the quarters of the invitee. The invitations should be delivered three weeks before the event to allow guests time to arrange their activities.

i. Post activities--Activities available at Fort Rucker offer a wide selection from which to choose. Even though they are formally known as religious, recreational, athletic, or professional, they are to some extent social in nature. As an officer you have not only a right to enjoy the activities available, but also in many cases a duty to support them as well. Your participation will be beneficial both to you and to Fort Rucker. Some of the organizations and activities available are listed below. For detailed information the appropriate office, e.g., Chaplain, Special Services, Officers' Club, should be contacted.

(1) Fort Rucker Officers' Open Mess. The center of almost all social events on post, the Officers' Club extends an invitation to join to all officers and warrant officers. For more information you should read the Mess Constitution and By-Laws.

(2) Officers' Wives Club. This organization is similar to most womens' clubs in civilian life. All officers and warrant officers' wives are invited to join.

(3) Religious activities. (PWOC, Holy Name Society, etc.) For information call the Center Chaplain.

(4) Athletics and recreation. For information on specific functions contact the Special Services Officer.

j. Community activities--Officers and their families are encouraged to participate in the activities of the civilian community.

k. Relationships with allied students and official visitors--

(1) Many allied officers are students at Fort Rucker. Sometimes there are difficulties because of a language barrier. United States officers who can speak a foreign language are encouraged to contact allied officers with whom they can talk. Even so, language fluency is not essential for enjoyable home entertainment. The Foreign Military Training Section will help interested personnel in this regard.

(2) As the Home of Army Aviation, Fort Rucker is visited frequently by official visitors. These visitors can be civilian or military, from this country or a foreign nation. As official visitors they are here at the invitation of the Commanding General and are to be treated with the respect due their position. Any deviation from high standards of courtesy and hospitality can have far reaching effects.

Sample of Letter Forwarded When Changing Station

OFFICER FIXED WING AVIATOR CLASS NO ____
OFFICER STUDENT COMPANY
UNITED STATES ARMY AVIATION CENTER TROOP BRIGADE (PROV)
Fort Rucker, Alabama 36360

AJRTB

8 April ____

SUBJECT: Assignment of 2d Lt Rodger M. Young, 090 301

TO: Commanding General
101st Airborne Division
ATTN: Adjutant General
Fort Campbell, Kentucky

1. I have been assigned to your division on the authority of paragraph 8, DASO 372, dated 10 December 1965. A copy of that order is inclosed. I plan to arrive on 1 June 1966.

2. Except for the Reserve Officers Training Course and the Infantry Basic Officers Course, I have had no military experience prior to my schooling at Fort Rucker. I will complete the Officer Fixed Wing Aviator Course 15 May 1966.

3. I am married and have two children. We would like quarters on the post if that is possible.

4. I am looking forward with great interest to duty in your division.

1 Incl
as

RODGER M. YOUNG
2d Lt, Infantry
090 301

Section II - GUIDE FOR THE ARMY WIFE

3. From the beginning of the United States Army, the Army wife has earned and deserved special recognition. She has to have the ability to establish a home and run a household for her husband and family on or near our posts and stations anywhere in the world. Frequently on a moment's notice she is exposed to packing and moving. She must try to bring continuity and a sense of security into the lives of her children and, at the same time, serve as a social assistant to her husband. She aids in the community activities of the garrison and local civilian community. By her patient understanding, zealous loyalty and infinite resourcefulness, she adds grace and charm to the life of her own and the whole military family as well as being the inspiration and impetus to her husband's professional progress in the service.

4. The first requirement for an Army wife is adaptability. Because of her husband's numerous and diverse assignments, there is insufficient time to establish real roots in any community. The service wife must become adept in establishing a homelike atmosphere for her husband and children, then adjust herself to the community as she finds it. As time proceeds, she should do her best to improve conditions and help others. Through the women's clubs, coffee or luncheon groups, PTAs, Youth Activity Clubs, and other organizations she may become a helpful citizen and leave her mark for betterment of the community.

5. She must learn much about the Army, its standards and requirements, its codes and opportunities, and its established ways, so that she may understand problems faced by her husband. This knowledge will help her to assist her husband to achieve most from his service. In all assignments, she is able to help greatly by inspiration, understanding and encouragement.

6. The Army wife should be a good manager. During the absences of her husband, she will assume all manner of family responsibilities and obligations.

7. She is the social head of the family and will, in most cases, be the one who receives and replies to social invitations. It is she who plans such social events as purse permits and circumstances require.

8. In the Army, neighborliness is of prime importance. The Army wife should be especially considerate of the newcomer. The first impression of a new station is a lasting one. The newcomer should be extended every courtesy and assistance. Little things, such as an early visit, an invitation to share a meal, provide additional transportation, and offer assistance with children, will do much toward making the newcomer truly feel "at home." Being a good neighbor is the very cornerstone upon which customs of the service are built.

9. There are many things which an officer and his wife are expected to do, or not to do, and which are not included in any regulation or order. The fact that there is little or nothing in regulations concerning the rules of social conduct does not lessen their importance. The guides for social conduct may be described as "customs of the service." These customs differ little from those expected in civilian life. Proper conduct, in both cases, is an obligation we all owe to society. All customs and courtesies exist for the purpose of creating bonds of fellowship among officers and their families, enhancing the military in the eyes of the public and furthering the Army as a way of life. In other words, these customs exist to foster pleasant and agreeable living.

Section III - SOCIAL FUNCTIONS

10. Social obligations. a. Social obligations exist within the military community just as they do within the civilian community. Military personnel and their wives (or husbands) are expected to participate in the social functions and to strive to make them pleasant and congenial affairs.

b. It is customary for guests to pay their respects to the host and hostess, and the guest of honor and his wife, immediately upon arrival. When leaving, the procedure is followed in the reverse order. The farewell is not expected at extremely large social functions; however, guests never depart before the guest of honor except under extreme conditions. If an early departure is required, the guest is expected to advise the host and guest of honor prior to departure.

11. Reception. a. The members of the receiving line should arrive at least 10 minutes before the time announced for the reception to begin, and should be in place at the time announced. The host (hostess) or representative greets the guest(s) of honor at the entrance of the building and escorts him or her to the place where the receiving line will be located. The guest of honor is given an opportunity to greet everyone in the line, introducing him (her) to anyone he(she) has not already met.

(1) The guests at a reception compose the "reception line" and should arrive sufficiently prior to the time announced to allow for checking or disposing of headgear and wraps and to place themselves in the reception line generally in the order of arrival although it is polite to "make way" and assist in getting the senior guests, who may have arrived later, up close to the head of the reception line.

(2) The reception line starts passing through the receiving line at the time announced for the reception to begin and generally at the direction and with the guidance of a "protocol staff officer." The men and ladies form two columns in the reception line with the men on the left if the receiving line is from right to left, or vice versa if the line is from left to right.

b. Receiving lines are formed either from left to right or right to left, although right to left is better. The usual order of the receiving line is: (1) Aide or Adjutant, (2) Host and Hostess, (3) Guest of Honor and wife, and (4) others in order of rank with their wives. Guests introduce their wives separately to the Aide, then themselves; i.e., Mrs. Smith - Lieutenant Smith. The Aide or Adjutant will not shake hands. The Aide introduces the guests separately to the host, ladies first. The host introduces the guests to his wife, who in turn presents them to the guest of honor, and so on down the line.

(1) The lady precedes her escort through the receiving line. Both exchange handclasps and very brief greetings with the persons in the receiving line. A simple "How do you do, General Doe?", is sufficient. Offer your hand as you acknowledge each introduction. Should your name be lost in a lengthy receiving line, repeat it for the benefit of the person you are greeting.

(2) If the reception is at an hour which is appropriate for the wearing of gloves and/or hats, the women guests in the reception line do not remove their hats and gloves regardless of the attire of the ladies in the receiving line. It is the prerogative of the hostess to wear or not to wear a hat or gloves.

(3) As you go through the line, keep an eye on the guests ahead of you. If one delays your progress, do not turn away from the person you have just met. The people in the receiving line are usually skilled at handling these delays, and will hold you with casual chat until you may be introduced to the next person in the line.

12. Display of colors and flags. a. It is customary at military type receptions and banquets, especially when general officers are present in the receiving line or are seated at the head table, to display appropriate national colors and distinguishing flags in the "flag line" arranged, in a centered position, behind either the receiving line or the head table.

b. In both types of affairs, the US national colors are always at the right of the flag line; i.e., at the right of the receiving line and of the head table as they face the guests in the reception line or at the finger tables. The distinguishing flags are then positioned by seniority of the headquarters or organization they represent, after the US national colors, with the general officer "star" flags being placed by respective rank at the left end of the flag line.

c. Regulations provide that only one general officer "star" flag, per grade, be displayed regardless of the number of general officers of the same grade actually present.

d. If a senior military or governmental representative of a foreign nation is being honored by position in the receiving line or at the head table, the national colors of his respective country should be placed immediately to the left of the US national colors. If more than one foreign flag is to be similarly displayed, it is customary to arrange them alphabetically by country after and on the left of the US national colors.

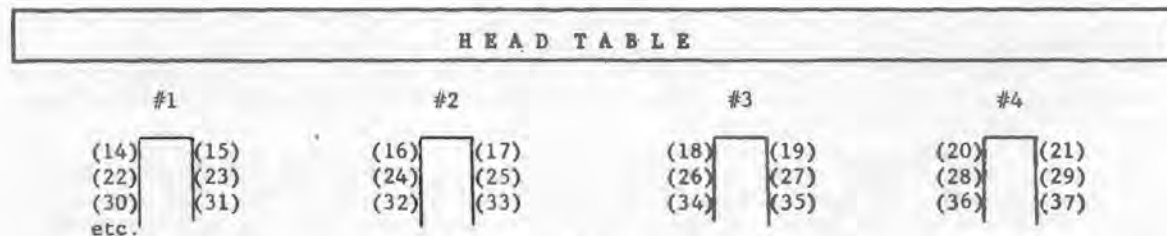
13. Seating arrangements. a. Banquets.

(1) Head table. The number of persons to be seated at the head table will vary with the occasion, the number of honored guests and co-hosts and the available seating space, but generally should be about five per cent to, but not exceed, ten per cent of the total number of guests. Seating should be only on one side of the head table, with the remainder of the guests seated at finger tables. Persons are seated according to the order of their title or position and/or military seniority. The Guest of Honor is normally the ranking guest, however, should this not be the case then he (she) is seated according to position or rank, unless all of the guests, senior to the Guest of Honor, defer their position to him (her).

(2) Nonmixed group. The Host occupies position 1, the senior Guest of Honor has position 2, and so on down the line--alternating from right to left--until all of the positions at the head table are filled. The remainder of the guests are seated at finger tables, also according to rank. The following diagram gives a pictorial explanation of this arrangement:

Example A: Nonmixed group.

(12) (10) (8) (6) (4) (2) (1) (3) (5) (7) (9) (11) (13)



(3) General rules for mixed group. Using the same diagram and seating position numbers as are shown above, the following guide, rules and seating arrangement planning examples are appropriate for mixed groups of guests of both sexes under varying requirements and the discretion of the host.

(a) Deference is normally given to the wife in accordance with the precedence standing of her husband and also to the seating of foreign and very important

or distinguished civilian guests. If the lady occupies an official position herself, then she is seated according to her own standing if she "ranks" her husband. Professional interests and language difficulties also need to be considered in arranging congenial groupings, within the limits of protocol. Try to avoid seating married couples together in order to promote acquaintance and conversation.

(b) The lady guest seated to the right of a man is normally considered to be his dinner partner, and he would escort her to the banquet table at which they are seated. Partner (take-in or escort) cards may be given to each male guest prior to the dinner hour.

(c) Place cards are always used at the head table, and should be used at the finger tables unless the guests are not being seated by precedence or protocol dictums.

(d) A lady guest is not seated at either end of a head table or at the "junior" end of a finger table, if it is at all possible to avoid such an uncomplimentary arrangement. It is preferable to place two lady guests together to preclude seating a lady at the end of the table. However, it is most proper and courteous to place a lady guest at the head or senior end of a finger table, providing a male guest is seated opposite her. Another possible solution to adjusting a head table arrangement problem of this type is to add one bachelor guest to make an odd number, thus providing a male guest at each end of the head table; the additional man might be the toastmaster or a bachelor clergyman who is to give the invocation and benediction.

(e) The names on place cards must be written in full and are preferable in script. The form to be followed is that used in introducing one guest to another. For example:

The President--(Mrs. Johnson)
Governor Jones--(Mrs. Jones)
Major General Smith--(Mrs. Smith)

(f) Examples for seating mixed groups:

Example B-1--Head table, mixed group, using a bachelor to occupy a position at one end of the table and serve in the capacity of toastmaster.

	Capt E. (Toastmaster)
	Mrs D.
	Lt Col C.
	Mrs B.
	Brig Gen A.
	Wife of Guest of Honor
	HOST
	HOSTESS
	Guest of Honor
	Mrs A.
	Col B.
	Mrs C.
	Maj D.

Example B-2--Head table, mixed group. If no extra male guest is to be seated at the head table, then two ladies should be seated together to avoid placing a lady at the end of the head table.

	Lt Col C.
	Mrs D.
	Mrs B.
	Brig Gen A.
	Wife of Guest of Honor
	HOST
	HOSTESS
	Guest of Honor
	Mrs A.
	Col B.
	Mrs C.
	Maj D.

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Examples B-3 and B-4--Head table, mixed group. The positions of the Host and Hostess may be changed as indicated below:

B-3

	Maj D.
	Mrs C.
	Col B.
	Mrs A.
	HOST
	Wife of Guest of Honor
	Guest of Honor
	HOSTESS
	Brig Gen A.
	Mrs B.
	Lt Col C.
	Mrs D.
Capt E. (Toastmaster)	

B-4

	Lt Col C.
	Mrs D.
	Mrs A.
	Col B.
	Wife of Guest of Honor
	HOST
	Guest of Honor
	HOSTESS
	Brig Gen A.
	Mrs B.
	Mrs C.
	Maj D.

Example B-5--Head table mixed group. As so often happens in military circles, the guest of honor is from another station and is not accompanied by his wife. He may be accompanied by several staff members also with out wives. In such a case, the ladies should be distributed as evenly as possible at the head table.

	Maj E.
	Mrs D.
	Col B.
	HOSTESS
	Guest of Honor (no wife)
	HOST
	Brig Gen A. (no wife)
	Mrs B.
	Col C. (no wife)
	Mrs E.
Col D.	

Example B-6--Finger tables. Two or more finger tables are generally used to seat the remaining invited guests. Guests and their wives are seated according to rank, with the husbands and wives sitting opposite each other as indicated in the diagram below.

HEAD TABLE							
Col A.	Mrs A.	Col B.	Mrs B.	Col C.	Mrs C.	Col A.	Mrs A.
Mrs D.	Lt Col D.	Mrs E.	Lt Col E.	Mrs F.	Maj F.	Mrs D.	Lt Col D.
Maj G.	Mrs G.	Capt H.	Mrs H.	Capt I.	Mrs I.	Maj G.	Mrs G.
Mrs J.	Capt J.	Mrs K.	Lt K.	Mrs L.	Lt L.	Mrs J.	Capt J.
Mrs P.	Mrs M.	Mrs Q.	Mrs N.	Mrs R.	Mrs O.	Mrs P.	Mrs M.
*Lt M.	Lt P	*Lt N.	Lt Q.	*Lt O.	Lt R.	*Lt M.	Lt P

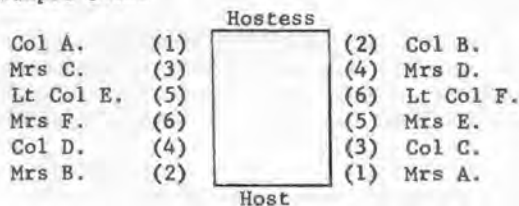
*NOTE: If unaccompanied male guests are attending, they may be used to occupy the junior end of the finger tables, providing of course that they are junior to the other guests. If sufficient junior unaccompanied male guests are not available, the lady who would normally be seated at the junior end of the finger table should be moved up in the seating arrangement so that a male guest occupies this space.

b. Luncheons and small dinners.

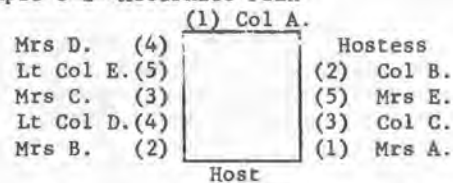
(1) Mixed groups. When entertaining at dinner, it is usual to seat your guests with due consideration to rank and precedence. Even number of guests, with equal numbers of men and women, permit a standard seating arrangement. The host and hostess are

placed on opposite ends of the table. The lady guest of honor, or senior lady, is placed on the right of the host. The lady next in precedence is seated to the left of the host. Similarly, the male guest of honor, or senior, and the next higher ranking gentlemen are seated respectively to the right and left of the hostess. Others are similarly located as shown in the diagrams (following) with the juniors seated at the middle of the table. When there is an uneven number of guests, the general principle of seniority should be followed and standard seating varied to fit the situation.

Example C-1--

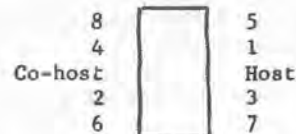


Example C-2--Alternate Plan

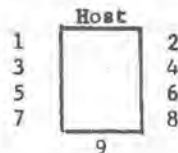


(2) Stag luncheons and dinners. Guests at stag affairs are seated according to rank. It is proper, however, when foreign guests are included, to seat them between guests of the host country even though the latter's rank may be higher. Language difficulties need also be considered when seating foreign guests.

Example D-1--In order to balance rank, it is desirable for the host to select a co-host. The host and co-host are seated opposite each other at the center of the table.



Example D-2--If a co-host is not desired, the host is seated at the head of the table and the guests are alternated down the table beginning with the ranking guests to the immediate right of the host. With an uneven number of guests the junior guest is seated at the foot of the table.



c. Other lighter repasts.

(1) Coffee. A "coffee" is an informal type of entertaining that is popular for wives of a unit or class and usually is held on a weekday between 1000 and 1130. When held in a home, guests do not wear hats; in a club, hats and gloves may be worn, with a simple but attractive daytime dress. The menu consists of coffee, sweet rolls, biscuits, and small sausages, etc.

(2) Brunch. A brunch starts a little later than a coffee, and is usually held between 1100 and 1300. It has a more elaborate menu than a coffee, with hot muffins, scones, ham, sweet rolls, pastries, and fruit juice, as well as coffee. The brunch may be held in a home, on the patio or terrace, or in a club. Men as well as women are invited. Invitations to coffees and brunches are usually extended by telephone or in person a few days in advance of the occasion. You reply in the same manner.

(3) Tea. Teas, for a few or many guests, usually start at 1600 or 1700, and frequently are given in honor of someone or to meet someone. Guests should arrive no later

than half an hour before the last hour indicated on the invitation. Your nicest afternoon dress, hat, and gloves are worn.

(a) In a home, a tea is usually held in the dining room and the table is always covered with a lace or elaborate cloth. The platters of food, the stacks of little plates, the napkins, cups and saucers, are arranged in a balanced pattern in relation to the floral centerpiece and to the two trays--one for the tea service and one for the coffee service--which are placed at opposite ends of the table.

(b) The food served at a tea is varied, but always includes thin sandwiches and small cakes. The menu may include small beaten biscuits filled with marmalade or hot creamed chicken, small doughnuts, tarts, pastries, cakes, nuts, and mints, as well as tea and coffee, with lemon and cream. The serving of tea may start as soon as the first guests arrive.

(c) Invitations are extended by telephone, note, calling card, or informals, and replies are made in the same way.

14. Invitations and replies. a. Invitations can be extended either formally or informally depending upon the nature of the social function. Replies are generally required and are made in a fashion similar to the invitation; i.e., if the invitation is extended in person or by telephone, the reply should be made in the same manner; if the invitation is extended in written form, the reply should also be in writing except when a telephone number is included on the invitation following the R.S.V.P.

b. Written invitations are generally in longhand or are engraved. The "fill-in" type printed invitation is now acceptable except for very formal social functions. The blanks should be filled in by hand in black ink.

c. At Fort Rucker it is a socially accepted practice to use a script typewriter when issuing invitations.

d. To avoid confusion dress should be specified on the invitation. The expression "informal" and "formal" may mean different things for different people. Providing specific dress, e.g., Army Blues w/Bow Tie can save embarrassment to host and to guest as well.

Example D-1--Invitation

*Captain and Mrs. John Doe
request the pleasure of the
company of
Major and Mrs. William Smith
at dinner
on Tuesday, the twenty-first of April
at eight o'clock
16 Roundhill Drive
R.S.V.P. Army Blues w/Bow Tie*

Example D-2--Reply

Major and Mrs. William Smith
accept with pleasure
the kind invitation of
Captain and Mrs. John Doe
to dinner
on Tuesday, the twenty-first of April
at eight o'clock
March 5, 1966

Example D-3--Regret

Major and Mrs. William Smith
regret that owing to an absence from the post
they will be unable to accept
the kind invitation of
Captain and Mrs. John Doe
to dinner
on Tuesday, the twenty-first of April
at eight o'clock
March 5, 1966

Example D-4--Invitation

Captain and Mrs. John Doe
request the pleasure of the
company of
Major and Mrs. William Smith
at dinner
on Tuesday, the twenty-first of April
at eight o'clock
16 Roundhill Drive
R.S.V.P. 2798 Army Blues w/Bow Tie

Example D-5--Invitation

*The Commanding General
of the
United States Army Aviation Center
requests the pleasure of your company
at a Reception and Dinner
in honor of His Excellency Lieutenant General
Merid Mengesha, Minister of Defense, Ethiopia
on Thursday, the twenty-fifth of October
at six-thirty o'clock
at the Officers' Open Mess*

R.S.V.P. 3100 Army Blues w/Bow Tie

Example D-6--Invitation

*The Officers and Ladies
of the Department of Tactics
request the pleasure of the company of
Major General and Mrs. Smith
at Cocktails and Dinner Dance
on Friday, the seventeenth of January
at six o'clock
at the Officers' Open Mess*

R.S.V.P. 2603 Army Blues w/Bow Tie

Example D-7--Invitation

*The Officers' Fixed Wing Aviator Class 66-9
of the
United States Army Aviation School
requests the pleasure of your company
at a Reception and Dinner
upon the occasion of their graduation
on Friday, the twenty-fourth of April
at seven o'clock
at the Officers' Lake Lodge*

R.S.V.P. 2689 Army Blues w/Bow Tie

Example D-8--Invitation

*The Officers Fixed Wing Aviator Class 66-3
of the United States Army Aviation School
requests the pleasure of your company
at a luncheon
on Monday the 30th of June
at twelve o'clock
at the Officers' Lake Lodge
R.S.V.P. 6302*

Section IV - DRESS

15. General. Ladies and gentlemen are expected to dress according to acceptable social standards and the nature of the function they are attending. A host or hostess should give careful consideration to the nature of the function and the guest list prior to prescribing the attire. The different types of Army uniforms are outlined in AR 670-5. This regulation covers composition of the uniforms as well as general occasions for wear. Different types of civilian dress are covered in the books of etiquette listed in section V.

16. Specific guidelines. To help the host or hostess determine the appropriate dress for a function, the following information is furnished:

a. Informal. When used on a written or printed invitation, the term denotes one of the following:

(1) Uniform--TW with blouse, Green, Blue, or White uniform with four-in-hand tie.

(2) Civilian--Coat and tie.

b. Formal. This term can denote any of a number of types of dress.

(1) Uniform--Army Mess, White, or Blue uniform with bow tie, or, for very formal occasions, the Army Evening Dress uniform. The latter corresponds to civilian "tails."

(2) Civilian--Dinner jacket with bow tie, tuxedo, or for very formal occasions, white tie and tails.

NOTE: Since there is much room for interpretation of the words "formal" and "informal," the host should specify as nearly as possible, the dress desired. This may be done by including it on the invitation, e.g., Army Blue w/Bow Tie, or through informal communication. By eliminating the "what-to-wear" doubt, you can save embarrassment to both the guest and yourself.

c. Ladies' dress. The lady too must be guided by the event, the time of day, the dress of her escort, and current fashion. Generally accepted dress for various occasions are listed below.

(1) Day time--

(a) Morning. Simple suit, dress, or skirt and blouse. Hat and gloves are socially acceptable and may be removed after arrival.

(b) Early afternoon. Suit or dress with hat and gloves.

(c) Formal afternoon. The same as for afternoon except that larger hats and dressier garments and accessories are more appropriate. In either type afternoon function, as in the morning, hat and gloves may be removed after arrival.

(2) Evening--

(a) Early evening. A street or afternoon dress is appropriate if the escort is attired in semi-dress (four-in-hand tie).

(b) Cocktails. Either a short or three quarter length cocktail type dress which covers the shoulders is appropriate if the escort wears formal dress (bow tie). Gloves, either long or short, are appropriate. Hats are not worn to social functions which begin after retreat.

(c) Dinner. A short formal or dinner dress is preferred if the escort wears dress apparel. The dinner dress has a more "covered up" look and is usually a little longer than the cocktail dress. Gloves, either long or short, are appropriate.

(d) Receiving line. Ladies in the receiving line do not wear gloves, but ladies going through the line do except that the gloves are removed when shaking hands with a head of state or a church dignitary. Naturally gloves are removed when eating, smoking, etc.

Section V - REFERENCES

17. The materials listed below will be helpful in answering specific questions on customs, courtesies, and social obligations. Military publications can be found in the AG Publications Center; other books are available at the Post Library, USAAVNS Book Store, or the Protocol Office.

a. Military publications.

(1) Army Regulations (AR)

(a) AR 600-25, Salutes, Honors, and Visits of Courtesy

(b) AR 670-series, Uniform and Insignia

(c) AR 672-5-1, Awards and Decorations

(2) Field Manuals (FM)

(a) FM 21-13, The Soldier's Guide

(b) FM 22-5, Drill and Ceremonies

b. Other publications.

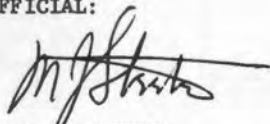
(1) The Officer's Guide, 1965-66 edition, (Military Service Publishing Company, Harrisburg, Pa.).

(2) Etiquette, by Emily Post, (Funk and Wagnalls Co., New York).

- (3) Complete Book of Etiquette, by Amy Vanderbilt, (Doubleday and Co., New York).
- (4) Service Etiquette, by Harral and Swartz, (US Naval Institute, Annapolis, Md).
- (5) Etiquette and Protocol, by I. Monte Radlovic, (Harcourt, Brace, and Co., New York). (AJRSG)

FOR THE COMMANDER:

OFFICIAL:



M. J. STEELE
Lt Col, AGC
Adjutant General

M. H. PARSON
Colonel, GS
Chief of Staff

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