



"An Institution of Excellence"



***United States Army Sergeants Major
Academy
East Fort Bliss, Texas***

Spouse Leadership Development Course PROTOCOL & ETIQUETTE

"Educating Today's Leaders for Tomorrow"



AGENDA

- **Definitions**
- **Introductions**
- **Calls**
- **Invitations**
- **Proper Attire**
- **Social Events**
- **Table Etiquette**
- **Gifts**
- **Unit Functions & Ceremonies**
- **Flag Etiquette**
- **Practical Exercise**
- **References**



DEFINITIONS

Protocol

The customs and regulations dealing with diplomatic formality, precedence, and etiquette.

Etiquette

Conventional requirements pertaining to social behavior;

a prescribed or accepted code of conduct in matters of ceremony; implies

observance of the Terminology requirements

of the Terminology of Terminology society.

legends, customs, etc., from generation to generation by word of mouth; the

practice of an unwritten body of law and



INTRODUCTIONS

“Friends and acquaintances make military life special.”

“Introducing people in the correct manner is a courtesy to those involved and shows them proper respect.”

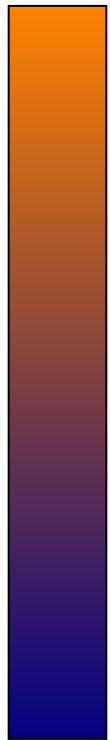
THE ARMY WIFE’S HANDBOOK



INTRODUCTIONS

Sincerity
Meter

Meeting People



↑ Listen

↑ Call them by name

↑ Make eye contact

↑ Shake hands

↑ Say something nice

↑ Smile and appear friendly

↑ Stay relaxed

You never get a second chance to make a first impression

Will Rogers



INTRODUCTIONS

Sequence

The more honored / higher ranking person's name is stated first:

Gender - woman to a man:

"Mrs. Jones, I'd like you to meet (or, 'may I present') my husband Charles."

Age - older person to younger person:

"Mrs. Jones, I'd like you to meet Miss Anderson."

Position - senior rank to a junior rank:

"Sergeant Major Jones, this is Sergeant Smith."



INTRODUCTIONS

Sequence

Standard form: *two parts.....*

Part 1: More honored person introduced to less honored

Part 2: *Reverse the process--less honored to more honored.*

Gender - woman to a man:

"Mary, this is Bill."

"Bill, this is Mary."

Age - older person to younger person:

"Father Ortega, this is Johnny."

"Johnny, this is Father

Position - senior rank to a junior rank:

"Colonel Smith, may I

introduce Captain Todd,"

Colonel Smith."



INTRODUCTIONS

Sequence

Simplified form: *one part.....*

***** No words of introduction!**

***** No repeating names!**
“Mary Smith, John Jones.”

More honored person first, then less honored.



INTRODUCTIONS

Rules to

Remember

A single person is introduced to a small group:

"Doris Lash, Pam Black, Sylvia Smith; I'd like to introduce you to our newest member, Lisa Cox."

Yourself (Don't be bashful-use the name you wish):

"I don't believe we've met. I'm Pat Browning."

NOTE: A first name offered does not automatically grant permission for its usage.



INTRODUCTIONS

Rules to

Remember

Don't use spouse's rank when introducing him.

~~"I would like for you to meet the Sergeant Major."~~

When most know your last name:

"This is my wife, Jean."

It is okay to clarify, if necessary:

"This is my husband, Larry. He's the First Battalion Command Sergeant Major."

Use adult's title & last name when introducing Children:

"Mr. Smith, this is my son, Johnny."



INTRODUCTIONS

Military Names, Ranks and Titles

In Conversation:

GEN, LTG, MG, BG =	"General"
COL & LTC =	"Colonel"
1LT & 2LT =	"Lieutenant"
CWO & WO =	"Mister, Miss (or Mrs.)"
Chaplains =	"Chaplain"
SMA, CSM & SGM =	"Sergeant Major"
1SG =	"First Sergeant"
MSG =	"Master Sergeant"
SFC , SSG & SGT =	"Sergeant"



CALLS

Social Calls

- Calls are normally made at the residence.
- The 10-15 minute visit is planned at a time convenient to the person visited.
- If the CSM is married and the CSM's spouse is present, the spouse of the CSM making the visit **MUST** also attend.

New Year's Day

It is customary in many calls organizations for all senior personnel of the unit to call on the commanding officer on New Year's Day. One should inquire as to local policy and how the commander desires to have people call.



INVITATIONS

Who to Invite to Spouse Welcomes & Farewells

- **Battalion events, spouses of:**
 - **Brigade Command Team (Commander & CSM)**
 - **Other Battalion Command Teams within the brigade**
 - **Battalion officers**
 - **First Sergeants within the battalion**
 - **Division Command Team & General Officers (*Optional*)**
 - **Personal friends & family of guest of honor**
- **Brigade events, spouses of:**
 - **Division Command Team**
 - **Colonels & above in the division**
 - **Other Brigade Command Teams within the division**
 - **Brigade officers & sergeants major**
 - **Personal friends & family of guest of honor**



INVITATIONS

Formal

- Handwritten, engraved or printed
- Written in third person

Black ink on white or ivory card
r paper

Does not necessarily dictate
ormal dress

- **Always** proper & correct

Informal

- Preprinted “purchased” cards
- Written in first person

- Oral or telephoned

- Email or Evite



INVITATIONS

What to Include

Host

Why ?

"To honor..."

**"To
welcome..."**

**"To meet..."
Guest of
Honor**



**United States Army
Sergeants Major Academy**

The Command Sergeant Major **What ?**

requests the pleasure of your company for a luncheon
in honor of the

Sergeants Major of the Army

Friday, nineteenth of September, half past eleven a.m.

at the

El Paso Room, Centennial Club

RSVP USASMA Protocol

NLT 14 September

568-8489

Uniform: Duty

Preset Menu

\$9.20

R.S.V.P.

Where ?

Attire

When ?

**Day
Date
Time**



INVITATIONS

Email

- “Save the Date” email prior to USPS mailing
- Sent as:
 - Normal email or attachment
 - Website e.g., evite.com, paperlesspost.com, or Air Forces’ e-invitations.afit.edu (official use)
- **Email to both Soldier & Spouse**
- Blind Carbon Copy (BCC) vs all invitees

Pros: Quick, low-cost, easy & convenient

Cons: No email access, address maintenance, spam
older, stripped attachments, website service, downloading



INVITATIONS

Flyers

An acceptable, informal way to invite a group. Ensure all pertinent information is on the flyer.

Oral Invitations

- *Extended in private*

- *Don't say "Are you free on....."*

Spouse follows up with invited spouse



INVITATIONS

Addressing Envelopes

Official (Unit)

Social (Household)

Military Husband &

CSM & Mrs. John W. Smith

Civilian Wife

Command Sergeant Major & Mrs.
John Smith

Military Wife & Civilian

CSM Jane M. & Mr. John W. Smith

Husband

Command Sergeant Major Jane & Mr.
John Smith

Military Husband (Principal) &

GM John W. & SGT Jane M. Smith

Military Wife

Sergeant Major John & Sergeant
Jane Smith



INVITATIONS

Addressing Envelopes

Official (Unit)

Social (Household)

Military Wife (Principal) & Military Husband

SGT Jane M. & MSG John W. Smith

Sergeant Jane & Master Sergeant John
Smith

Military Husband (Principal) & Military Wife w/ Different Names

SGM John W. Smith & SGT Jane M. Doe

Sergeant Major John Smith & Sergeant
Jane Doe

Military Husband (Principal) & Military Wife w/ Same Ranks

Sergeants Major John W. & Jane M. Smith

Sergeants Major John & Jane
Smith

Retirees: Sergeant Major John Doe, US Army Retired



INVITATIONS

Addressing Envelopes w/ Civilian Titles

Master John Jones $\leq$ 12 **Boy** 12 $>$ Mr. John Jones

Mary Jones $\leq$ 12 **Girl** 12 $>$ Miss Mary Jones

Man or Woman w/ Title: Dr. Mary Jones - John Jones, Ph. D

Single Woman: Miss Mary Jones or Ms. Mary

^{Jones}
Married Woman: Mrs. John Jones or
Ms. Mary Jones (casual or well-known)

Widow: Mrs. John Jones or Mrs. Mary

^{Jones}
Divorcée: Mrs. John Jones or Ms. Mary Jones

Unknown Status: Ms. Mary Jones



INVITATIONS

Répondez S'il Vous Plaît

- R.s.v.p. or RSVP
 - Civilian = “Please Reply” or “Reply Requested”
 - **Military** = “Reply is **MANDATORY**”
 - Types
 - R.s.v.p. 915-744-8489
 - **RSVP ron.fraser@us.army.mil**
 - R.s.v.p. by May 1, 2010
 - **RSVP NLT 1 May 2010**
 - Regrets or Regrets Only
 - R.s.v.p. Omitted



INVITATIONS

Répondez S'il Vous Plaît Rules

- Guest Accepts
 - Within 48 hours of receipt
- Guest Regrets
 - Within 48 hours, same as acceptance
- Guest Withdraws an acceptance
 - Must be a valid reason
- Host Recalls an invitation
 - Same as withdrawing
- Host Advances an invitation
 - Postponing is better than canceling



INVITATIONS

Rules to Remember

Send 2-3 weeks in advance for formal events

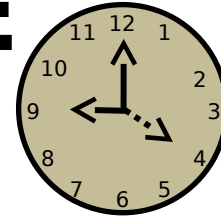
Send 10-14 days in advance of informal events

- Extend invitations to those who have extended one to you
- Avoid using rank, title, etc., abbreviations -- ***Spell it out!***
- An invitation to a married couple must be refused when either one or the other cannot accept -- ***both or neither***
- ***Only persons addressed*** are invited to event
- Mail official invitation to the office & social or spouse invitation to the residence



PROPER ATTIRE

Casual



Civilian (**No Military =**)

ss "B" ASU* in rare situations--*must be no*

Man

**Open Collar Shirt
Coat or Sweater
Dress Slacks**

Woman

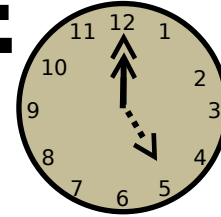
Pant Suit

* Army Service Uniform (Blue)



PROPER ATTIRE

Informal



Military

- Class "A" ASU* w/ Four-in-Hand Tie or Neck Tab

Civilian

- Man
 - Coat & Tie
- Woman
 - Knee Length Dress

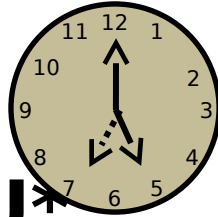
* Army Service Uniform (Blue)



PROPER ATTIRE

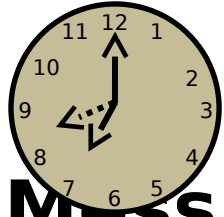
Formal

Black Tie Military



**- Dress Blue ASU*
w/Bow Tie or Neck Tab Uniform**

White Tie Military



**- Blue or White Mess
Uniform**

Civilian

- Man

□ **Tuxedo**

- Woman

□ **Cocktail Dress**

Civilian

- Man

□ **Tailcoat**

- Woman

□ **Evening Gown**

*** Army Service Uniform**



PROPER ATTIRE

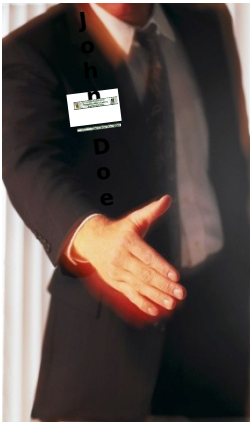
Rules to Remember

- **Determined by climate and season**
- **Appropriate clothing--suits, tailored dresses and street dresses in becoming colors and good taste for daytime wear**
- **Avoid "trendy" styles**
- **Part conservative fashions remain in style for more than a season**
- **Attire other than casual, informal, formal (either black or white) must be specifically noted on the invitation**
- **Generally, the later in the day/evening that the event begins--the more formal the attire**



PROPER ATTIRE

Nametags & Corsages



- Worn on the right
- Most prominent position when extending the right arm to shake hands
- Clip-on or press-on preferred over pin-on



- Corsages may be worn on either side
- Flowers are worn “the way they grow”



SOCIAL EVENTS

Hosting Considerations

- **Purpose**
- **Morning, afternoon or evening affair**
- **Formal, informal or casual attire**
 - **Time duration**
- **Few or many people may be invited**
 - **Menu Selections**





SOCIAL EVENTS

Coffees

ly at the Battalion, Brigade & Division level
on regular basis (**monthly, bi-monthly, quarterly**)
es location among the attendees wishing to host the event
ally for spouses of senior NCOs & above
orning event between 9:00 & 10:00; **casual attire**
in or fancy refreshments
nior spouse may present a “standard” gift to the hostess f
roup
Provides a **comfortable & relaxed forum** to share information
socialize
Introduce new arrivals, farewell departures & become acqu
ch other spouses
Provides mentorship to junior spouses



SOCIAL EVENTS

Teas

ally at the Battalion, Brigade & Division level

ally **held in honor of someone** arriving or departing

t formal of daytime events

ally for spouses of senior NCOs & Above

ernoon event between 3:00 & 4:00; **informal attire**

ffee, tea, punch, cookies, finger sandwiches are served

ect to sign the guest book & go through the receiving line

pare to **“stand & mingle”** for the entire event

Requires china, silver service & linens

enior spouse or guest of honor should serve coffee & tea

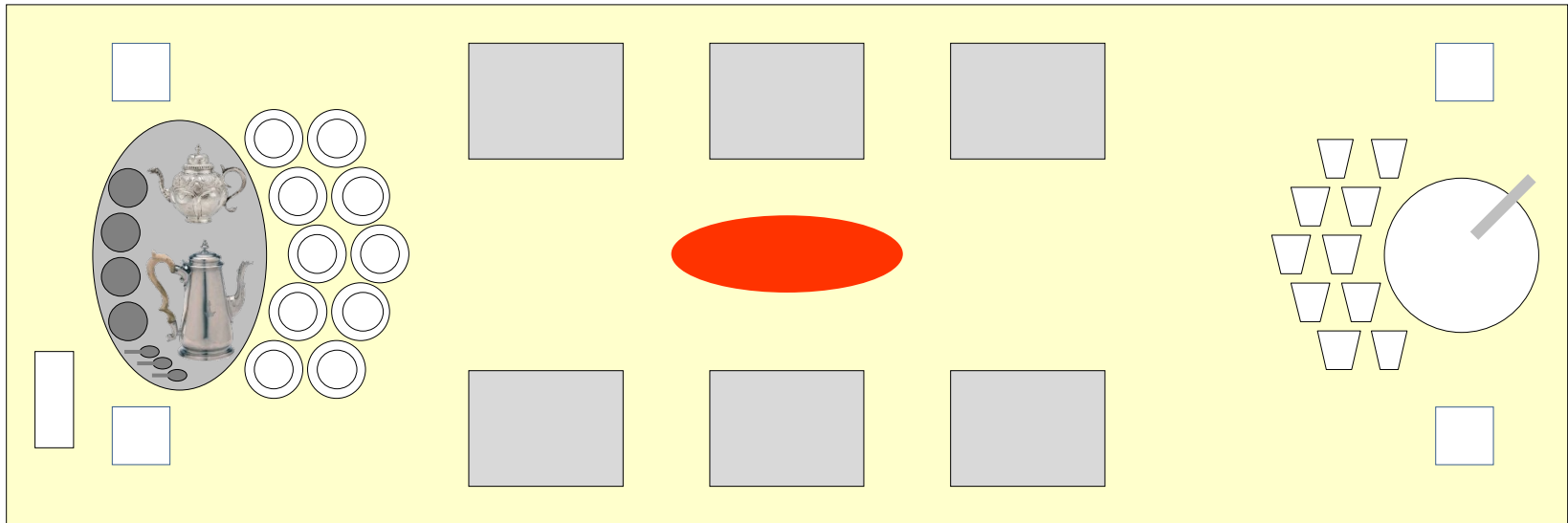
ext most senior spouse should serve punch (standing)

Pouring list may be used to rotate the duties



SOCIAL EVENTS

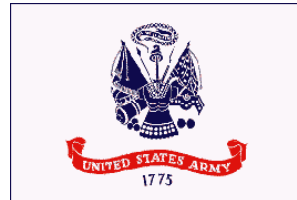
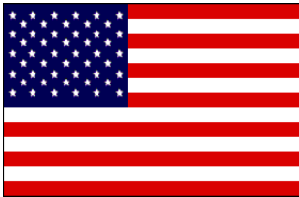
Tea Table Arrangement





SOCIAL EVENTS

Reception Lines



Adjutant

Host

**Guest
Of
Honor**

Hostess

**Spouse
Of
Guest
Of
Honor**

Extra(s)



Husband -





SOCIAL EVENTS

Reception Rules to Remember

- Adjutant announces name -- do not shake adjutant's hand
Host stands first at all official receptions, hostess at social receptions
- move rings from right hand as a courtesy to those in the receiving line
- Shake hands lightly but with a degree of firmness
do not generate small talk as you proceed through the line
- NEVER go through a receiving line holding a cigarette or a drink
always face the person being greeted; move promptly to the person

DO NOT LEAVE before the guest of honor

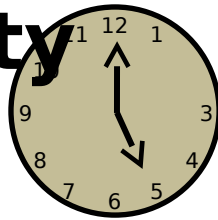


SOCIAL EVENTS

Cocktail Party vs Reception

Cocktail Party

- Casual affair
- “Party” event



• Hosts greet at entrance

Relaxed arrival & departure

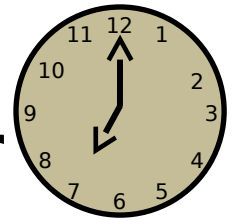
• Light fingerfood & drinks (Appetizers)

• Stand & mingle affair

Usually two hour event

Reception

- More formal affair
- Honor an occasion or guest



• Receiving line & guest book

Defined arrival & departure time

• Heavy hors d'oeuvres (Served as a meal)

• May include toasts



SOCIAL EVENTS

Dining & Balls

- **Dining In**
 - **Formal event for officers & NCOs**
 - **Spouses DO NOT Attend**
 - **Serves as a “function of unity”**
- **Dining Out**
 - **Same as Dining In with spouses invited**
 - **An opportunity to join the “pomp & circumstance”**
- **Balls**
 - **Same as Dining Out**
 - **Held to celebrate a special military occasion**



TABLE ETIQUETTE

Rectangular Table Arrangement

Hostess

GOH		Man 1
Woman 2		Woman 3
Man 4		Man 5
Woman 5		Woman 4
Man 3		Man 2
Woman 1		GOH Wife

Host



TABLE ETIQUETTE

Round Table Arrangement

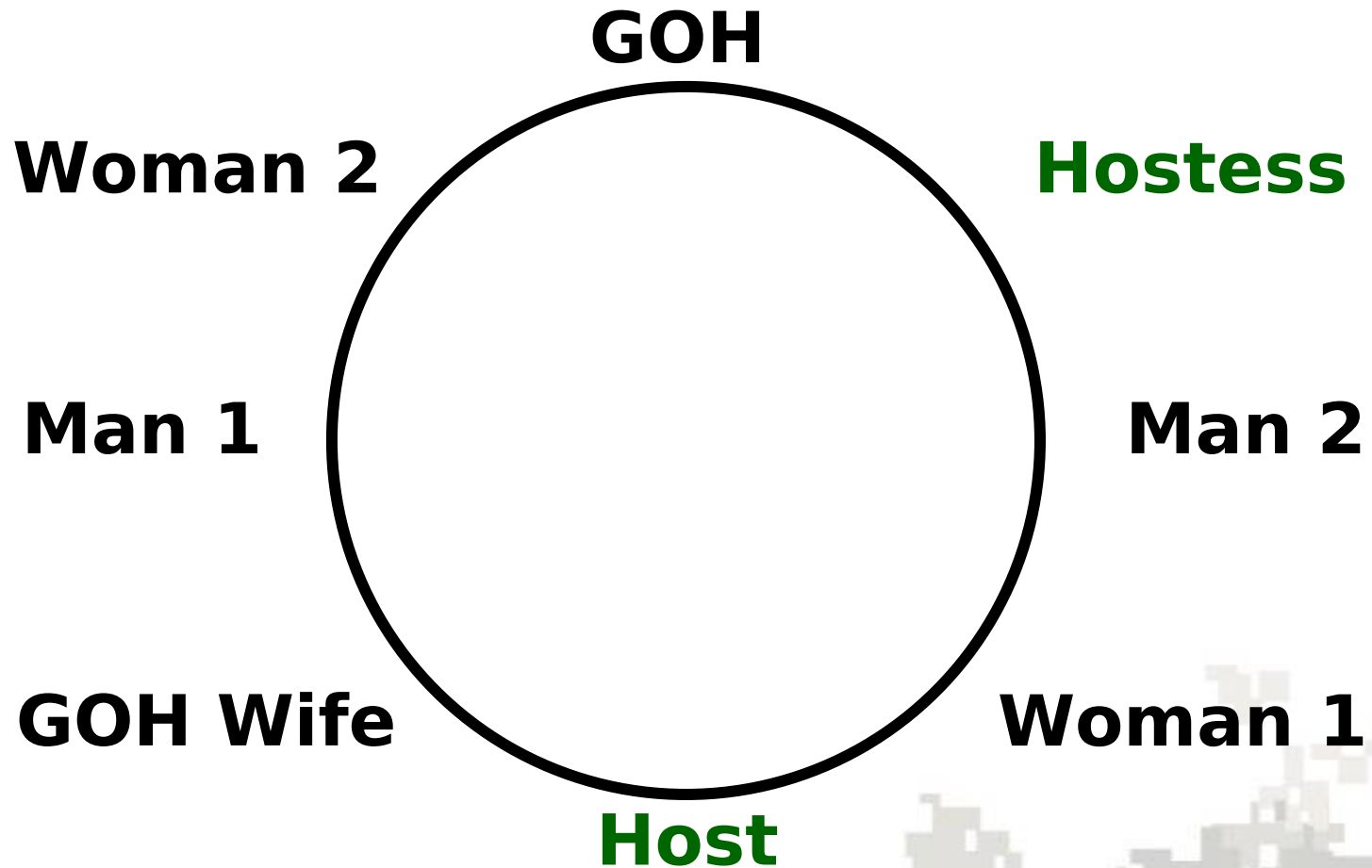




TABLE ETIQUETTE

"Head" Table Arrangement

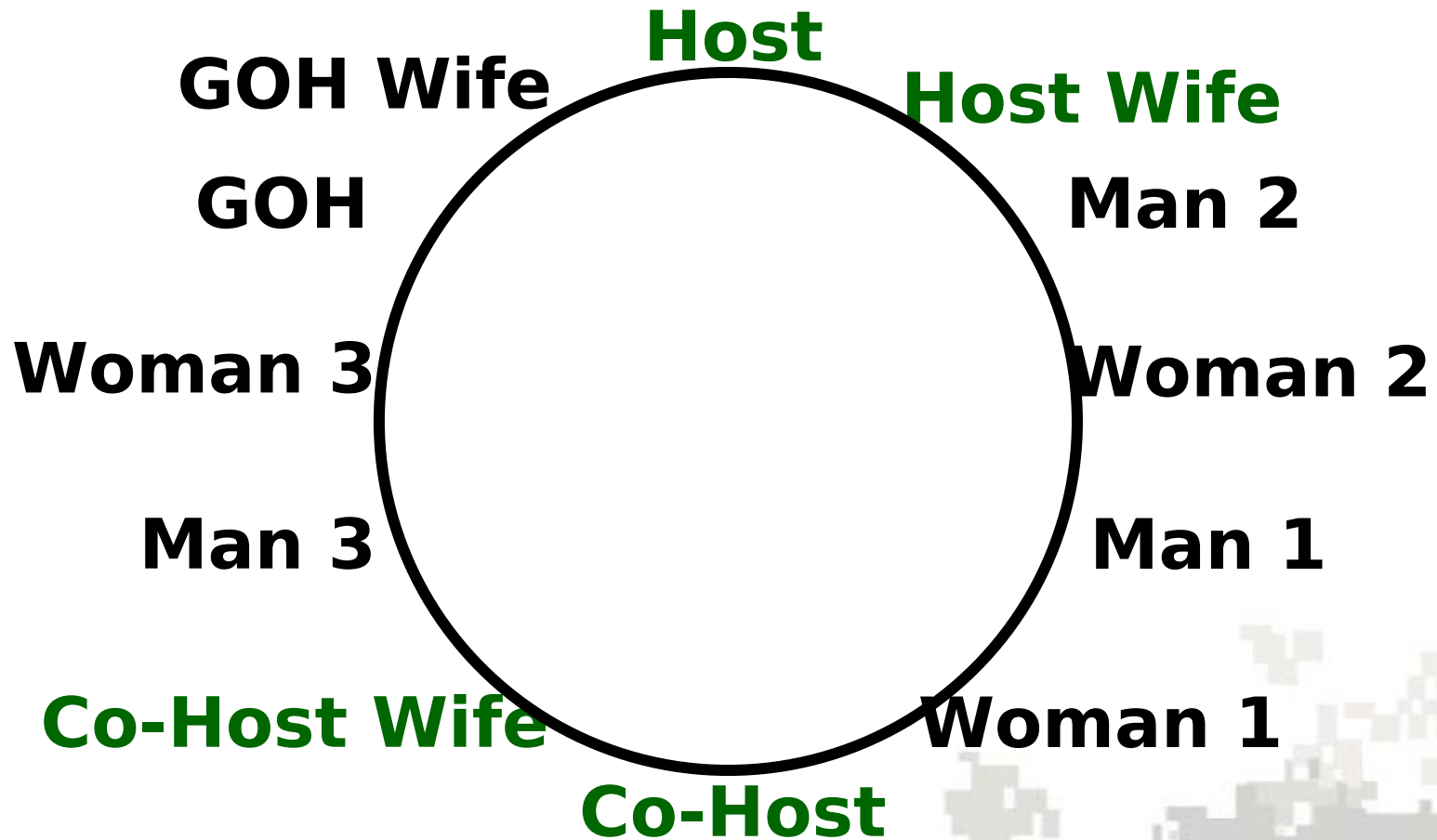
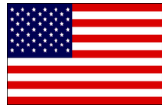


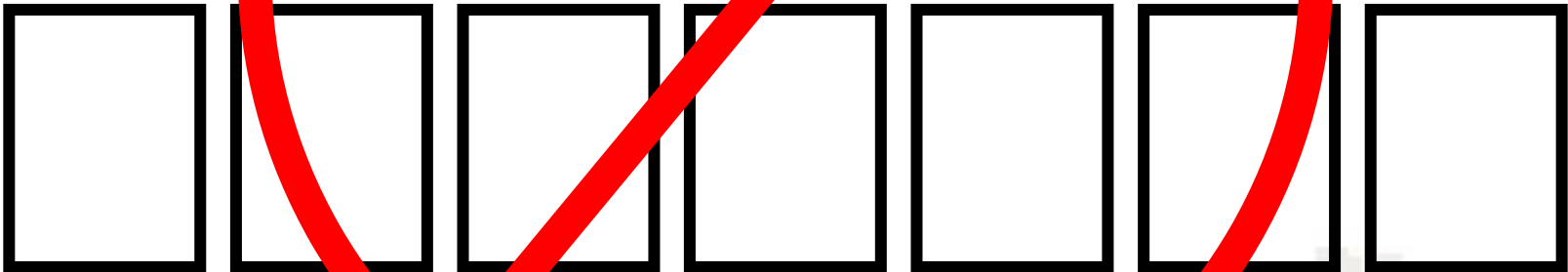


TABLE ETIQUETTE

"Head" Table Arrangement



2G & Sp COH & Sp **Host & Sp** 1G & Sp 3G & Sp



Fallen
Comrad



TABLE ETIQUETTE

Colonel Smith



**Use Full Rank for
Official (Unit) Events**

***Command Sergeant
Major
Jones***



Mrs. Smith



Mrs. Jones



***Lieutenant
Mike Smith***

**Use
“Conversational Ranks”
for Social (Household)
Events
(See Slide # 10)**

Mike Smith

Becky Smith



TABLE ETIQUETTE

The Table Setting

Food Appetizer
 Soup w/Sherry
 Fish w/White Wine
 (Sorbet)
 Main Entrée w/Red Wine
 Salad w/Water
 (Fingerbowl)
 Cheese w/Port)
 Dessert w/Champagne
 (Toasts)
 Coffee * or after dinner
 S
 Consil comes when course is served

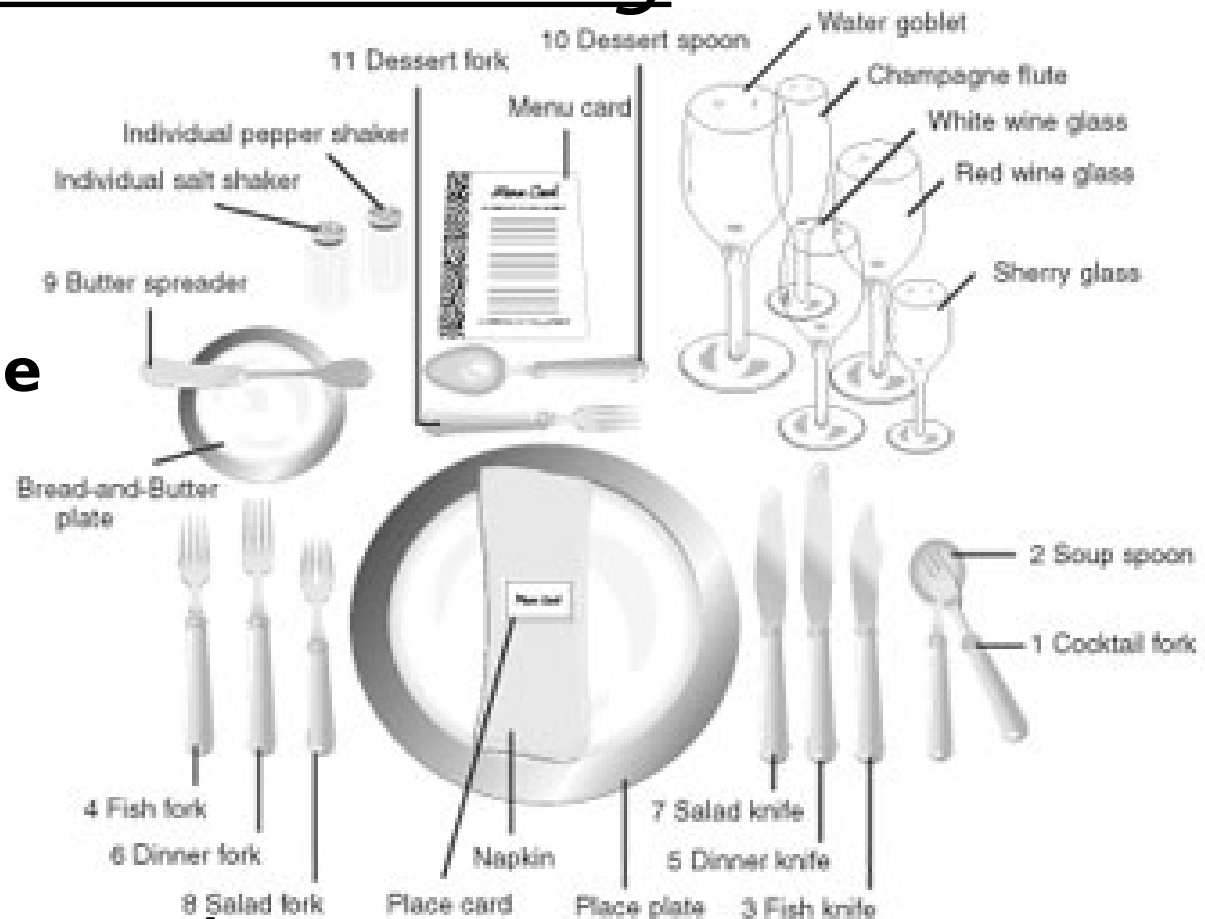




TABLE ETIQUETTE

Rules to Remember

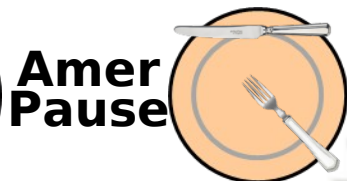
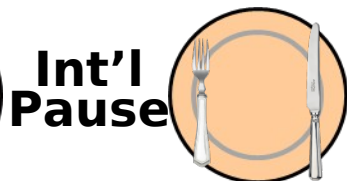
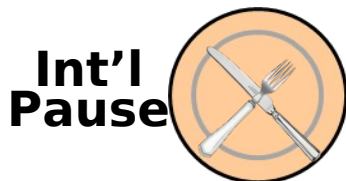
- Napkin--After being seated, unfold the napkin and place it across your knee; if away from the table during the meal, place it in your seat; after the meal, place it neatly to the left of your plate
- Hostess always leads the dining—wait until she begins then you may follow
- Bread, rolls or toast--break with the hands, do not cut with a knife, never butter an entire slice of bread or toast
- Eating Style: International (fork remains in left hand-knife remains in right) or American (fork switches from right > left > right when cutting/eating food) is equally acceptable.



TABLE ETIQUETTE

Rules to Remember - Flatware

- Use the utensils farthest from the plate first (outside to inside) --when in doubt, watch the hostess
- **Knife** - When not in use, upper right rim of the plate, blade edge turned inward toward center of plate
- ✓ When not in use, place fork on the plate below and Southeast to the knife with tines up
- ✓ Use a fork to cut all salads except iceberg lettuce which is cut with a knife



Once in use, flatware is not to be return to the table—only on plate



GIFTS

Hospitality or Thank You

Bottle of red wine

Box of chocolates

Baked goods

Book of local interest

Scented soaps or candles

“Stuffed” coffee mugs or jars

Potted plant or flower arrangement (delivered early or in vase with water)

- **Always call the next day thanking the**

hostess **Personal Expense -- No Government Funds**





GIFTS

Joint Ethics Regulation

Check with the Staff Judge Advocate Office

Gifts given by subordinates

\$300 max per group with unsolicited **\$10** max per individual

Different group gifts may compliment each other but cannot

be split components

Gifts to the spouse is considered a gift to the soldier (each

can receive \$300 gift from a separate group—individuals can only

contribute to one group)

Gifts given by outside sources

Must be completely volunteer—**No Solicitation**

\$20 max per event with **\$50** max per year per individual

Exceeding \$300 or \$20 must be returned or **purchased at ent**

Cash may NEVER be accepted!



UNIT FUNCTIONS & CEREMONIES

Parades, Reviews & Ceremonies

- Informal or casual attire
- Well behaved children may attend
- Follow the narrator's directions



When uniformed personnel salute you are required to do so except when:

1. The "National Anthem" plays
2. The Flag passes in front of you

Then you should place your hand over your heart

Inside

at "Attention" but should not place your hand over your heart



UNIT FUNCTIONS & CEREMONIES

Promotion & Awards Ceremonies

- Invitation not required
- Usually casual attire
- Well behaved children may attend
- Follow the narrator's directions
- Stand at "Attention to Orders" unless otherwise instructed or it is omitted
- Customary for spouse & family to participate by "pinning on" rank insignia

Followed by "congratulatory" receiving line & occasionally a reception

Promoted individual may later host a promotion party to "wet down" the rank insignia



UNIT FUNCTIONS & CEREMONIES

Change of Command

going commander's event with next-higher-commander
ng as the host

ducted in accordance with FM 3-21.5, Drill and Ceremonies

h commanders furnish personal invitation lists

itation not required—RSVP if in receipt of personal invitation

ll behaved children may attend the ceremony but may not

d to the reception—get prior clarification

going commander's award presentation conducted separately

ment funds are NOT authorized with the exception of host



UNIT FUNCTIONS & CEREMONIES

Change of Command

Family & guests of outgoing & incoming commanders should be positioned immediately behind them, respectively

Outgoing & incoming spouses **STAND** to accept flower presentation **Red Roses** to outgoing spouse as a symbol of the care and devotion rendered to members of the unit family

Yellow Roses to incoming spouse to symbolize the continuing friendships that will blossom with the unit family

Outgoing commander & family individually say farewell to attendees immediately after ceremony in the proximity of the facility & DO NOT attend incoming Commander's reception

Incoming commander hosts the reception (**personal expense**)



UNIT FUNCTIONS & CEREMONIES

Change of Responsibility

Commander serves as the host for CSM & 1SG ceremonies

3-21.5, Drill and Ceremonies, provides guidance for conducting ceremony (**definitive rules nonexistent**)

Use the basic rules as change of command ceremonies



FLAG ETIQUETTE

Reveille & Retreat

Outdoors



- 1. Stop what you are doing**
 - 2. Face in direction of flagpole or music**
- Stand at “Attention” until music stops**

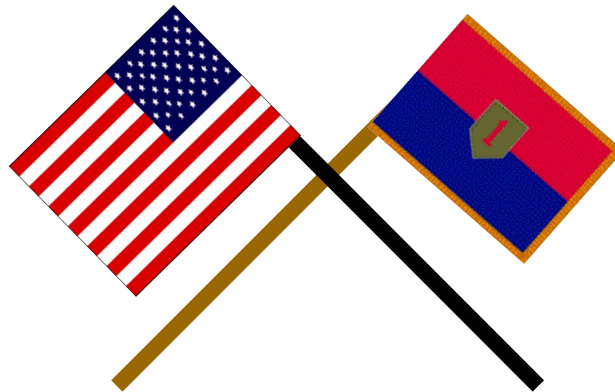
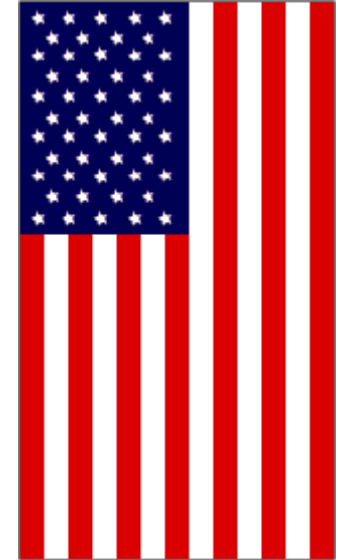
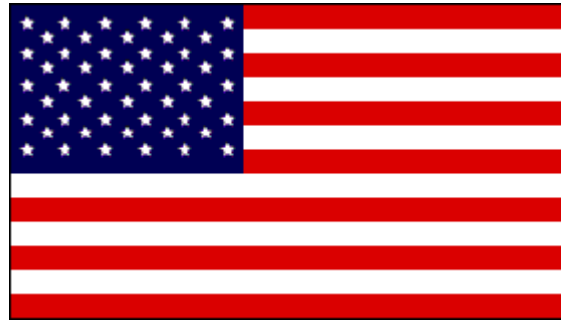
Driving

- 1. Stop the car**
- 2. Turn off engine and get out**
- 3. Face in direction of flagpole or music**
- 4. Stand at “Attention” until music stops**



FLAG ETIQUETTE

Displays



Place of Honor is to its own right (left as you look at it)



FLAG ETIQUETTE

Display Precedence

1. The Flag of the United  States
2. Foreign Flags (alphabetically  nglsh)
3. State Flags (admittance date to  Union)
4. Territorial Flags (recognition date  th  Union)

5. Military Service Flags:

 my  Marine  y  orce
Coast Guard



6. Organization or Unit Flag (by echelon) 
7. Positional (Individual) Flags

8. General Officer Flag (by rank) (Not



FLAG ETIQUETTE

Rules to Remember

- **Never use as wearing apparel, bedding or drapery**



Do not festoon, draw back or pin in folds

Always allowed to fall free

- **If flown at night, must be illuminated**
- **Lapel pin is worn on left side, near the heart**



QUIZ



QUESTION # 1

A gentleman has just been introduced to a lady.

What should happen next?

a. The gentleman should extend his hand first to shake her hand.

b. The lady should extend her hand first to shake his hand.

c. Today, it doesn't matter who offers to shake hands first.



QUESTION # 1

A gentleman has just been introduced to a lady.

What should happen next?

a. The gentleman should extend his hand first to shake her hand.

b. The lady should extend her hand first to shake his hand.

c. Today, it doesn't matter who offers to shake hands first.



QUESTION # 2

You have extended written invitations that say R.S.V.P by May 10. What should you do about those guests who fail to respond by that date?

- a. Give them a little longer.**
- b. Assume they are not coming.**

Call and inquire if they received their invitation



QUESTION # 2

You have extended written invitations that say R.S.V.P by May 10. What should you do about those guests who fail to respond by that date?

- a. Give them a little longer.**
- b. Assume they are not coming.**

Call and inquire if they received their invitation



QUESTION # 3

You and your husband have planned a party and sent out invitations, when an invitation arrives for

**another event from the division CSM on the same evening. You should...
Quickly cancel, or postpone your party to accept the CSM's invitation.**

Regret the CSM's invitation, explaining that you made prior plans.

Take your guests to the CSM's party.



QUESTION # 3

You and your husband have planned a party and sent out invitations, when an invitation arrives for

**another event from the division CSM on the same evening. You should...
Quickly cancel, or postpone your party to accept the CSM's invitation.**

Regret the CSM's invitation, explaining that you made prior plans.

Take your guests to the CSM's party.



QUESTION # 4

You have extended invitations for an event by phone. Shortly before the event you should

a. Call everyone to remind them.

Send everyone who accepted a written "thank you" reminder for the event.

c. Keep your fingers crossed they all remember to come.



QUESTION # 4

You have extended invitations for an event by phone. Shortly before the event you should

a. Call everyone to remind them.

Send everyone who accepted a written "thank you" reminder for the event.

c. Keep your fingers crossed they all remember to come.



QUESTION # 5

**are hosting a wives' get-together. When y
ready for everyone to help themselves to th
shments, you should...**

a. Announce that everyone can help themselves.

b. Get some of the ladies nearest to the table to

start, and the others will follow.

c. Go to the senior lady present and ask her to begin.



QUESTION # 5

**are hosting a wives' get-together. When y
ready for everyone to help themselves to th
shments, you should...**

a. Announce that everyone can help themselves.

b. Get some of the ladies nearest to the table to

start, and the others will follow.

**c. Go to the senior lady present and as
begin.**



QUESTION # 6

You and your spouse are invited to the CSM's and his wife's home for dinner, afterward you should write a thank-you note to the wife.

b. Write a thank-you note to the CSM and his wife.

c. Saying thank you as you leave is enough.



QUESTION # 6

You and your spouse are invited to the CSM's and his wife's home for dinner, afterward you should...

. Write a thank-you note to the wife.

b. Write a thank-you note to the CSM and his wife.

c. Saying thank you as you leave is enough.



QUESTION # 7

You are going through a receiving line at a wedding reception. You should...

Congratulate the bride and the groom.

Congratulate the groom, but not the bride



QUESTION # 7

You are going through a receiving line at a wedding reception. You should...

Congratulate the bride and the groom.

Congratulate the groom, but not the bride



QUESTION # 8

The invitation says “Informal”. That means your husband wears...

a. Blue jeans or similar casual attire.

b. Sports jacket with no tie.

Business suit, or sports jacket with tie.



QUESTION # 8

The invitation says “Informal”. That means your husband wears...

a. Blue jeans or similar casual attire.

b. Sports jacket with no tie.

Business suit, or sports jacket with tie.



QUESTION # 9

One important thing to remember at a formal dinner - just prior to going into dinner, you probably should...

a. Finish your drink.

b. Find your husband's boss and his wife to tell them your table location.

c. Go to the bathroom.



QUESTION # 9

One important thing to remember at a formal dinner - just prior to going into dinner, you probably should...

a. Finish your drink.

b. Find your husband's boss and his wife to tell them your table location.

c. Go to the bathroom.



QUESTION # 10

You are giving a dinner party. During dinner, one of your guests lifts his glass and offers a toast to you, the hostess, for such a great dinner.

- What should you do?**
- a. Smile, lift your glass and, along with everyone else, take a sip of your drink.**
 - b. Simply smile and nod your thanks to the guest, while everyone else drinks the toast.**
 - c. Stand, listen to the toast, and then toast back.**



QUESTION # 10

You are giving a dinner party. During dinner, one of your guests lifts his glass and offers a toast to you, the hostess, for such a great dinner.

- What should you do?**
- a. Smile, lift your glass and, along with everyone else, take a sip of your drink.**
 - b. Simply smile and nod your thanks to the guest, while everyone else drinks the toast.**
 - c. Stand, listen to the toast, and then toast back.**



QUESTION # 11

You live off post but close enough to hear “Retreat” in the afternoons. You are outside playing with the children when the music starts playing. What should you do?

a. You and your children should stand at attention and face the music

b. Run into the house quickly to avoid making any mistakes.

c. Stand at attention, remove your hat and place your hand over your

heart.



QUESTION # 11

You live off post but close enough to hear “Retreat” in the afternoons. You are outside playing with the children when the music starts playing. What should you

a. You and your children should stand at attention and face the

music

b. Run into the house quickly to avoid making any mistakes.

c. Stand at attention, remove your hat and place your hand over your

heart.



QUESTION # 12

You are asked to be a pourer at a unit spouses' afternoon tea. You are most pleased because you will pour the most honored beverage. The beverage is:

a. Tea

b. Champagne Punch

c. Coffee



QUESTION # 12

You are asked to be a pourer at a unit spouses' afternoon tea. You are most pleased because you will pour the most honored beverage. The beverage is:

a. Tea

b. Champagne Punch

c. Coffee



REFERENCES

DA Pamphlet 600-60, A Guide to Protocol and Etiquette for Official Entertainment

The Army Wife Handbook, Ann Crossley and Carol A. Keller

Service Etiquette, Oretha D. Swartz



REFERENCES

<https://www.bliss.army.mil/usasma/usasma.asp>

<https://usasma.bliss.army.mil/site/default.asp>



Visitors

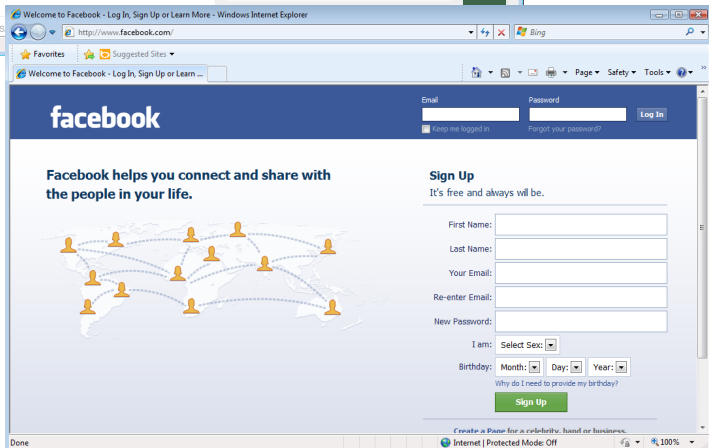


REFERENCES

USASMA Social Contacts

Join USASMA by signing up at:

<http://www.twitter.com/sgtsmajacademy>



<http://facebook.com/usasma>



Questions

*IT'S ALL ABOUT
EDUCATING TODAY'S
LEADERS FOR
TOMORROW*

