



# U.S. Navy Enlisted Aide Handbook

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PREFACE  
NAVY ENLISTED AIDE HANDBOOK

This handbook is for use by naval personnel assigned duty as an Enlisted Aide. This is only a guide and should be used with the understanding that local policy and orders always take precedence over the procedures expressed herein. This guide provides a basic understanding of the Enlisted Aide program. The information contained in this guide, although not all inclusive, is a result of practical experience, research, and input from general officers and experienced Enlisted Aides. It attempts to recognize the unique requirements of each Admiral and their position.

This handbook contains additional sources of reference and information relating to protocol, etiquette, food processes and food sanitation.

You are the most important element in keeping this handbook up to date. We encourage and welcome comments and recommendations to improve this publication. Send comments to:

Mailing Address:  
Commander  
Naval Personnel Command  
PERS-44ES  
5720 Integrity Dr., Bldg. 791  
Millington, TN 38055

Duty Phone: DSN 882-3871 / CML 901-874-3871  
Fax: DSN 882-2865/CML 901-874-2865

Although the words he, him and his are used sparingly in this manual to enhance communication. They are not intended to be gender or racially driven nor to affront or discriminate against anyone reading this material



**BUCHANAN HOUSE  
UNITED STATES NAVAL ACADEMY**



**THE WHITE HOUSE  
STATE DINING ROOM**

## **CHAPTER 1**

### **ENLISTED AIDE OVERVIEW:**

#### **1-1. Enlisted Aide Management**

The Navy EA/FM Detailer/ Community Manager is assigned to the Bureau of Naval Personnel, Navy Personnel Command; Executive Services Branch located at the Navy Personnel Command and is the Assignment Manager for the Navy Enlisted Aide Program.

#### **1-2. Enlisted Aide /Flag Mess Detailer Duties:**

- Coordinates enlisted aide nominations, selections and assignments when notified of upcoming and available billets with admiral & general officers and their staff, and the individual enlisted aides.
- Monitors enlisted aide position requirements to ensure expeditious replacement and reassignment of enlisted aides
- Reviews enlisted aide applications to ensure qualifications are met
- Identifies and screens qualified candidates
- Forwards nomination packets to the admiral & general officers for review
- Assigns the EA NEC of 3530

#### **1-3. Location and Contact Information**

Mailing Address:

Navy Personnel Command  
ATTN: PERS-44ES  
5720 Integrity Dr., Bldg. 791  
Millington TN 38055

Duty Phone: DSN 882-3871 CML: 901-874-3871  
Fax: 901-874-2865

#### **1-4. The Enlisted Aide Community Manager:**

Is a position that advises and manages all aspects of the Navy Enlisted Aide Program.

#### **1-5. Enlisted Aide Community Manager Duties**

- Serves as the Navy's Enlisted Advisor to the Enlisted Aide Program
- Serves as the point of contact for all Enlisted Aides within the Navy
- Advises, provides information and guidance to Admiral's, their spouses, and Enlisted Aides telephonically, by personal interview and through written correspondence on all aspects of the Enlisted Aide Program to include utilization, and career management
- Provides guidance and direction of training products distributed to the Admiral and their spouses and serves as the primary interface with Admiral's and their spouses
- Briefs at scheduled flag officer conferences. When requested, briefs flag officer's and their spouses with first time Enlisted Aides
- Monitors the Enlisted Aide Program resolving issues by developing policy, standards, and doctrine
- Mentors Enlisted Aides on career enhancing assignments, training, force alignment, NEC structure issues, promotion projections and career development
- Provides "On site training" for new Enlisted Aides when requested
- Recruits, interviews and nominates candidates for the Enlisted Aide Program
- Develops, implements and conducts resident Enlisted Aide training
- Controls distribution of Enlisted Aide Training
- Liaisons with sister services on similar programs

#### **1-6. Location and Contact Information**

Mailing Address:

Commander  
Naval Personnel Command  
PERS-44ES  
5720 Integrity Dr., Bldg. 791  
Millington, TN 38055

Duty Phone: DSN 882-3871 / CML 901-874-3871

Fax: DSN 882-2865/CML 901-874-2865

## 1-7. Enlisted Aide Regulations:

**Overview** The OPNAV INSTRUCTION 1306.3B provides the policies and guidance for enlisted aide personnel assigned to duty in public quarters. The following briefly summarizes the OPNAV INST.

**Policy** All enlisted personnel assigned to enlisted aide duty are volunteers and may only be assigned by the Bureau of Naval Personnel.

**Statement of Duties:** Enlisted Aides are authorized to perform duties that relate to the military and official responsibilities or have a reasonable connection to those officer's duties to whom enlisted aides are assigned.

Enlisted Aides assigned and billeted to Flag Officers Quarters are billeted directly to the personal staff of that Flag officer. When checking into the Flag Officers command the Enlisted Aide will schedule a formal office call with the Admiral or Flag Officer to receive official instruction on the following:

- Duties and responsibilities
- Amount of entertaining
- Expectation of meal preparation
- Frequency of TDY/travel
- Recruiting experienced help (other Enlisted Aides, active or retired) for large parties
- Mode of transportation when performing errands/reimbursement of fuel costs
- Training (opportunity to attend advanced culinary courses)
- Duty hours/means of compensation for duty performed outside the normal duty hours
- Off-duty education/off-duty employment

Upon completion of the assigned Flag officers tour of duty at that command, the enlisted aide must be officially released by that Flag officer or by the Flag Officers Chief of Staff.

Confirmation of this release must be sent Via E-mail or direct phone contact to:

Branch Head of Executive Services or EA/ Flag Mess Detailer  
Naval Personnel Command  
PERS-44ES  
5720 Integrity Dr., Bldg. 791  
Millington, TN 38055  
Duty Phone: DSN 882-3871 / CML 901-874-3871  
Fax: DSN 882-2865/CML 901-874-2865

The Enlisted Aide is responsible to the out going Flag officer for assisting with the following:

- Assist with all requirements relating to the transfer and securing close out of official government quarter's hand receipts and inventories of assigned furnishings/equipment located in that Admirals assigned Flag quarters.
- Close out and finalize all records and financial statements **with the Flag Officer.**
- Coordinate/assist in the final cleaning and maintenance requirements required to clear Housing.
- Coordination, preparation, service and cleaning of all change of command events held at the Flag Quarters or assigned event area.
- Close out all trouble calls with PPV or Housing maintenance contractors.
- Be available to assist and coordinate Flag Quarters transition requirements for the Flag Officer.
- If in the event a Flag Officer remains in Official Flag Quarters after the change of command the Enlisted Aide may continue to be billeted to the quarters until that Flag Officer clears Government Flag Quarters.

**Personal Servitude** No officer may utilize an enlisted member as a servant for duties that have no reasonable connection with the officer's official duties or that contributes solely to the personal benefit of individual officers or their families.

#### **1-8. Enlisted Aide Utilization:**

The following list is from DoD Directive 1315.9, which states; "Under regulations prescribed by the Secretaries of the Military Departments, in connection with military and official functions and duties, enlisted aides may be utilized to:

- Assist with the care, cleanliness, and order of all spaces. Assist with the care, cleanliness and presentation of the Admirals uniforms and military personal equipment.
- When absent, perform as military point of contact in the Admiral quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.
- Assist in the planning, preparation, arrangement, and service of food & beverages in the Admirals assigned quarters or official location, for the conduct of official social functions and activities deemed to have a reasonable connection, such as receptions, parties, and dinners.
- Accomplish tasks that aid the officer in the performance of his military and official responsibilities, including performing errands for the officer, providing security for the quarters, and providing administrative assistance.

## 1-9. Restrictions on the Use of Enlisted Aides:

Policy regarding restrictions on the use of Enlisted Aides is quoted from DoD Directive 1315.9: “Under the applicable statutes and the relevant case in reference (10 U.S.C. 3639), no officer may use an enlisted member as a servant for duties which contribute only to the officer’s personal benefit and which have no reasonable connection with the officer’s official responsibilities.” United States v. Robinson instructs that “for an order, to be lawful, it must relate to specific military duty and be one which the member of the armed services is authorized to give.”

In this context, examples of tasks considered improper for an Enlisted Aide to perform are:

- Baby sitting, infant care, care of sick and elderly, care of pets
- Repair of private furnishings
- Repair, care of private motor vehicles or boats
- Washing and ironing of dependents personal clothing
- Chauffeuering of dependent(s) and others for their personal benefit
- Accomplishing errands solely for the benefit of dependents
- Care and maintenance of personal figurines and personally owned ornamental furnishings
- Organization of dependent closet spaces
- Meals prepared solely for the Spouse, dependents or family house guests
- Nothing contained in this Directive precludes the employment of enlisted personnel by officers on a voluntary paid off-duty basis.

**Note:** These examples are guideline examples only, not an all-inclusive listing. Notwithstanding, every government Enlisted Aide (in this case we will insert “Enlisted Aide”) has an obligation to expend an honest effort and reasonable proportion of their time in the performance of official duties. Conversely, a government Enlisted Aide shall not encourage, direct, coerce or request a subordinate to use official time to perform activities other than those required in the performance of official duties or authorized in accordance with the law or regulation. In all instances a legal review is prudent prior to scheduling any event.

## 1-10. Implications on Restricted Use of Enlisted Aides:

These restrictions became law when accepted by Congress in US Code Title 10, Chapter 349, and Section 3639. It is important to remember that per IRS Publication 15 –B; as long as an Admiral is using their Enlisted Aide to assist them in their official business, the Enlisted Aide is not providing non-cash benefit that needs to be recorded as income. However, if the Enlisted Aide does perform a **strictly personal service, then the benefit is taxable income to the recipient**. If one reports such services as income, they simultaneously admit breaking military regulations. If one fails to report such income, they may be violating Federal Income Tax Law. To sum this up, payment must be provided by the Admiral to the EA for personal services to comply with all ethical rules found in the Joint Ethics Regulations.



## CHAPTER 2

### 2-1. Hiring an Enlisted Aide

**Enlisted Aide /Flag Mess Detailer** coordinates enlisted aide nominations, selections and assignments when notified of upcoming and available billets with admirals, their staff, and the individual enlisted aides.

**Note:** Naval Personnel Command notification is required prior to filling any enlisted aide vacancy. This is necessary to ensure congressionally directed ceiling limitations are not exceeded and that a favorable background screening has been received.

To initiate request for nomination packages contact:

Naval Personnel Command; Enlisted Aide, Flag Mess detailer ph# 901-874-3871

#### **Recommended package information for screening**

Send all nomination packages to fax number: (901) 874-2865

- NAVPERS 1306/92 Special Program Screening Form
- NAVPERS 1306/7 Enlisted Personnel Action Request, with Commanding Officer endorsement
- Last 5 evals
- Current security clearance (minimum of SECRET)
- Current front & side view photo in uniform of the day

Personal physical detractors

- Visible tattoos (on neck, forearms, and hands)
- How service member looks in military uniform (even though they received P/WS)

Mailing Address:

Commander  
Naval Personnel Command  
PERS-44ES  
5720 Integrity Dr., Bldg. 791  
Millington, TN 38055

Duty Phone: DSN 882-3871 / CML 901-874-3871

Fax: DSN 882-2865/CML 901-874-2865

## EXAMPLE PHOTO



### 2-2. Proposed Interview Topics

To assist the Admiral and the Enlisted Aide, the following is a list of areas to discuss during the interview process:

- Duties and responsibilities
- Amount of entertaining
- Expectation of meal preparation
- Frequency of TDY/travel
- Recruiting experienced help (other Enlisted Aides, active or retired) for large parties
- Mode of transportation when performing errands/reimbursement of fuel costs
- Training (opportunity to attend advanced culinary courses)
- Duty hours/means of compensation for duty performed outside the normal duty hours
- Off-duty education/off-duty employment

## 2-3. Example Biography

**CS2 GOOD E. NUFF  
INSTRUCTOR/WRITER  
NAVY PERSONNEL COMMAND  
WORK 901-874-3463  
CELL 901-874-3464  
HOME 901-874-3465**

### **MILITARY SCHOOLS ATTENDED**

Fort Lee Advanced Culinary Training  
Enlisted Aide Training Course

### **EDUCATIONAL DEGREES**

University of Maryland – BS in Social Science  
Cordon Bleu, Paris France – Grande Diplôme  
American Culinary Federation – Certified Executive Chef

**FOREIGN LANGUAGE(S)** None Recorded

### **GRADE**

### **DATES OF PROMOTIONS**

### **MAJOR DUTY ASSIGNMENTS**

<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>ASSIGNMENT</u></b>
Jan 99	Present	Enlisted Aide to ADM Four Stars
Oct 97	Jun 99	Enlisted Aide to CJCS

### **US DECORATIONS AND BADGES**

Defense Meritorious Service Medal  
Meritorious Service Medal  
Joint Service Commendation Medal  
Joint Service Achievement Medal  
Joint Chiefs of Staff Identification Badge

### **PERSONAL STATEMENT**

This is your opportunity to talk to the Admiral & tell them why you want to be an EA and why you are the best person to select to provide for the official needs of an Admiral.

## Chapter 3 Duties of an EA

### 3-1. The Cohesive unit

It is important to remember that Enlisted Aides are subject to the same rules and obligations as other members of the Navy and DOD.

Some applicable items of concern are:

- A specific duty phone and designated workspace should be established to enable the Enlisted Aide to receive notices, messages, etc. It is necessary for the Enlisted Aide to have daily access to a computer and email.
- Enlisted Aides must meet military formations and appointments, but should normally be exempt from unit musters, duty rosters, etc.
- Enlisted Aides must be afforded time to maintain their physical fitness and readiness. Many times an Enlisted Aide will focus solely on the mission of providing for the needs of the Admiral and neglect their own needs. Their duty schedule must include time to continue to excel as sailors being proficient with their assigned career field, physically and mentally prepared for any mission, up to date on all security and bio-hazard measures.
- The Enlisted Aide works a standard work week consistent with other military members at that location. However, due to the nature of the duties, the Enlisted Aide's duty hours must be flexible. Standard work hours are 8 hour days. Work hours can be split between the quarters and the front office.

### 3-2. Prescribe duties

Simply put, an Enlisted Aide's duty is to provide support and assistance to an assigned Admiral in the course of that flag officer fulfilling their official duties. Primary areas of emphasis include uniform maintenance, upkeep of **ALL** areas of the assigned quarters. 1306.3B spells out guidelines on what duties Enlisted Aides may be utilized to do. The ambiguity of the words "assist" and "help" were built into the regulation by Congress for a very specific purpose. There is a need to ensure that no enlisted member be held solely responsible for determining all requirements relating to the Admirals needs. Rather, they deemed it necessary for the Admiral to provide input to ensure the enlisted aide performs the duties specified by that Admiral. With that communication in place there can be no doubt as to where the assignment of duties was initiated and the enlisted aide will be less likely to "labor or exert themselves for the personal benefit of an officer."

### 3-3. Flag Officer Uniforms and Equipment

The Enlisted Aide must have vast knowledge base of the admiral's uniforms, the regulations, policies, procedures that cover them, the admiral's personal preferences regarding wear of those uniforms and be able to document that information. The Enlisted Aide must have a working knowledge of routine care, laundry, and repair techniques to keep those uniforms their sharpest. If it is desired by the admiral The Enlisted Aide will prepare a packing lists; assist the admiral in packing/unpacking uniforms and official gear.

### **3-4. Quarters Maintenance**

The Enlisted Aide will assist with household management to include: cleaning ALL areas of the quarters; providing care of government furnishings and equipment; requisitioning, receiving and accountability of government owned equipment. Coordinating, scheduling and monitoring work orders for lawn care, maintenance of hedges, flowerbeds and landscaping.

### **3-5. Food Service Management**

The Enlisted Aide will assist in the development of menus, determination of meal requirements and production of shopping lists. The Enlisted Aide will provide meals (as required) based on the Admiral's dietary constraints and personal preferences. The Enlisted Aide will shop for food, beverage supplies and be well versed on the selection and payment methods preferred by the admiral. The Enlisted Aide will employ sanitation, handling and storage techniques in accordance with Navmed P5010.

### **3-6. Official Social Events**

The Enlisted Aide will assist in the scheduling of social events by coordinating with the Admiral's office and the Chief of Protocol. The Enlisted Aide will be able to conduct executive level food preparation, manage funds, menu develop menus, provide table arrangements and table settings; coordinate all printing requirements, greeting guests, bartending and meal service.

### **3-7. Special Duties and Responsibilities**

The Enlisted Aide will maintain accounting ledgers for inventories, funds drawn from the admiral's personal accounts and official entertainment funds. They will provide (as required) monthly, quarterly and yearly reports for all accounts. The Enlisted Aide is the Point of Contact for all operations taking place in the admiral's quarters to include serving as the Quarters Safety and Security Manager; and serve as the Liaison between the quarters and the Admiral's Office Staff, Protocol Office, and PPV region housing director.

### **3-8. Pre-Deployment and Deployment Operations**

Prior to deployment, the Enlisted Aide will obtain as much information as possible pertaining to the support available at the deployed location to include: room size and equipment set-up of the admiral's office and quarters; heating, water and electrical sources and wattage; and establish POC's for subsistence supply (FSO, or Contractor) and laundry facilities. Additional training may include Evasive Driving and Personal Security. With the admiral's approval, develop a list of essential clothing and personal equipment and after procurement check for serviceability and fit of those items. Obtain adequate supply of bedding, towels, toiletries and personal hygiene items IAW the admiral's personal preferences to include prescription medications and over the counter items. Establish protocols for maintaining sensitive items. Inspect daily for insect and rodent control. Establish a daily continuity log for future use.

### **3-9. Duty Schedule and Continuity Book**

- The Enlisted Aide's daily schedule is dictated by the requirements of the admiral. The Enlisted Aide should determine these requirements and with the Admiral and spouse develop a daily/weekly/monthly work schedule to ensure time is properly utilized.

### **3-10. Arranging special functions:**

Enlisted Aides can, arrange, and provide services for official social and reoccurring events conducted by the admiral in their assigned quarters or other designated location (e.g., office, officer's club,)

- Menu development, planning, and preferences
- Shopping, method of payment and recording procedures
- Meal preparation, preferred methods, meal requirements and presentation
- Management of the outside of the quarters, mowing, watering, and landscaping when required.

### **3-11. Enlisted Aide Guidance**

Upon acceptance of an enlisted aide position, the enlisted aide will receive (and attempt to determine) specific instructions concerning the duties they will be required to perform. These instructions include information regarding duty hours, times for meal service, shopping schedule, and other tasks unique to the household.

Due to the often erratic schedule of the flag officer, quarterly periodic one-on-one meetings with the enlisted aide, conducted in the admiral's office are recommended. This is an ideal time to surface any problems, discuss career development, plan leave, and perform mandatory performance feedback.

There may be occasions when a new enlisted aide requires additional instruction, guidance or experience in certain duty areas. In those instances the admiral may wish to make arrangements to detail the enlisted aide, on a part-time basis, to base activities which could assist in the orientation period. These activities include:

- Local area mentor
- Officer or Enlisted Club for food preparation practices.
- Executive Dining Facilities / Protocol.
- Local hotels or restaurants whose chefs provide mentoring.
- Another admiral's quarters with an experienced enlisted aide.

In the Washington DC area the Secretary of the Navy Executive Dining Room is available to provide informal "hands-on" training to enlisted aides. Enlisted aides not assigned to the DC area should contact senior area mentors. Funding for this training is provided by the member's organization .

### **3-12. Training**

A career path helps Sailors determine when they can reasonably expect to receive training or hold a specific duty position. It also provides consistency and ensures everyone meets a basic set of requirements needed to perform effectively in a particular duty position. Therefore, the following training is required at specific points in an Enlisted Aide's career:

**INTENTIONALY LEFT BLANK**  
**Enlisted Aide Career Path**

<b>Requirements</b>	E-4 ENTRY POINT	E-5 FIRST TOUR	E-6 SECOND TOUR	E-7 LEADING CHIEF	E-8 SUBJECT MATTER EXPERT	E-9 REGIONAL MENTOR
<b>Time-in-Grade</b>	12 months as E-4	36 months as E-5	36 months as E-6	36 months as E-7	36 months as E-8	36 months as E-9
<b>School</b>	OJT UNDER INSTRUCTION	FT. LEE 4 WEEK ADVANCED CULINARY	FT. LEE 2 WEEK ENLISTED AIDE TRAINING (NEC 3530)	NEC 3529 WARDROOM GALLEY SUPERVISOR	SENIOR ENLISTED ACADEMY	SENIOR ENLISTED ACADEMY
<b>BILLETS (SEA)</b>	LARGE FLAG MESS AFLOAT  REGULAR CS BILLET AFLOAT	LARGE FLAG MESS AFLOAT  REGULAR CS BILLET AFLOAT	(LPO) LARGE FLAG MESS AFLOAT  REGULAR CS BILLET AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT  REGULAR CS BILLET AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT  REGULAR CS BILLET AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT  REGULAR CS BILLET AFLOAT
<b>BILLETS (SHORE)</b>	LARGE FLAG MESS ASHORE  MULTIPLE EA PUBLIC QUARTERS (UI)	LARGE FLAG MESS ASHORE  MULTIPLE EA PUBLIC QUARTERS  WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LPO) LARGE FLAG MESS ASHORE  SINGLE EA PUBLIC QUARTERS  (LPO) WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LCPO) LARGE FLAG MESS ASHORE  (LCPO) MULTIPLE EA PUBLIC QUARTERS  (LCPO) WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LCPO) LARGE FLAG MESS ASHORE  (LCPO) MULTIPLE EA PUBLIC QUARTERS (MAJOR COMMANDS)  (LCPO) WHITE HOUSE CAMP DAVID  ADVANCED CULINARY INSTRUCTOR  (LCPO) VICE PRESIDENT'S QUARTERS  COMMUNITY MANAGER/DETAILER	
<b>Sea/Shore Rotation</b>	Public Quarters Enlisted Aides are detailed with the average two year sea to three year shore rotation. After a shore tour Enlisted Aides must rotate to a sea billet. Any waiver from this sea/shore career path must be approved by the Chief of Naval Operations.					
<b>Leadership Training</b>	Petty Officer Indoctrination Course	P02 Leadership Training Course	P01 Leadership Training Course	CPO Indoctrination Course	Senior Enlisted Academy	
<b>Examinations</b>	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades.	Promotion to E-7 requires Navy-Wide Advancement Exam and selection by the Navy-Wide CPO Selection Board. Promotion to E-8 and E-9 is accomplished by Navy-Wide Promotion Selection Board, only.		

- Enlisted Aides must be at aware of the list of schools an Enlisted Aide is scheduled to attend. Promotions are directly linked to performance and sailor’s skills must be maintained to ensure readiness and demonstrate leadership potential.
- Again, in the Washington DC area, the Secretary of the Navy Executive Dining Room, and the Visiting Flag Quarters at the Washington navy Yard are available to provide informal “hands-on” training to Enlisted Aides on a as needed TDY basis. Enlisted Aides not assigned to the DC area may make a request to the Senior Enlisted Aide Advisor for on site OJT. Funding for this training is provided by the requesting organization.
- With an increasing number of new Enlisted Aides, our goal is to provide extensive training to assist in developing fully qualified Enlisted Aides in the shortest amount of time possible. We are continuously pursuing training avenues that will provide on-going training in the area of culinary skills and household management. Attendance at civilian institutions is also encouraged. In addition, local courses taught at hotels or culinary schools in your area may be pursued. The following list is a short list of some schools that have produced a high level of success with our program.

<a href="#">Baltimore International Culinary College</a>	Baltimore, MD	(800) 624-9926
<a href="#">Cooking &amp; Hospitality Institute</a>	Chicago, IL	(312) 944-0882
<a href="#">Culinary Institute of America</a>	Hyde Park, NY	(914) 452-9600
<a href="#">Culinary Institute of America</a>	St. Helena, CA	(914) 452-9600
<a href="#">Johnson and Wales University</a>	Providence, RI	(401) 598-1000
<a href="#">Johnson and Wales University</a>	Norfolk, VA	(757) 853-3508
<a href="#">L’Académie de Cuisine</a>	Gaithersburg, MD	(800) 670-8670
<a href="#">L’Académie de Cuisine</a>	Bethesda, MD	(301) 986-9490
<a href="#">Western Culinary Institute</a>	Portland, OR	(800) 666-0312

### 3-13. Local Travel Reimbursement

**General.** The Joint Travel Regulations allows service designated officials to authorize/ approve reimbursement for transportation expenses necessarily incurred by member’s conducting official business in the local area of their Permanent Duty Station.

**Definition of Local Area.** The local area is defined as:

- A. Within the duty station limits and the metropolitan area around that station which ordinarily served local common carriers.
- B. Within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official.
- C. Separate cities, towns, or installations adjacent, or close to each other, between which the commuting public travels during normal business hours on a daily basis.

**Travel by Commercial Means.** When authorized/approved, the EA who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

- A. Local public transportation when tokens, tickets or cash fares are not furnished.
- B. Taxicab fares, plus tip (.15\$ for fares of 1\$ or less, or 15 % of the fare increased to the next multiple of .5 cents.
- C. Hire and operation of special conveyances, including necessary parking fees.

**Travel by Privately Owned Vehicle.** When authorized, the EA who travels by pov is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled when conducting official business.

In addition to mileage, the EA may be reimbursed for the actual cost of parking fees, ferry fares bridge, road and tunnel tolls. Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany



**Missouri House Norfolk VA.**





## CHAPTER 4 UNIFORMS

### 4-1. Prescribed Enlisted Aide Uniform

The flag officer will prescribe the work clothing for the EA.

(1) The work attire will include slacks (Navy uniform pants or conservative civilian pants) and a collared shirt (Navy uniform shirt, polo shirt (with logo if desired), or aloha shirt. Shoes will include navy uniform or non-faddish lace-up or closed heel slip-on. Jewelry shall be worn per standard Navy Uniform Regulations. Attire for upkeep and maintenance duties will be determined by the flag officer to whom assigned. Clothing will be standardized if more than one EA is assigned to the home.

(2) Formal clothing may be prescribed for certain events. Formal clothing may include jacket or vest and bowtie or necktie.

(3) If civilian attire is authorized to enter or leave the quarters, such clothing will be clean and neat attire that will not bring discredit to the flag officer. Casual attire does not include shorts, jeans, or tee shirts.

### 4-2. Flag Officer Uniforms & Civilian Clothing

**Introduction** - One of the most important tasks performed as an enlisted aide is preparing the Admiral's uniform. This section will cover some of the regulations pertaining to the admiral's uniform. A useful tool is to compile a listing of the Clothing Sizes and Preferences of the Admiral.

#### **Civilian Clothing:**

This statement is taken directly from the OPNAVINST 1306.3B

- a. Assist with the care, cleanliness, and order of assigned quarters, **uniforms, and military personal equipment**

In guidance, this covers uniforms and military personal equipment. The term uniforms include all uniform components from shirts and jackets, to under garments and ties. Military personal equipment is classified as swords, medals, helmet, body armor, weapon and civilian clothing used for official functions and P.T. gear. Simply stated, at the Admirals discretion, EA's are responsible for the care and cleanliness of the Admirals personal civilian clothing.

### 4-3. Preparation of Flag Officer Uniforms

**Shoes and Boots - Perform the following steps when caring for the admiral's shoes/boots.**

- Remove the sand, dirt, and grit from shoes after each wear.
- Clean shoes with a clean cloth, if necessary, use saddle soap.
- Select and use a good brand of shoe polish (parade gloss) for polishing shoes. A very soft cotton cloth is necessary for this step.

- Place shoe trees in the shoes to retain their shape.
- Position shoes neatly in appropriate storage area.

### **Ribbons, Decorations, and Rank Insignia**

- Replace ribbons, decorations, and rank insignia per regulations.
- Inspect items for torn, worn, or soiled areas.
- With the admiral's approval, repair or if necessary, replace torn/worn, items with new ones.
- With Admiral approval clean/buff silver and brass accoutrements and awards.

**Note:** It will not be necessary to break down a uniform and send it to the cleaners each time it has been worn. Most times you will be able to steam or press the uniform and perform a spot check of the ribbons and accoutrements. Always check with the flag officer before removing items. As a back-up, check with the Aide to insure there are no scheduling conflicts before breaking down a uniform.

### **Dress Uniforms -**

Because of less frequent wear and cost of replacement, use particular care when cleaning or storing dress uniforms.

- Clean uniforms according to manufacturer's label instructions; when they are to be professionally dry cleaned.
- Gold lacing on dress uniforms may deteriorate if improperly handled; special care must be taken to ensure these surfaces do not endure rough treatment.
- High humidity or sharp temperature changes will also cause tarnishing of gold lacing and shoulder boards if the uniform is not adequately protected.
- An airtight plastic clothing bag with a packet of desiccant (drying agent) enclosed will give greatest protection; use the dry cleaners plastic sleeve at a minimum.
- Place the uniform carefully on a substantial hanger and store in a dry, cool, well-ventilated closet.

### **Khaki & Camouflage Uniforms**

Service uniforms use the same care required for dress uniforms. However, due to more constant use, some additional measures may benefit. As heat, friction, and pressure have a deteriorating effect on materials, service uniforms generally show more wear at creased areas. This may be partially offset by investing in a steamer which can rid the article of wrinkles and not press the crease needlessly. Sleeve cuffs and trousers/slacks/skirt hems should be periodically examined for loose buttons and torn hems. Dry-cleaning preserves the original appearance and finish of wool and polyester/wool garments and is recommended over hand laundering. Uniform items manufactured of polyester/cotton should not be bleached or starched.

### **Undershirts**

- Wash in cold or warm water.
- Do not use bleach or detergents which contain bleaching agents on brown undershirts.
- Tumble dry on the regular press cycle but do not over dry.
- Lightly press the undershirt and fold as appropriate, place in designated area.

**Introduction** - One of your primary functions will be to prepare the flag officer uniform to include matching cover and shoes. Accessories and rank insignia must be placed in the appropriate places. A pictorial guideline will be supplied as a supplement to this handbook

showing the placement of the Admirals awards on their uniform with digital photos. This will assist in developing your continuity book and serve as a useful training tool.

### **Preparing the uniform for wear**

- It is key to know the admiral's preference for particular spacing requirements.
- Document the placement of the admiral's uniform accoutrements.
- Attach rank, medals and ribbons to the uniform. A seamstress's ruler will insure the greatest accuracy for spacing and placement.
- Hang and display uniform in dressing area.
- Recheck the retaining clasps and placement of ribbons and medals to ensure proper placement and solid attachment to the uniform.

**Note:** When placing the rank, place the "Head" or "Ray" of each star pointing toward the top of the cap.

## **4-4. Trip Preparation**

### **Itinerary and Checklist**

Check the admiral's itinerary and determine uniforms, accessories, and clothing items required for the travel period. Always check with the admiral for specific instructions by either preparing a Packing List of clothing and present it to the admiral for approval or pack the day prior and leave it out for inspection. An example of a packing list is shown at the end of this handbook. If necessary, make requested changes received from the admiral.

- Select the appropriate uniforms and clothing required on the trip schedule and cross check it with the admiral's aide.
- Pack electrical adapters when traveling to a foreign country.
- Check availability and quality of comfort items to include towels, pillows and bathroom tissue.
- Select the luggage needed and pack in such a manner as to prevent wrinkling but insure as little movement within the bag as possible.

### **Suggestions for Staging Clothing**

Lay clothing out in categories (shirts, trousers, shoes, socks, etc.)

- Count items to ensure the appropriate quantities for the number of days traveled.
- Check for tears, missing buttons, and worn socks. Replace items if necessary.
- Place shirts, field scarves, and underwear where they are easily attainable.
- Fold or roll clothing neatly to keep wrinkle free.
- Place uniforms sets separately and use tags to easily identify them without having to open garment bags. Use a rubber band or twist tie to secure all hangers in a garment bag together to prevent any one from falling to the bottom of the bag.
- Place shoes in shoe bags or older no longer usable gym socks with shoe trees in them.
- Pack a lint roller, iron, sewing kit, shoe polish, brushes, and extra buttons and retaining clasps.
- Label the luggage with the admiral's name and office information.

**Note: DO NOT** pack glass bottles that contain fluids with clothing. If you must carry breakable items, wrap them very carefully and place them in a separate plastic bags.

## 4-5. Table of Service Equivalent Uniforms

EVENT WHEN WORN	ARMY	MARINE CORPS	NAVY	AIR FORCE	COAST GUARD	CIVILIAN ATTIRE	
						Gentlemen	Ladies
<b>FORMAL &amp; DINNER DRESS UNIFORMS</b>							
<b>Official formal evening functions, State occasions</b>	Blue Mess/Evening Dress	Evening Dress "A"	Formal Dress	Mess Dress	Formal Dress	Tuxedo / White Tie	Evening Gown
<b>Private formal dinners or dinner dances</b>	Blue Mess	Evening Dress "B"	Dinner Dress Blue Jacket	Mess Dress	Dinner Dress Blue Jacket	Tuxedo	Evening Gown
	White Mess	Evening Dress "B"	Dinner Dress White Jacket	Mess Dress	Dinner Dress White Jacket	Tuxedo	Evening Gown
<b>Less formal occasions requiring more formality than service uniforms</b>	Army Blue (bow tie)	Blue Dress "A" or Evening Dress "B"	Dinner Dress Blue	Mess Dress	Dinner Dress Blue	Tuxedo	Evening Gown/ Cocktail Dress
	Army White (bow tie)	Blue/White Dress "A" or Evening Dress "B"	Dinner Dress White	Mess Dress	Dinner Dress White	Tuxedo	Evening Gown/ Cocktail Dress
<b>CEREMONIAL UNIFORMS</b>							
<b>Parades, ceremonies, and reviews when special honors are being paid, or official visits of or to U.S. or foreign officials</b>	Army Blue	Blue Dress "A"	Full Dress Blue	Service Dress	Full Dress Blue	Civilian Informal	Civilian Informal
	Army White	Blue/White "A"	Full Dress White	Service Dress	Full Dress White	Civilian Informal	Civilian Informal
<b>SERVICE UNIFORMS</b>							
<b>Business and informal social occasions <u>as appropriate to local customs</u></b>	Army Green/Class A	Service "A"/Blue Dress "B"	Service Dress Blue	Service Dress	Service Dress Blue "A" / "B"	Civilian Informal	Civilian Informal
	Army White	Service "A" or Blue/White "B"	Service Dress White	Service Dress	Service Dress White	Civilian Informal	Civilian Informal
	Army Green/Class B	Service "C"/Blue Dress "D"	Summer Khaki	Class B	Tropical Blue Long	Civilian Informal	Civilian Informal
	Army Green/Class B	Blue Dress "D"/Service "C"	Summer White	Class B	Tropical Blue Long	Civilian Informal	Civilian Informal
	Army Green/Class B	Service "B"	Winter Blue	Class B	Winter Dress Blue	Civilian Informal	Civilian Informal
<b>WORKING UNIFORMS</b>							
Working in field or plant environment where soiling of clothing is expected	Battle Dress	Utility	Aviation Working Green	BDU	Undress Blue/Working Blue	Civilian Casual	Civilian Casual
	Battle Dress	Utility	Coveralls/Dungaree/Utility	BDU	Undress Blue/Working Blue	Civilian Casual	Civilian Casual
	<b>Battle Dress</b>	<b>Utility</b>	<b>Working Khaki/Dungaree</b>	<b>BDU</b>	<b>Undress Blue/Working Blue</b>	<b>Civilian Casual</b>	<b>Civilian Casual</b>

Note: Some uniforms are optional, seasonal or required for specific pay grades only. Check each Service's uniform regulations for specific guidelines.

Attire:

Civilian Informal: Business Suit for gentlemen; Dress or Suit for ladies

Civilian Casual: Sports Coat open collar for gentlemen; Dress or Suit for ladies

Washington DC Specific Attire:

Civilian Informal: Business Suit for gentlemen; Dress or Suit for ladies.

Civilian Casual: Sports Coat & Open Collar for gentlemen; Dress or Suit for ladies.

Smart Casual: Open Collar with Sports Coat or Jacket for gentlemen; Dress or Suit for ladies



**LEFT- JOHN PAUL JONES INTOUMBED AT THE NAVAL ACADEMY  
RIGHT- BONHOMME RICHARD COMMANDED BY JONES**

## CHAPTER 5 MILITARY CUSTOMS AND COURTESY'S

### 5-1. Introduction

- If there is any one fundamental rule which underlies all proper social conduct, it is this - consideration for the rights and feelings of others. While some of our social customs seem somewhat involved, all proper conduct originally springs from this fundamental understanding. The knowledgeable sailor's conduct will, at all times, be presented in such a manner that will cause the least embarrassment, discomfort, and inconvenience to those around. A sailor, in social relations, should never forget this principle of consideration for others.
- Three of the most important expressions in your entire vocabulary are "please," "thank you," and "you are welcome." If you are thinking in these terms, chances are that you are headed in the right direction, even though you may be a little rusty on the particular rules governing a situation.
- There is an old military maxim in the relations between seniors and juniors, "The senior should never degrade the difference in rank; the junior will never forget it." This adage is just as true in social setting as it is in official relations. Adherence to this principle leads to ease and harmony. Violation of it often leads to unpleasantness and sometimes to outright embarrassment.
- During your career, you will meet literally hundreds of people, both officially and socially. The impression that you make on all these people depends very much on your social conduct in all its aspects: politeness, proper clothing, respect for seniors, table manners, courtesy to ladies, and correct correspondence. It is therefore in your best interest to become familiar with these procedures as soon as possible.

### 5-2. Customs and Courtesies of the Service

**General** - A custom is an established usage. Customs include positive actions - things to do, and taboos - things to avoid doing. Much like itself, the customs that we observe are subject to a constant and slow process of revision. Many of those customs that were common place a generation or two ago have passed into a period of declining observance. New customs arise to replace those that have declined. Others live on and on without apparent change. To an astonishing degree, people are eager to follow established practices. The realization that they are following a course that has been successful for others in similar circumstances bolsters their confidence, thus encouraging him or her to adhere to his/her course. Whether a custom is ancient or new, its influence is profound. It follows, that, as a long established social organization, the Navy observes a number of customs that add appreciably to the interests, their pleasures, and the graciousness of the Navy life. This section is intended to explain and to help perpetuate those Navy customs that have enriched many lives for many years. In knowing and practicing these customs you will be rewarded with enjoyable experiences and new friendships formed, while strengthening the purposeful service in which our mission requires.

#### **Use of Sir or Ma'am**

- A sailor in addressing a military superior uses the word "Sir or Ma'am" manner as does a well bred civilian speaking to a person whom he wishes to show respect. In the military service, however, the matter of who says "Sir or Ma'am" to whom it is clearly defined: in civilian life it is largely a matter of discretion.
- The proper, natural, and graceful use of "Sir or Ma'am" is something that comes with training and experience in the Navy. Some fall into the habit easily; others must work at it.

- It is always used when speaking either officially or socially to any senior. The word is repeated with each complete statement. “Yes” and “No” should not be used in speaking to a superior without “Sir or Ma’am.”

**Senior’s Place of Honor** - Another ancient military custom dictates that you should always walk or sit to the left of your superiors. During the life of the United States there have been firearms, but this was not always the case. For century’s 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 becomes defensive. Sailors and units who preferred to carry the battle to the enemy, and who were 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 your right, he is symbolically filling the post of honor.

### **No Excuses**

- One of the most firmly established concepts of the military service is the practice of accepting any task assigned and of accomplishing each task. In the event that some task might not be accomplished, it is traditionally expected that the individual assigned that task should not offer excuses to justify failure.
- This concept is founded upon the precept that our Navy exists to defend the Republic and that any mission or task lawfully assigned contributes directly to that defense. The application of this concept results in training sailors to focus their efforts and ingenuity on finding solutions to challenges with which they are presented, rather than on a search for reasons why the task should not be attempted or excuses why it could not be accomplished. This focus on mission accomplishment must be accompanied by a strong sense of ethical self-discipline which insures that the actions taken are within the letter and the intent of the appropriate policies, regulations, and established procedures.
- Within these guidelines, the sailor must realize that there are certain circumstances under which “No Excuse, Sir or Ma’am” is not an appropriate answer. If the task in question was not accomplished for reasons which indicate that some part of “the system” is not functioning properly, then the sailor has the obligation to point out these flaws in the system, rather than to allow them to remain unnoticed in a misplaced sense of self attempt to throw up a smoke screen behind which to conceal your own shortfalls for which there truly is “No excuse, Sir or Ma’am.”

## **5-3. Training Points for Standards of Ethical Conduct**

### **1. Introduction**

- a. On 3 February 1993, the OGE published, Standards of Conduct for Enlisted Aides of the Executive Branch, 5 CFR 2635. It applies to the Navy and is your primary source of guidance for ethics and standards of conduct. On 25 March 1996, DOD 5500.7-R, Change 2, was signed by the Secretary of Defense. It supplements the OGE standards and covers additional topics. This is a punitive regulation applicable to all members of Department of Defense (DOD). This is only a summary of the provisions in these regulations. If you have any questions, you should ask your Legal office.
- b. A violation of the regulatory standards may be cause for corrective action or for disciplinary action against an Enlisted Aide or UCMJ actions against military personnel. There are criminal penalties for violations of criminal statutes referred to in the regulations. Enlisted Aides are encouraged to seek the advice of their EC. Disciplinary action for violations of regulatory standards will not be taken against an Enlisted Aide who relies on such advice.
- c. All references to “Enlisted Aide” include officers, enlisted personnel, and civilian government Enlisted Aides.

## **2. Gifts from outside sources**

An Enlisted Aide shall not solicit or accept a gift given because of his or her official position or from a prohibited source.

A prohibited source is any person, including any organization more than half of whose members are persons: Seeking official action by DOD; doing or seeking to do business with DOD; regulated by DOD; or substantially affected by the performance of his or her duties.

The term “gift” includes almost anything of monetary value. However, it does not include:

Coffee, donuts, and similar modest items of food and refreshments when offered other than as part of a meal;

Greeting cards and most plaques, certificates, and trophies; (3) Prizes in contests open to the public;

Commercial discounts available to the general public or to all Government or military personnel;

Commercial loans, and pensions and similar benefits;

Anything paid for by the Government, secured by the Government under Government contract or accepted by the Government in accordance with a statute;

Anything for which the Enlisted Aide pays market value.

Subject to the limitations noted below, there are exceptions which will permit an Enlisted Aide to accept:

Unsolicited gifts with a market value of \$20 or less per occasion, aggregating no more than \$50 in a calendar year from any one source (this exception does not permit gifts of cash or investment interest);

Gifts when clearly motivated by a family relationship or personal friendship;

Commercial discounts and similar benefits offered to groups in which membership is not related to Government employment or, if membership is related to Government employment, where the same offer is broadly available to the public through similar groups, and certain benefits offered by professional associations or by persons who are not prohibited sources.

Certain awards and honorary degrees;

Gifts resulting from the outside business activities of Enlisted Aides and their spouses;

Travel and entertainment in connection with employment discussion;

Certain gifts from political organizations;

Free attendance provided by the sponsor of a widely-attended gathering of mutual interest to a number of parties where the necessary determination of agency interest has been made;

Invitations to certain social events extended by persons who are not prohibited sources, if no one is charged a fee to attend the event;

Certain gifts of food and entertainment in foreign areas;

Gifts accepted by the Enlisted Aide under a specific statute, such as 5 USC 4111 and 7342, or pursuant to supplemental agency regulation.

An Enlisted Aide may not use any of the exceptions noted above to solicit or coerce the offering of a gift or to accept gifts: For being influenced in the performance of official duties; in violation of any statute; so frequently as to appear to be using public office for private gain; or in violation of applicable procurement policies regarding participation in vendor promotional training.

When an Enlisted Aide cannot accept a gift, the Enlisted Aide should pay the donor its market value. If the gift is a tangible item, the Enlisted Aide may instead return the gift. Subject to approval, perishable items may be donated to a charity, destroyed, or shared within the office.

## **3. Gifts between Enlisted Aides**

An Enlisted Aide shall not: Give or solicit for a gift to an official superior; or accept a gift from a lower-paid Enlisted Aide, unless the donor and recipient are personal friends who are not in a superior-subordinate relationship.

The term “gift” has the same meaning as in paragraph C-2. However, carpooling and similar arrangements are excluded where there is a proportionate sharing of the cost and effort involved.

The term “official superior” includes anyone whose official responsibilities involve directing or evaluating the performance of the Enlisted Aide’s official duties. The term is not limited to immediate supervisors but applies to officials up the supervisory chain.

Subject to a limitation on using any exception to coerce a gift from a subordinate, exceptions to the ban on gifts include:

On an occasional basis, including birthdays and other occasions when gifts are traditionally exchanged, items other than cash aggregating \$10 or less per occasion; food and refreshments shared in the office; personal hospitality at a residence; appropriate hostess gifts; and leave sharing under Office of Personnel Management regulations may be given or accepted.

On infrequent occasions of personal significance, such as marriage, and on occasions that terminate the superior-subordinate relationship, such as retirement, permit giving and accepting gifts appropriate to the occasion; and permit voluntary contributions of nominal amounts to be made or solicited for gifts of food and refreshments to be shared in the office or for group gifts on occasions such as marriage or retirement. Gifts may not exceed \$300 per occasion or \$10 donation per individual.

#### **4. Conflicting financial interests**

Under the criminal conflict of interest statute, 18 USC 208, an Enlisted Aide is prohibited from participating in an official capacity in any particular matter in which to his or her knowledge, he or she or certain other persons have a financial interest, if the particular matter will have a direct and predictable effect on his or her own or that person’s financial interests.

In addition to matters that affect his or her own financial interests, this prohibition applies to particular matters that affect the financial interests of: The Enlisted Aide’s spouse, minor child, or general partner; or any person the Enlisted Aide serves as officer, director, trustee, general partner, or Enlisted Aide. The prohibition also applies to particular matters that affect the financial interest of a person with whom the Enlisted Aide is negotiating for or has an arrangement concerning future employment.

Disqualification can be accomplished simply by not participating in the matter. An Enlisted Aide should notify the person responsible for his or her assignment of the need to disqualify. A written disqualification statement is necessary only if required by an ethics agreement or requested by the EC or the person responsible for the Enlisted Aide’s assignment.

Disqualification is not required if the financial interest is the subject of a statutory waiver or if the Enlisted Aide has sold or otherwise divested the conflicting interest.

Enlisted Aides may acquire and hold financial interests subject only to the disqualification requirement imposed by 18 USC 208. DOD may prohibit an individual Enlisted Aide from holding financial interests where disqualification would impair the Enlisted Aide’s ability to perform the duties of this position or adversely affect DOD’s mission.

#### **5. Impartiality in performing duties**

Even though his or her disqualification may not be required under paragraph C-4, an Enlisted Aide should not participate in an official capacity in certain matters without first obtaining specific authorization if, in his or her judgment, persons with knowledge of the relevant facts would question his or her impartiality in those matters.

The matters covered include a particular matter involving specific parties if the Enlisted Aide knows that it is likely to affect the financial interest of a member of his or her household or that one of the following persons is a party or represents a party in the matter:

A person with whom the Enlisted Aide has or seeks a business or other financial relationship;

A member of the Enlisted Aide's household or relative with whom the Enlisted Aide has a close relationship;

A person the Enlisted Aide's spouse, parent, or child serves or seeks to serve as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or Enlisted Aide;

A person the Enlisted Aide has, in the past year, served as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or Enlisted Aide; or

An organization, other than a political party, in which the Enlisted Aide is an active participant. b. Disqualification can be accomplished in the same manner as when required under paragraph 4 for disqualifying financial interests.

c. Notwithstanding the Enlisted Aide's determination that his or her impartiality would be questioned, the agency designee can authorize the Enlisted Aide to participate in the matter based on a determination that the Government's interest in the Enlisted Aide's participation outweighs the concern that a reasonable person would question the integrity of agency programs and operations. The authorization permitted by this paragraph cannot be given, however, if the Enlisted Aide's disqualification is also required by paragraph 4.

d. Enlisted Aides are urged to use the process set forth in this paragraph to decide whether they should or should not participate in other matters in which their impartiality is likely to be questioned.

e. An Enlisted Aide is disqualified for 2 years from participating in any matter in which his or her former employer is a party or represents a party if, prior to entering Federal service, that employer gave him or her an extraordinary payment in excess of \$10,000. A routine severance and other payment made under an established Enlisted Aide benefits plan would not be an extraordinary payment. There is authority to waive all or part of this disqualification requirement.

## **6. Seeking other employment**

An Enlisted Aide is prohibited from participating in an official capacity in any particular matter that, to his or her knowledge, has a direct and predictable effect on the financial interests of a person with whom he or she is seeking employment. For this purpose, "employment" means any form of non-Federal employment or business relationship involving the provision of personal services.

a. The term "seeking employment" includes bilateral negotiations with another, mutually conducted with view to reaching an agreement regarding possible employment. It also includes conduct short of negotiations, such as sending an unsolicited resume or other employment proposal. It can include employment contacts by or through an agent or intermediary. It does not include simply: Rejecting an unsolicited employment overture; requesting a job application; or sending an unsolicited resume or other employment proposal to a person affected by performance of the Enlisted Aide duties only as a member of an industry or other discrete class.

b. Having once begun, an Enlisted Aide generally continues to be seeking employment until he or she or the prospective employer rejects the possibility of employment and all discussions end. However, an Enlisted Aide is no longer seeking employment with the recipient of his or her unsolicited resume or other employment proposal after 2 months with no indication of interest in employment discussions from the prospective employer.

c. Disqualification can be accomplished in the same manner as under paragraph 4 for disqualifying financial interests.

d. If the Enlisted Aide's conduct in seeking employment amounts to negotiations, the Enlisted Aide can participate in the matter affecting his or her prospective employer only if granted an individual waiver described in paragraph 4. If his or her conduct falls short of negotiations, the Enlisted Aide may be authorized to participate using the procedures set forth in paragraph 5.

e. An Enlisted Aide may not participate in a particular matter that, to his or her knowledge, has a direct and predictable effect on the financial interests of anyone with whom he or she has an arrangement concerning future employment. In this case, an Enlisted Aide may be able to participate in a particular matter affecting a prospective employer only if he or she has received an individual waiver described in paragraph 4.

## **7. Misuse of position**

An Enlisted Aide shall not use his or her public office for his or her own private gain or for private gain of friends, relatives, or persons with whom he or she is affiliated in a non government capacity, or for the endorsement of any product, service, or enterprise. In particular, an Enlisted Aide shall not use his or her Government position, title, or authority:

- a. In a manner intended to induce another to provide any benefit to himself or herself or to friends, relatives, or affiliated persons;
- b. In a manner that could be construed to imply that DOD or the Government sanctions or endorses his or her personal activities or those of another; or
- c. To endorse any product, service, or enterprise except in furtherance of statutory authority to do so.
- d. An Enlisted Aide shall not engage in a financial transaction using nonpublic information, or allow the improper use of nonpublic information to further his or her own private interest or those of another. Information that is “nonpublic” includes information the Enlisted Aide knows or reasonably should know: Is routinely exempt from disclosure under the FOIA or protected from disclosure by statute; is designated as confidential by an agency.
- e. An Enlisted Aide has a duty to protect and conserve Government property. He or she may use Government property only for authorized purposes. Authorized purposes are those for which Government property is made available to the public or those purposes authorized in accordance with law or regulation.
- f. Unless authorized in accordance with law or regulation to use such time for other purposes, an Enlisted Aide shall use official time in an honest effort to perform official duties. An Enlisted Aide shall not encourage, direct, coerce, or request a subordinate to use official time to perform activities other than those required in the performance of official duties or those authorized in accordance with law or regulation.

## **8. Outside activities**

In addition, an Enlisted Aide’s outside employment and other activities must comply with all ethical requirements set forth in this appendix, including the requirement to avoid even the appearance of using public office for private gain. For example, the prohibition against use of Government property for unauthorized purposes would prohibit an Enlisted Aide from using the agency photocopier to reproduce documents for his or her outside organization.

- a. An Enlisted Aide’s outside employment and other activities must comply with applicable laws other than the Standards of Ethical Conduct. Outside activities frequently raise questions about the following:
  - (1) The restrictions in 18 USC 203 and 205 on Enlisted Aides engaging in representational activities before the United States;
  - (2) The constitutional prohibition against accepting any office, title, or compensation from a foreign government; and
  - (3) The Hatch Act, which prohibits most Enlisted Aides’ participation in certain partisan political activities.
- b. An Enlisted Aide shall obtain approval before engaging in outside employment in accordance with paragraph 8b.
- c. An Enlisted Aide shall not engage in outside employment or activities prohibited by statute or by Navy regulation, or that would materially impair the ability to perform his or her official duties by requiring his or her disqualification under paragraphs 4 or 5.
- d. In the absence of specific authorization, an Enlisted Aide shall not represent anyone other than the United States as an expert witness in any proceeding before a court or agency of the United States if the United States is a party or has a direct and substantial interest. The restriction applies even though no compensation is received.
- e. An Enlisted Aide shall not receive compensation for teaching, speaking, or writing that is related to his or her official duties. Teaching, speaking, or writing is “related to an Enlisted Aide’s official duties” if:
  - (1) The activity is undertaken as part of his or her official duties;
  - (2) The invitation to engage in the activity was extended primarily because of his or her official position;

- (3) The invitation or the offer of compensation was extended by a person whose interests may be affected by the Enlisted Aide's official duties;
  - (4) The information draws substantially on nonpublic information; or
- Enlisted Aides shall satisfy in good faith all just financial obligations.

**9. Conclusion**

Enlisted Aides shall apply the general principles of ethical conduct in weighing conduct not otherwise addressed in regulations. Enlisted Aides shall judge whether circumstances will violate the appearance principle, from the perspective of a reasonable person with knowledge of the relevant facts.



### **History of the White House Mess**

It has been recorded as far back as 1880 aboard the presidential yacht dispatch, while President Rutherford B. Hayes was in office, that navy stewards were first utilized to provide food service to the Commander in Chief. Since that time, the Navy has assigned their best culinary specialists to the White House Mess to prepare the finest foods and provide outstanding food service for the President throughout the world.

In 1942, President Franklin D. Roosevelt established the presidential retreat tucked away in the Catoctin Mountains and named it “Shangri-La” (renamed “Camp David” by President Dwight D. Eisenhower in 1953 in honor of his grandson David). President Roosevelt directed the Navy to provide messing services at “Shangri-La” and that Navy stewards from his yacht USS Potomac operate the facility. This established the precedent for Navy Personnel to serve the President and his staff ashore.

In 1951 while President Harry S. Truman was in office, Rear Admiral Robert L. Dennison, Naval Aide to the President, recommended a commissioned officers mess be established at the White House. On June 11, 1951 the White House Mess was established under the guidance of Lieutenant Commander Leo W. Roberts, SC, USN, Presidential Mess Officer aboard USS Williamsburg. The White House Mess remains located on the ground floor of the west wing. Following several decades of naval tradition and pride in direct support to our nation’s Presidents, the mess functions much the same way it did in its earlier days.

During its prestigious history, the White House Mess has received the joint meritorious unit award with one silver oak leaf cluster, the Navy Unit Commendation and the Meritorious Unit Commendation for continuous outstanding performance in direct support to the President of the United States.

## CHAPTER 6 PROTOCOL

### 6-1. Protocol Defined

Practices developed among nations in the course of their contacts with one another define the essence of protocol. *Protocol* is the combination of good manners and common sense, which allows effective communications between heads of state and their representatives. It is not static. Rather, it is an evolving science that, over the years, has lost much of its traditional pomp and picturesque ceremony. Changes in accepted protocol, however, are best left to the highest policy-forming officers in the Department of State or command protocol officer. Errors in protocol may be mistaken as a signal of a change in the international climate. Persons using this handbook are cautioned that unauthorized innovations in protocol, however well intentioned, are improper. If you are unsure of the proper protocol & etiquette to use you should define all questions to your protocol office.

### 6-2. Protocol Etiquette

Will encompass the body of manners and forms prescribed by custom, usage, or authority. It is accepted as correct behavior when people deal with one another. Etiquette preserves respect for the rights and dignity of others. In short, etiquette represents good manners. Today, many of the old established customs are blended with less restricted ways of life when entertaining with little or no help. The full integration of women and divergent cultures into the services has brought more changes. Service people now have a more knowledgeable way of life. Still, as in bygone years, there are certain rules to be followed in order to reach the goal of easier, gracious living.

As with any rule of the road, a charted course will get you to a specific place at a given time for a certain occasion. Proper etiquette is not artificial. It is a practical set of rules. When learned, these rules save time that would be wasted in deciding what is proper. Etiquette helps people proceed with the more important phases of social interaction.

The intent of this Handbook is to provide you with the basics of proper protocol and etiquette. Using this information as a foundation, you should feel at ease in such matters as calling cards, introductions, invitations and responses, official dinners, seating and precedence, forms of address, and arranging visits for important visitors. With practice, protocol and etiquette will not be difficult but will be instead a natural, courteous way to properly greet and entertain civilian and military visitors and colleagues.

## CHAPTER 7

### U.S. Navy Customs of Official Entertaining

#### 7-1. Navy customs

a. Foreign and local etiquette. Often the Navy officer is required to deal officially and socially with distinguished officials of his/her own country, as well as those of foreign countries. Knowledge of the correct protocol and etiquette for all occasions makes him/her feel at ease in these relationships. When a guest in a foreign country, the officer conforms to its customs. When a host in a foreign country, he/she observes the social customs and formalities of his/her own country.

b. The host. Normally, the senior local commander is the host when foreign dignitaries are visiting Navy installations. When senior officials of the Navy and officials of other governmental agencies or foreign governments are visiting at the same time, the senior Navy official is the host for the Navy.

c. Guest of honor.

(1) When the guest of honor is a high-ranking official, the custom is to let him choose the date for the occasion and to consult personal staff about the guest list and general arrangements.

(2) After these steps, a formal invitation with "To remind" written on it is sent to the guest of honor.

#### 7-2. Formal receptions and receiving lines

a. Formal reception. The formal reception is used more within military circles than in the private sector.

(1) The formal reception has provided a means by which military and civilian personnel get to meet the honoree upon his/her selection to a position or departure from the same.

(2) Formal receptions are also convenient for other special events, or introducing a group of newly arrived individuals and spouses to other members of the organization.

b. Planning the reception. An aide or protocol officer responsible for the arrangements for a reception must carefully plan for it. Here are some points to keep in mind:

(1) In addition to flowers and potted plants, decorations may include the flags of the nations whose representatives are guests, as well as the personal flags of high-ranking officials in the receiving line.

(2) A carpet runner is often laid in front of the receiving line. The carpet is only for the official party to stand on. Carpet runners are not mandatory and may be excluded for reasons of safety.

(3) It is thoughtful to provide nearby seating so that those receiving guests may rest occasionally.

(4) If there is a band, the acoustics are checked, and the musical selections are discussed with the bandmaster.

(5) Arrangements are made for appropriate photographs.

(6) The bar and buffet tables are separated to avoid congestion at either end of the room. The buffet tables are attractively decorated with flowers or a novel centerpiece.

(7) Soft drinks are made available for guests who do not drink alcoholic beverages.

(8) A group of junior personnel (officers, and enlisted) may be stationed at the entrance to the building to greet and escort distinguished guests to the receiving line.

c. The receiving line.

(1) Formal luncheons, receptions, and dinners usually have a receiving line to afford each guest the opportunity to greet the host, hostess, and honored guest. The receiving line should be kept as small as possible.

(2) Suggested arrangements for receiving lines for official functions are listed below. These are only guides. The guest of honor is positioned based upon the host's preference.

(a) Host Guest of honor Hostess Spouse of guest of honor

(b) Host Guest of honor Spouse of guest of honor Hostess

(3) When a head of state is the guest of honor, the host and hostess relinquish their positions, and the line forms with the head of state, spouse of the head of state, the host, and hostess. At the head of the line there is the Admiral's or an adjutant to announce the guests.

(4) Guests should not shake hands with the aide or staff officer receiving the name of the guest. Guests give only their official titles or “Mr. (Mrs.) (Miss) (Ms.)” Jones. The aide presents the guest to the host who, in turn, presents him or her to the guest of honor. The guest, in proceeding down the line, simply shakes hands and greets each person with a “How do you do?” or, in the case of a friend or acquaintance, “Good evening, Sir John,” or “It is good to see you again, Sir John.” Because names do not travel well, the guest should repeat his or her name to any person in the line to whom it has obviously not been passed. The receiving line is no place for lengthy conversation with either the host or the honored guest.

(5) One rule remains unchanged and should not be broken: Do not receive guests or go through a receiving line holding a cigarette or a drink.

(6) It is acceptable for a female to stand at the end of the line. However, some hosts invite a man closely associated with the occasion to stand at the end of the line so that a female need not be in this position. Other hosts feel that this is incorrect, since a reception is to honor certain individuals only. If a man of sufficient seniority who has an important connection with the function is not present, it is better not to have any man at all at the end of the line. It is not proper to station a randomly selected junior officer who has no connection with the guest of honor at the end of the line.

(7) When does the man precede his lady in going through a receiving line? The old rule of “ladies first” should be followed upon all occasions other than White House or diplomatic visits. At the White House, for instance, the man goes down the line first. Many of the guests will have official titles, and it is easier for an aide to recognize the official and to announce, “The Secretary of State,” as the aide presents the Cabinet officer, quickly followed by, “and Mrs. Smith.” The relationship of the couple is clarified more easily than when the procedure is reversed.

(8) Unless the function is very large, hosts usually receive for 30 minutes from the time given on the invitation and then join their guests. Therefore, it is necessary for guests to be punctual. Otherwise, they are not announced and will have to seek out their host and apologize for their tardiness. At a large function it may not be possible for latecomers to be introduced to the guests of honor. In any case, this is a matter for the discretion of the host.

*d. Positioning the receiving line.* Sometimes the question arises whether the receiving line should be on the guest’s right or left as they enter the reception area. While it is preferable to position the receiving line to the left as you enter the room, consideration must be given to the layout of the room. If positioning the receiving line to the left side would adversely impact the buffet or dinner tables then use the right side. The line should be stationed so that the guests may pass smoothly and conveniently to the gathering of the other guests.

### **7-3. Display of flags at military receptions and dinners**

*a. Placement.* At military receptions and dinners, especially when flag officers are present, the custom is to display appropriate national colors and distinguishing flags in the “flag line.”

(1) The flag line is centered behind the receiving line and/or the head table.

(2) Flags displayed behind the receiving line or head table are arranged in order of precedence. The flag of the United States is always located at the place of honor, that is, the flag’s own right (the observer’s left), regardless of the order or location of individuals in the receiving line. When a number of flags are grouped and displayed from a radiating stand, the flag of the United States is in the center and at the highest point of the group.

*b. Order of precedence.*

(1) The flag of the United States is always displayed when foreign national flags, State flags, positional flags, individual flags, the United States Navy flag, or other organizational flags are displayed or carried.

(2) The order of precedence of flags is as follows:

(a) The flag of the United States.

(b) Foreign national flags. Normally, these are displayed in alphabetical order (English alphabet).

(c) Flag of the President of the United States of America.

(d) Normally, the State flags are displayed in order of admittance to the Union. The territorial flags are displayed after the State flags in order of entry into the Union (see app B).

(e) Military organizational flags in order of precedence or echelon.

(f) Positional flags in order of precedence.

(g) Personal flags in order of rank.

(3) The order of precedence of Service Flags is as follows:

(a) United States Army.

(B) United States Marine Corps.

(c) United States Navy.

(d) United States Air Force.

(E) United States Coast Guard.

(f) Army National Guard.

(g) Army Reserve.

(h) Marine Corps Reserve.

(I) Naval Reserve.

(j) Air National Guard of the United States.

(k) Air Force Reserve.

(l) Coast Guard Reserve.

C. *Admiral's flags.*

(1) For each Admiral present at the head table of a reception or dinner, only one flag officer "star" flag for each grade may be displayed, regardless of the number present for each grade.

(2) If two or more service flag officers are participating in an event, star flags for each Service are displayed.

The star flag of the senior officer precedes the others.

(3) Positional flags take precedence over personal flags. It is incorrect to display a four-star personal flag for the Chief of Naval Operations or Vice Chief of Naval Operations. When these individuals visit an installation or agency, someone in the official party normally carries a positional flag for this purpose. Keep in mind that the host's flags are always displayed/flown.

(4) Positional or personal flags of guests in attendance but not participating are not displayed.

(5) Personal colors for retired officers are not authorized for public, except when the officer is being honored at an official military ceremony. Also, if the officer is in attendance on the reviewing stand in an official ceremony and the flag displaying his or her rank is not already on display.

d. *Flags of other nations.* When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximate equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace (4 USCS 7 (2000)). The exception to this is when the President directs that the flag of the United States be flown at half-staff. In this instance the flag of the United States will be flown at half-staff whether or not the flag of another nation is flown at full staff alongside the United States flag.

#### **7-4. Seating arrangements**

There are different plans for seating guests at dinners, luncheons, and banquets. The social occasion determines the best plan to use.

a. *Usual mixed dinner.* The plan in figure 1 is the traditional arrangement, with the host and hostess sitting at the head and foot of the table.

(1) Spouses are seated at dinners according to the ranks of their sponsors unless they personally hold official positions. For example: The wife of the man at the right of the hostess normally would sit at the right of the host. Rule to remember: The ranking female sits to the right of the host and the ranking man to the right of the hostess.

(2) All guests are seated by rank since female ambassadors, Cabinet members, and Congresswomen are on precedence lists within their own right and could outrank their husbands, or the senior man could sometimes be a bachelor or a widower. Situations like these would break the customary pattern of seating the husband next to the hostess and the wife next to the host.

(3) In completing the table plan, the second ranking man sits at the left of the hostess; the second ranking woman at the host's left. The third ranking lady sits at the right of the first ranking man; the fourth ranking lady at the left of the second highest-ranking man. This continues until all guests are seated. An exception to this arrangement would be if the guest of honor was an international visitor and language capabilities are in question, raising the need for a translator.

(4) If strict observance of rank would seat a wife next to her husband, one of them is moved. Pick that person to be moved and his new position carefully. Cause as little disruption of rank as possible.

(5) The host and hostess do not give up their positions at the head and foot of the table unless a guest is the president, king, or queen of a country. When this situation occurs, then the visiting dignitary sits at the head of the table and his wife at the other end. To avoid making themselves the "guests of honor" by sitting to the right of the distinguished visitors, the hostess sits to the left of the visitors and the host sits to the left of the visitor's wife. The highest ranking remaining guests would then be seated to the right of the dignitary and his wife. This rule does not apply to the President of the United States and the First Lady. They do not relinquish their places at the head and foot of the table when they are host and hostess.

(6) The plan in figure 2 is for large official dinners.

(7) When there is an equal number of males and females, some females must sit at the outside places on one side of the table. In the past this has been considered undesirable. To avoid this, two places may be set at each end of the table. Another way is to seat two females together; that is, move the third and seventh females together, and moves the fifth male to the position of the seventh female at the end of the table, or make similar changes with the fourth and eighth female and the sixth man.

(8) When there are more males than females, there will be fewer places on one of the sides of the table, and men will occupy the last positions. Place settings must be spaced farther apart on that side to balance the table.

*B. Mixed dinner—multiples of four.* Arrangements used for seating guests in multiples of four at the usual mixed dinner are shown in figure 3 and figure 4.

(1) The plan in figure 3 is used when all couples are married.

(2) The plan in figure 4 is suggested when a couple (such as the fifth ranking man and woman) are not married. They should be seated side by side.

(3) At tables of 8, 12, or any multiple of 4, the host and hostess cannot sit opposite each other without putting two males or two females together if there is an equal number of each present. To balance the table, the hostess moves one seat to the left, putting her right-hand guest opposite the host.

*c. Mixed dinner—single host or hostess.* A single host or hostess, or a host or hostess entertaining in the absence of his or her spouse, may choose from several seating arrangements. The most suitable plan depends on the number, importance, and marital status of the guests.

(1) The plan in figure 5 is suggested for a small dinner of 8 to 10 when a hostess or co-host/ hostess is not desired. Usually this is the plan when the guest of honor is married and is not accompanied by his spouse.

(2) The plan in figure 6 is suggested when the ranking male and female are not married to each other and the single host or hostess does not wish to have a hostess or co-host/co-hostess at a dinner in multiples of four.

*D. Mixed dinner—round table.* The round table is used for large or small groups. This seating arrangement is very successful in stimulating conversation. A seating arrangement for either is shown in figure 7. This table arrangement is good for hosts who prefer not to be the center of attention.

*e. Gentlemen—dinners and luncheons.* Figures 8 through 11 show plans for seating guests at gentlemen only parties or luncheons.

(1) The arrangement for host and co-host is in figure 8. Since the table for a large gentlemen only dinner or luncheon is usually long and narrow, the host and co-host generally sit opposite one another at the center of the table.

(2) The planning figure 9 is used if the party is small or if a co-host is not desired.

(3) Another lunch or dinner arrangement at which the host presides alone is in figure 10.

(4) The arrangement of the host and co-host at a round table is in figure 11.

*f. Ladies' luncheons.* The plans in figures 8 through 11 may be used for seating ladies at luncheons. A member of the hostess' family or a close friend, other than the guest of honor, may act as a co-hostess.

### **7-5. Formal dinners**

Completely formal entertaining has practically disappeared from the American social scene because it requires a well trained staff and expensive table furnishings. For these reasons, informal dinners have now become the norm. Details of strictly correct service, elaborate table settings, and formal menus can all be studied in general etiquette books. There may be times when the traditional formality of the past may need to be observed on some occasions, such as White House state dinners or when abroad. Thus, a few principles are reviewed here to help those who may be required to attend a formal dinner.

*a. Dinner partners.* At formal dinners, each man escorts the dinner partner, who sits on his right, to the dinner table.

(1) Each man may learn his partner's name from cards in small envelopes arranged on a silver tray in the entrance hall (see sample card in fig 12). At large dinners in hotels or clubs, a tray of name cards is usually placed in the room where cocktails are served.

(2) Each man opens his envelope or card in time to meet his dinner partner. The host makes certain that every man either knows or is presented to his dinner partner. At large official dinners, the aides make the introductions.

(3) After noting the name of his dinner partner on his card, each man checks the seating chart. The chart is usually displayed near the tray of name cards. It is generally a table-shaped board that shows the location of each guest's seat at the table.

(4) The host leads the way to the dining room. He escorts the ranking female and seats her at his right. The hostess comes next with the ranking male, unless the guest of honor is of a very high position. In this case, the host (hostess) and guest of honor enter the dining room first. The host or hostess and ranking female (male) enter next. All other guests follow in pairs, in no particular order of precedence.

*b. Place cards.*

(1) The place cards most generally used are heavy white cards about 2 inches high and 3 inches long. The flag of the hosting official or Admiral's stars or a unit crest may be embossed or stamped in the upper left corner or top center. The title or rank and surname are handwritten in black ink. If two people of the same rank and last name are present, a first initial may be used.

*c. Smoking at the table.* Smoking between courses or before the toasts is frowned upon at dinners. The safest rule to follow is, when there is the slightest doubt about smoking, don't. Remember, too, that most dinner guests do not appreciate the aroma of pipe and cigar smoke.

*d. Interpreters.* An interpreter may be required at a dinner for a foreign dignitary. The interpreter should sit close to the dignitary and the person for whom he/she is interpreting. Typical seating plans for an event requiring an interpreter are shown at figures 13 and 14. The interpreter's duties are so demanding that he or she will find it difficult to eat and interpret effectively at the same time. However, this does not preclude the interpreter from being seated at the table to the right of the foreign dignitary and being served as are the other dinner guests.

### **7-6. Toasts**

*a.* Toasts are given upon various occasions—at wedding receptions, dinners, birthday parties, anniversaries, and dining-ins/outs. Today we honor individuals and/or institutions by raising our glasses in a salute while expressing good wishes and drinking to that salute. Etiquette calls for all to participate in a toast. Even non-drinkers should at least raise the glass to the salute.

*b.* Those offering a toast, male or female should stand; raise the glass in a salute while uttering the expression of good will. Meanwhile, the individual(s) being toasted should remain seated, nod in acknowledgment, and refrain from drinking to one's own toast. Later, they may stand, thank the others, and offer a toast in return. A female may respond with a toast or she may remain seated, smile at the person who toasted her and raise her glass in a gesture of "Thanks, and here's to you."

c. At a formal event, the host initiates the toasting, Mr. Vice/Madame Vice at a Dining-in/out, or any guest when the occasion is informal. The subject of the toast is always based upon the type of occasion. General toasts would be “to your health,” or to “success and happiness,” although special occasions such as weddings or birthdays would require toasts more specific in nature such as, “to Mary and John for a lifetime of happiness and love” in the case of a wedding, or on a birthday, “may your next 25 years be as happy and as successful as your first 25 years.”

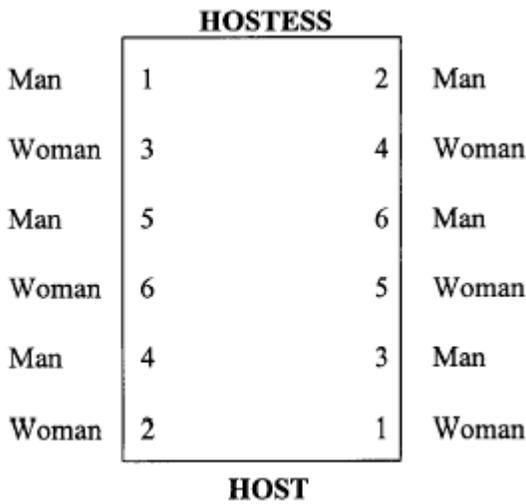
d. When you are the one making the toasts at a formal occasion, you must be well prepared. You must have advance information about the person or persons to be toasted in order that your remarks are pertinent, related to the individual, and are accurate. If he or she is a close friend, you may make a more personal remark.

e. Toasts are generally given at the end of a meal, during or after dessert as soon as the wine or champagne is served and before any speeches are made. Toasts at dining-ins or dining-outs are often presented just prior to being seating for the meal.

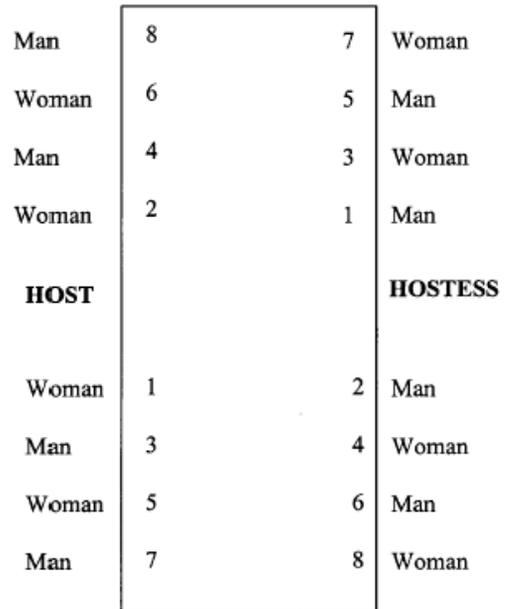
f. At a small dinner a toast may be proposed by anyone as soon as the first wine has been served, and guests stand only if the person giving the toast stands. More than one toast may be drunk with the same glass of wine.

g. When toasting Prisoners of War water should be used as the toasting beverage.

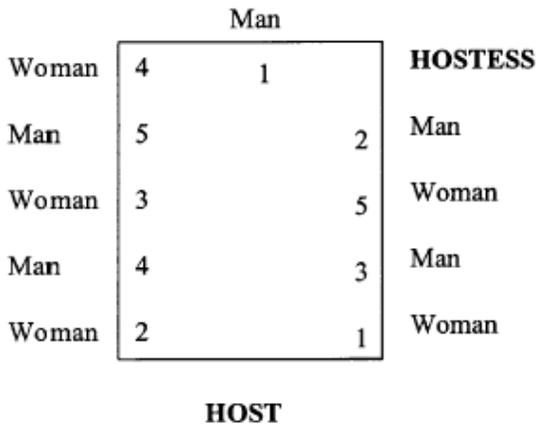
### 7-7. Seating Arrangements



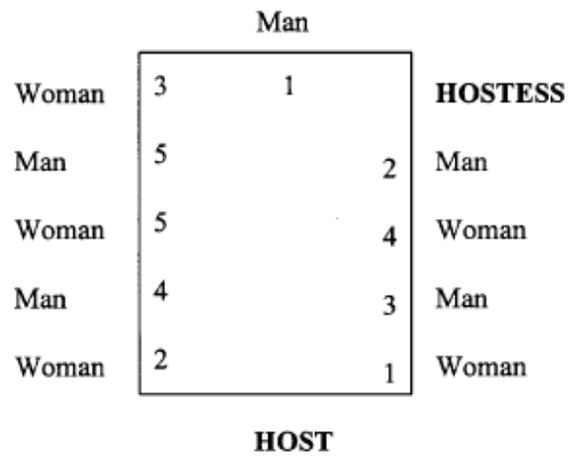
*Figure 1*



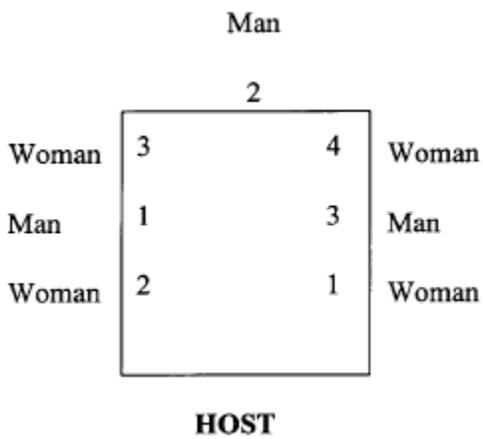
*Figure 2*



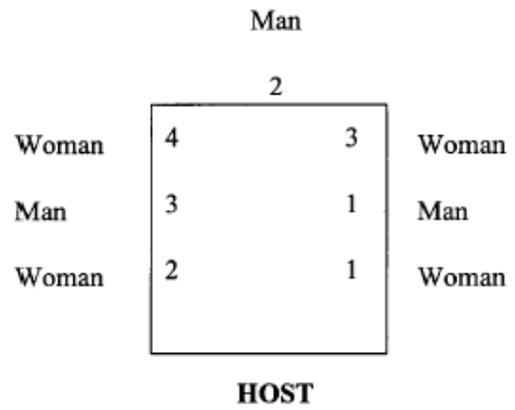
*Figure 3*



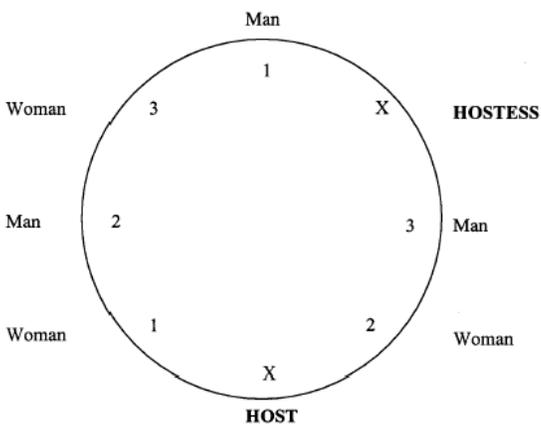
*Figure 4*



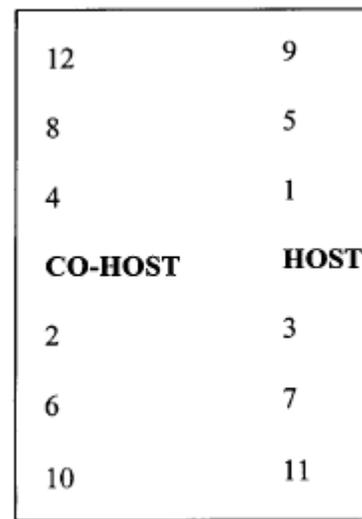
*Figure 5*



*Figure 6*

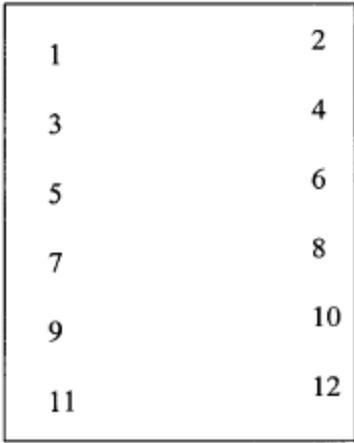


*Figure 7*



*Figure 8*

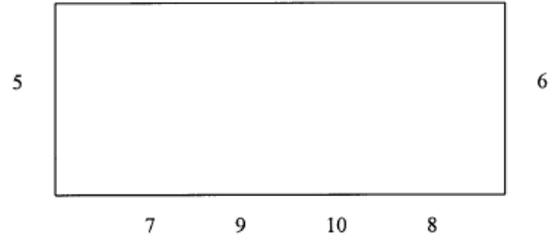
**HOST**



13

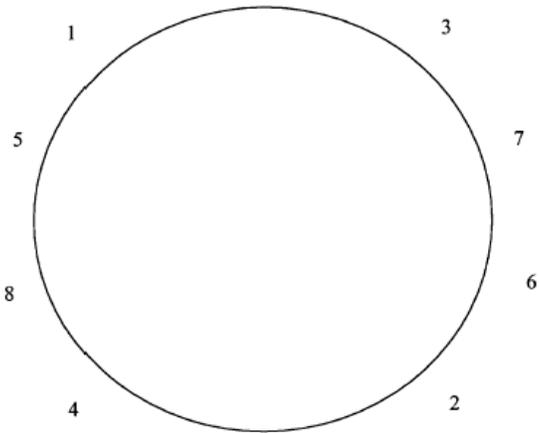
*Figure 9*

3 1 H 2 4



*Figure 10*

**HOST**

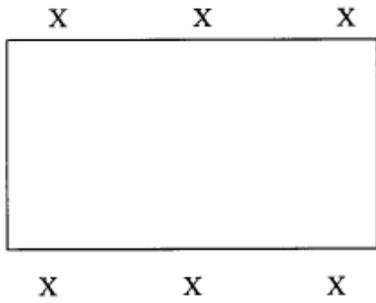


**CO-HOST**

*Figure 11*

**GUEST**

**INTERPRETER**



**HOST**

*Figure 13*

## CHAPTER 8

### Entertaining and Planning

#### 8-1. Introduction

Completely formal entertaining has practically disappeared from the American social scene because it requires a well trained staff and expensive table furnishings. For these reasons, informal dinners have now become the norm. Details of strictly correct service, elaborate table settings, and formal menus can all be studied in general etiquette books. There may be times when the traditional formality of the past may need to be observed on some occasions, such as White House state dinners, senior flag officers quarters or when abroad.

Through calendar meetings, protocol requirements, and input from the host/hostess, a great many social events will appear on the official command protocol calendar. Planning and preparing menu items, performing as chef, maitre de, waiter and sommelier, preparing final disposition of goods, receipts & moneys are all vital steps in the grand process that we call “Executive Dining.”

**8-2. Planning** – Once there is a clear indication that an event is being planned there are many questions the Enlisted Aide will need to ask to determine the direction to be taken.

- What type of function is it going to be? (Black Tie, Civilian Informal or Private Dinner, Breakfast, Luncheon, Tea, Cocktail Reception, Barbecue, etc.)
- What is the relationship of the guests to the Admiral? (Relatives & family, office personnel, subordinate commanders, U.S. officials, foreign dignitaries, etc.)
- What dietary restrictions are there? (Vegetarian, kosher, known allergies, etc.)
- Is there is funding in place and if so what percentage is covered?

**8-3. Preparation** – As the host & protocol answers the above questions the Enlisted Aide will be able to determine what tone the party will take on. The Enlisted Aide with guidance from the spouse can begin to make determinations as to the level of grandeur, what type of table setting, which set of china, stem ware, flatware, and linens, are required.

Menu development should also begin to take form.

Some of the requirements to consider are:

- What time of day this function is taking place and how much time is allotted?
- How much time can realistically be dedicated to food preparation without taking away from house cleaning, uniform maintenance and military requirements?
- What are the local specialties of the area and what foods are in season? Visiting guests usually enjoy a sampling of the local fare.
- Make a detailed shopping list. Don't forget to consider every aspect from flowers to cleaning supplies. *Shop as early as possible to ensure availability of goods-- shop as late as possible to ensure freshness of perishables.*

**Note:** A simple, well-balanced and well-prepared meal is preferable to one that is elaborate but poorly prepared.

**8-4. Protocol** - Your Protocol Office will be very helpful in determining official protocol requirements. They will provide official gifts when needed as well as all the normal printed items. Usually one person from the protocol office is assigned a specific event and they will coordinate all aspects with you. Some of the items provided by protocol are:

- Menu cards
- A Seating Chart
- Place cards (first name printed on the back)
- Guest book card
- Points of contact for entertainment

**8-5. Menu Planning** - The host/hostess should give you specific requirements and instructions on the type of menu required. The type of function will dictate the menu.

The important factors are:

- Number of guests attending.
- Known or perceived dietary restrictions.
- Cost constraints / funding parameters.
- Time, Season, Weather

### **Guidelines**

- Select recipes from reliable sources.
- Compare recipes with similar recipes from different sources.
- Determine availability of ingredients.
- Determine if the recipe can be prepared with existing kitchen facilities.
- Convert the recipes to the amount of portions that will best be suited to the operation or occasion.
- Test the recipes.
- Prepare and cook the food items according to the recipe directions.
- Evaluate the preparation capability of the equipment, cooking methods used, and experience of the staff.
- During the evaluation, make notes and corrections in procedures and methods used.
- Determine if the recipe is cost effective in terms of preparation and cooking time.
- Evaluate the prepared food item for desired quality and appearance to determine whether the item can be prepared and served within constraints.

**Note:** Acquire alternate or supplemental equipment and facilities when existing kitchen facilities are not adequate. It is a common practice to bring in a folding table for plate up counter space.

**Inventory** - Conduct an on-hand inventory of food items and other required items.

- Record and make note of items that are "below" stock levels for planned menus.
- Record these items on your shopping list.
- Purchase quality items through post or local commissary as is practical before seeking outside retail purchases.
- Shop as early as possible to ensure availability of goods. Shop as late as possible to ensure freshness of perishables.
- Keep an inventory of ORF items & use them in conjunction w/ official functions only.

### **Compile a Purchase List**

- Prepare a complete shopping list of items to be purchased.
- Determine and select place to purchase items.
- Maintain an index card listing of particular retailers as a reminder for any future purchases including items purchased, quality, and timeliness of delivery.
- When shopping, compare labels for content, freshness, and quality.
- Always check with host/hostess for recommendations.

### **Arrange Seating**

- Review the seating arrangements.
- Select appropriate seating arrangements for the particular occasion.
- Arrange seating for the occasion.

**Note:** Check with host/hostess for preferences, Protocol can assist with seating arrangements.

### **Set Table**

- Select the appropriate table setting.

- Review the table settings.
- Select the appropriate table setting for the particular occasion.
- Select and place appropriate (matching) table linen, place mats, and napkins on the table.
- Arrange the table setting correctly for the particular occasion.
- Place utensils in the order precedence of the meal courses they are to be used in. Working from the outside toward the plate. For instance; if you are serving soup as the first course, the soup spoon will be placed in the outer most utensil position on the right side.

Note: It is common practice to set the table the night before the event, this allows the admiral to check the table and service area set ups w/ enough advance time to make any changes.

### **Prepare Decorations**

- Ensure that centerpieces conform to the theme of the occasion.
- Ensure that the colors in the centerpiece or arrangement harmonize with the colors of the table service, tablecloth, and napkins.
- Ensure the centerpiece container is as much a part of the picture in quality, texture, and color as the chinaware, crystal, and silverware.
- Place the centerpiece where it contributes to the interest and charm of the complete setting. The size of the centerpiece depends on the size and shape of the table, but it should not be so tall or large that guest cannot see over it.
- Make the arrangement in proportion to the length and size of the table.
  - Buffet Table: Use any height arrangement.
  - Sit-Down Affair: Recommend low arrangement.
  - Coffee/Tea: Recommend tall arrangement.
- **Serve Meal** - Follow the correct procedures for service. Always serve from left, remove from right, and serve beverages from the right side. Never reach across or present your fore arm towards the seated guests face.

### **Serving Tips for Plated Service**

Always consult with the host or hostess for any service preferences or variations.

- There are many methods for serving but the preferred method is for the waiter to remove the place settings from the table, two diners at a time, until the table is cleared and then begin serving, carrying two plates at one time.
- When using more than one server, one server starts meal service with the person to the right of the host and the other server starts with the person to the right of the hostess.
- When using two or more waiters as a team, practice “mirror service”
- Serve from the left
- Never reach in front of the guest
- Plan strategy in advance so service will run smoothly
- Glasses should be filled or removed from the right to avoid reaching across or in front of the guests.
- Use of a Base Plate – The Enlisted Aide should discuss this with the host and hostess prior to an event to establish a standard for the house. Normally the place setting should not be left empty while the rest of the table is being cleared unless it is the dessert course, so the base plate remains through the main course. Then the entire table is cleared to include salt and pepper shakers.
- Remove plates after each course, when all guests have finished eating, **with approval** of the host or hostess.
- **One Server** – For up to eight guests - Serve guest to the right of the host. Continue to serve counter clockwise around the table, serving the host last.

- **Two Servers** – For eight or more guests - First server will serve the woman at the right of the host; second server will start with the guest of honor employing “mirror service.” Continue to serve counterclockwise around the table serving the host last.

**Clean and Restore Kitchen and Serving Area** - After the services are complete and the guests are finished, the area must be cleaned prior to departure.

- Remove all tableware to the appropriate area for washing, drying, and storing.
- Remove linens and napkins to the appropriate location to be laundered and stored.
- Store leftover foods in proper containers in appropriate storage areas.
- Wash, dry, and store tableware, serving dishes, pots, pans, and other equipment.
- Ensure that kitchen, dining, and serving areas are restored to a clean and orderly manner.
- Reposition furniture to its original location.



## 8-6. Types of Occasions

**Brunch** - A brunch is similar to any formal luncheon or dinner. It is usually served between 1000 and 1200 and consists of a combination of breakfast and lunch. Items typically found on a brunch menu consist of; ham, quiche, fruit compote, muffins or scones, sweet rolls or pastries, fruit juice, coffee or tea.

**Coffee** – A coffee is an informal entertainment that is popular for spouses of a unit and held on a weekday. It provides an opportunity for spouses to get acquainted informally. A coffee is usually held between 1000 and 1130 and the menu is similar to breakfast. Items typically found at a coffee consist of Coffee, Tea and Punch, Pastries –sweet and savory, a variety of finger foods, fresh fruit platter, or a special dessert may be served.

**Luncheon** - Most luncheons are official occasions frequently held in honor of a visiting dignitary at your base, post, or station.

- Luncheons usually start at noon or 1300.
- Formal luncheons have three or four courses.
- Informal luncheons can only have two courses.
- Cocktails are offered approximately 30 minutes before the meal is served.
- One wine is customarily served at the luncheon table if that is the desire of the host. Light wines are usually served at luncheons.
- Menus are simple, such as; quiche with a salad, salads and sandwiches, fruit, or a special dessert may be served.

**Tea** - A tea is a "get together" given to meet a house guest or a special person. Often a special person is honored and the guests greet that person in a receiving line.

- Teas for a few or many guest usually start at 1400. They may also be held at a time designated by the host; any time between the hours of noon and 1600 may be appropriate.
- The tea table is always covered with a lace or an elaborate cloth.
- The food served at a tea varies could consist of; tea, punch, dainty finger foods, sandwiches and small cakes, small rolls or biscuits filled with hot creamed chicken, small tarts, pastries, cake, nuts, and mints.

**Formal Dinner** - Follow all procedures for formal dining.

- Review a formal place setting in an etiquette book, if necessary.
- Designate dinner partners and tables by seating charts or escort cards.

- Put place cards on the tables.
- Serve several courses by stewards, waiters, waitresses, or aides.
- Serve hors d'oeuvres between 1900 and 1930.
- Serve dinner between 1930 and 2000.

### **Menu for Formal Dinner**

Menus for formal dinners vary. The following example provides courses with the wines that accompany each course and may be changed to three, four, or five course menus by omitting certain courses.

### **Sequence of Courses and Course Wine**

- Shrimp cocktail, oysters or clams on the half shell, or fruit cup --White Burgundy.
- Soup (usually clear) -- Sherry.
- Fish, hot or cold --White wine.
- Main course of meat and vegetables – Cabernet.
- Main course of game and vegetables – Burgundy.
- Salad – No new wine.
- Dessert – Champagne.
- Fresh fruit – Champagne.

### **Formal Dinner Examples**

- A five-course dinner could be soup, fish, main course, salad, and dessert.
- A four-course dinner could be soup, main course, salad, and dessert.
- A three-course dinner could be soup, main course (with asparagus instead of salad), and dessert.
- Note: Red, white, pale, or rust wine is appropriate, depending on main meat entrée.
- Serve rolls with the meal only if requested by the host/hostess.
- Serve coffee after dinner.
- Serve mints after the final course (optional).
- Serve liqueurs, but not at the dining table.
- Serve bread to the bread plate after you have served the first course so that the bread is hot and fresh.

**Buffet** – A buffet meal is a favorite form of serving many guests in a small space with or without help. Guests serve themselves from a buffet table and eat at designated locations throughout the house. The host or hostess may choose to pass the foods again or ask the guests to return for seconds. Most often the Aide de Camp, executive officer, or specific friends assist.

- The time of the buffet varies depending on the desire of the host or hostess.
- Buffet menus varies, but may include meat, starch, vegetable, salad, and dessert and they are placed on the serving line in that order. Set the proper serving utensil; in each chafer and or serving dish.
- Cold beverages are pre-poured and set at each table setting.
- Set the plates for guest to use for the buffet at the head of the serving line.
- Set desserts at the end of the serving line with their own plates and napkins.
- Coffee is passed or served in the dining area.

**Cocktail Party** – This is a type of party to say hail and farewell, to entertain special guests, or just to visit socially. Cocktail parties vary in size from a handful to many people. These parties are customarily held during or near the close of daylight hours as desired by the host or hostess. A choice of drinks should be made available. Finger foods and heavy or light hors d'oeuvres may also be served.

- Ensure that within the first 2 min. after the host greets them that the guests are offered a drink.
- Drinks may be served from a bar or passed around on a tray.

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- At small cocktail parties, the host may act as a bartender.
- Small one bite finger foods will be served with napkin. If serving items with tooth picks make a return sweep so that guests are not left holding used tooth picks for an extended amount of time.
- Serve half glasses of red wine or any beverages that stain.
- Appoint one of the staff members to maintain constant service contact with the host for proper service and tempo points.
- Music should never be louder than normal conversation volume. Guest should never have to shout to those standing next to them.

**Reception** – Formal and informal receptions are large parties held to honor individuals, couples, or groups. At formal receptions, such as the ones held by the Admiral’s guests go through a receiving line.

- Receptions are held at various hours, according to their nature, with less formal affairs frequently held from 1800 to 2000.
- Foods served at receptions are as simple or as elaborate as the host desires and the occasion requires.
- One room is usually set aside for food, but more rooms may be needed at large receptions.

**Who is Hosting** – If a woman is hosting the occasion, and the seating arrangements are alternating men and women, then serve the woman first to the right of the hostess. If a man is hosting the occasion, then the woman to the host’s immediate right will be the first person served and the host will be served last.

**Special Note – Foreign Countries**

Some of the following customs are observed in foreign countries:

- Serve all women before serving the men.
- Continue serving clockwise, ending with the hostess.
- Men and women will leave the table together to go into the living room for demitasse, liqueurs, and mints.



## 8-7. Table Settings

**General** – The basic rule in setting any table, formal or informal, is to avoid crowding.

- There should be at least 24 inches of table space for each person (24 inches is from plate center to plate center). Flat ware utensil 1 inch from the edge of the table.
- Everything on the table must balance and be aligned with its matching pieces.
- Place the centerpiece in the middle of the table and balance the other decorations around it.

### Table Linens and Coverings

- The traditional formal dinner table is covered with a white or ivory damask tablecloth. The modern white or pastel colored cloth of damask, lace, or linen may be used. Place mats of the same materials may also be used.
- The tablecloth should not hang over the table more than 18 inches, nor less than 12 inches. A silence pad should fit the top of the table, flush to the edges, with the table cloth placed over the pad. If there is no custom fitted silence pad, a thick felt cloth can be used underneath the table cloth in place of the silence pad. Ensure the tablecloth hangs evenly on all sides.
- Matching napkins should be placed for each guest. Lace, linen tablecloth or placemats may be used for the formal luncheon table. Cocktail napkins are used before the luncheon or dinner and may be cloth or paper.

**Candles** – If candles are chilled for several days before use, they will drip less and burn longer.

**Place Settings** – The place settings are as important if not more important than the table settings. The diagrams will show the preferred method for the place settings for most occasions. As always, check with the host/hostess for their preferences. Listed below are the most preferred linens and coverings. Always check with host or hostess for preferences and recommendations.

<b>Occasion</b>	<b>Linens and Coverings</b>
Breakfast □	Silence pad under tablecloth linen Tablecloth Colored placemats
Luncheon/Dinner (Informal)	Silence pad under tablecloth linen Linen or lace placemats Damask tablecloth (always over silence pad) Sheer tablecloths lay directly over the table top Placemats with matching napkins Attractive table runners suitable for the occasion
Formal Dinner	White damask tablecloth over a silence pad Linen tablecloth over a silence pad Lace placemats with matching napkins
Buffet	Tablecloth over a silence pad Placemats with matching napkins
Teas	Floor length tea cloth on a small round tea table (This presents a graceful appearance for formal teas.) Tablecloth with matching napkins, matching or harmonizing with the tea cloth

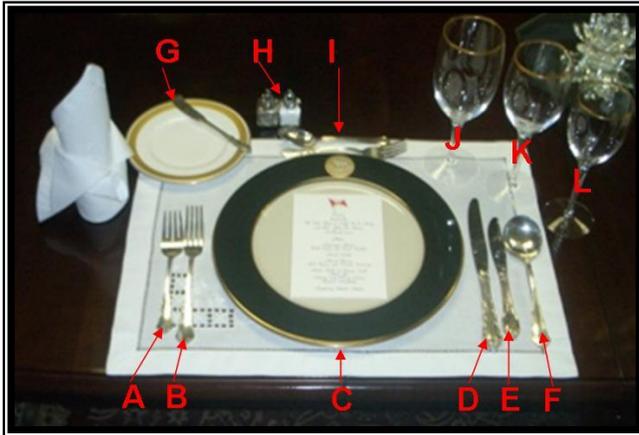


### Tray Service Setting

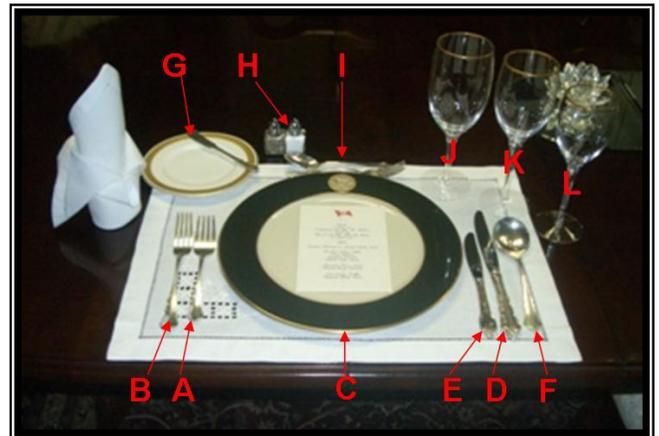
- 1 – Diagram on the left is complete for full service.
- 2 – Diagram on the right is set for stacking for large groups.

## Formal Meal Service

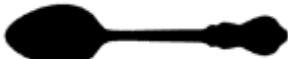
The formal meal service is the most important of all the table arrangements. The diagram below depicts the correct place setting for each course at a formal dinner. The diagram on the left is set for a Soup, Salad, Main Course and Dessert. The diagram on the right is set for a Soup, Main Course, Salad and Dessert. The Sorbet or Palate Cleanser is left off of these diagrams and is meant to be.

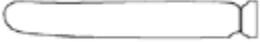
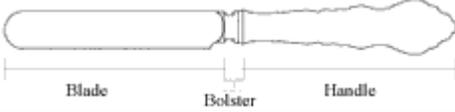


- A. Salad Fork.
- B. Dinner Fork.
- C. Charger or Base Plate.
- D. Dinner Knife.
- E. Salad Knife.
- F. Soup Spoon.
- G. Bread & Butter Plate with Butter Knife.
- H. Salt & Pepper (Salt is always on the right).
- I. Dessert Spoon & Fork
- J. Water Glass
- K. Red Wine Glass
- L. White Wine Glass



## 8-8. Table Settings and utensils

 <p><b>Teaspoon</b> (5-6" in length)</p>	<p><b>Teaspoons</b> are perfect for coffee, tea, desserts, cereal, and soups. You can never have too many of these spoons. They are considered part of the standard 5-piece place setting.</p>
 <p><b>Place Spoon</b> (6 ½ -7 ½" in length)</p>	<p><b>Place spoons</b> are the most versatile piece of silver available. They can be used as serving pieces or as individual spoons. Many people call these tablespoons. These pieces are great for soups, desserts, entrees, and cereals.</p>
 <p><b>Bouillon Spoon</b> (5-6" in length)</p>	<p><b>Bouillon spoons</b> are great for eating soups that are made from thin broth. They are smaller than both the gumbo and cream soup spoons. Like cream and gumbo spoons, these pieces generally have round shallow bowls.</p>
 <p><b>Cream Soup Spoon</b> (6-7" in length)</p>	<p><b>Cream soup spoons</b> are great for just about any soup. Cream soup spoons are smaller than a gumbo spoon and larger than a bouillon spoon. Generally, these spoons have round shallow bowls.</p>
 <p><b>Gumbo Spoon</b> (7-8" in length)</p>	<p><b>Gumbo spoons</b> are used for thick soups with large pieces of meat and vegetables. Like bouillon and cream soup spoons, these spoons generally have round shallow bowls.</p>
 <p><b>Fruit Spoon</b> (5-6" in length)</p>	<p><b>Fruit spoons</b> are generally the size of a regular teaspoon. The bowl of each piece is slightly pointed and some fruit spoons have bowls made with serrated edges. The fruit spoon is great for cutting into and eating grapefruits, oranges, and halved melons.</p>
 <p><b>Five O'clock Teaspoon</b> (4 ½ - 5 ½" in length)</p>	<p><b>Five O'clock spoons</b> are generally smaller than a teaspoon. They are used for gatherings before dinner, like brunch or afternoon tea. Five O'clock teaspoons can also double as a youth or children's spoon.</p>

 <p><b>Luncheon Knife</b> (7-8" in length)</p>	<p><b>Luncheon knives</b> are slightly smaller than the dinner knife and are used for meals and gatherings before dinner. Also, the luncheon knife can double as a youth or children's knife and can be used with the luncheon fork and five o'clock teaspoon.</p>
 <p><b>Dinner Knife</b> (8-9" in length)</p>	<p><b>Dinner knives</b> are among the most versatile pieces in a silver service. Although it is called the "dinner" knife, it's also great for serving butter and/or spreading condiments.</p>
<p><b>Knife Blade Styles</b></p>  <p><b>Blunt Blade</b></p>	<p><b>Blunt blades</b> are the oldest and most traditional of blade styles. In many silver patterns, this style is no longer used. The blunt blade is characterized by its straight sides.</p>
 <p><b>Old French Blade</b></p>	<p><b>Old French blades</b> are slightly curved on one side.</p>
 <p><b>New French Blade</b></p>	<p><b>French blades</b> are slightly curved on both sides and are distinguished from the Modern blade by the indentation that appears on the lower side where the blade connects to the handle.</p>
 <p><b>Modern Blade</b></p>	<p><b>Modern blades</b> are one of the most popular blade styles and appear most often in stainless steel patterns. Unlike the New French blade style, the Modern blade does not have an indentation where the blade connects to the handle.</p>
<p><b>Bolster Style</b></p>  <p>Blade      Bolster      Handle</p>	<p><b>Bolsters</b> are decorative inserts that generally appear as a small decoration separating the blade from the handle.</p>

 <p><b>Iced Tea Spoon</b> (7 1/2-8 1/2" in length)</p>	<p><b>Iced tea spoons</b> are generally used to stir iced beverages that are served in tall glasses. They can also be used as dessert spoons for parfaits, sherbets, or ice cream.</p>
 <p><b>Demitasse Spoon</b> (4-5" in length)</p>	<p><b>Demitasse spoons</b> are used to stir strong coffees that are served in small quantities, like espresso or Turkish coffee. Generally, these spoons look like smaller versions of the teaspoon.</p>



**Luncheon Fork**

(7-7 3/8" in length)

**Luncheon forks** are slightly smaller than the dinner fork, generally feature straight tines, and are used for meals and gatherings before dinner. Also, the luncheon fork can double as a youth or children's fork and can be used with the luncheon knife and five o'clock teaspoon.



**Dinner Fork**

(7-8" in length)

**Dinner forks** are part of the typical 5-piece place setting. Dinner forks are used for the entrée course at dinner.



**Grille Fork - Long Handle**

(7-8" in length)

**Grille forks** are slightly longer than dinner forks. The handle is longer and the tines are shorter. This fork is used for eating delicacies right from the grille and may be used with the grille knife at a place setting.



**Salad Fork**

(6-7" in length)

**Salad forks** are used for the salad course served before dinner and are part of the typical 5-piece place setting. The salad fork can also be used for eating hors d'oeuvres, desserts, and other bite size foods.



**Dessert Fork**

(5-6" in length)

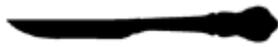
**Dessert forks** are designed to look a lot like the salad fork. This piece is placed directly above the dinner plate or charger and is used for eating cakes, pies, and pastries that follow dinner.



**Grille Knife**

(8-9" in length)

**Grille knives** like their counterparts, grille forks, are used for carving delicacies that are served directly from the grille.



**Fruit Knife**

(6-7" in length)

**Fruit Knives** are somewhat smaller than dinner knives and are used in addition to the fruit spoons.



**Steak Knife**

(8-9 1/2" in length)

**Steak knives** are often added to the typical 5-piece place setting. This piece can be made with a serrated or non-serrated edge and is characterized by its pointed blade.



**Tablespoon**

(8-10" in length)

**Tablespoons** are used for serving vegetables. Although tablespoons have a shape similar to teaspoons or place spoons, they are larger and are reserved for the serving bowls in the center of the table or buffet.



**Pierced Tablespoon**

(8-10" in length)

**Pierced tablespoons** are similar to regular tablespoons except that they feature a pierced bowl. The pierced tablespoon is used to serve vegetables that need to be drained before serving.



**Holiday Pierced Tablespoon**

(8-10" in length)

**Holiday Pierced tablespoons** are similar to pierced tablespoons except that they feature a festive holiday pierced design in the bowl. The pierced tablespoon is used to serve vegetables that need to be drained before serving. "HC" after the piece name denotes Replacements has hand crafted the piece. Handcrafted items are unique and complement other pieces in the set.



**Cold Meat Fork**

(8-10" in length)

**Cold Meat Forks** are versatile serving pieces that can be used for cuts of meat, cheeses, waffles, chops, and sliced vegetables.



**Asparagus Server**

(8-9" in length)

**Asparagus servers** resemble tomato servers with a rolled edge that connects to the handle. The asparagus can be scooped using the flat edge and rolled into the curvature for serving.



**Asparagus Serving Fork**

(8-9" in length)

**Asparagus serving forks** can be used instead of asparagus servers. Unlike the server, this piece has tines and piercing instead of a completely flat bowl.



**Aspic Server**

(8-9" in length)

**Aspic servers** are used to serve aspic, a clear tasteful jelly that is made from broth. Generally, aspic is used to accent the serving of meat. Aspic is a lot like cranberry sauce. The aspic server is curved and sharp for the cutting and serving of aspic.



**Baby Fork**

(4-5" in length)

**Baby forks** are used for serving food to babies or very small children who are able to hold and use their own utensils.



**Baby Spoon**

(4-5" in length)

**Baby spoons** are used in combination with baby forks. The size enables a small child to hold his or her own utensils.



**Bacon Fork**

(6-8" in length)

**Bacon forks** have short tines for serving pieces of bacon.



**Baked Potato Fork**

(8-10" in length)

**Baked potato forks** are used for lifting and serving baked potatoes.



**Bar Knife**

(8-9" in length)

**Bar Knives** have multiple purposes in that they can be used as bottle openers, used to slice fruit, and the forked prongs allow for serving pieces of fruit.



**Berry Spoon/Casserole**

(9-10" in length)

**Berry/casserole spoons** are used for scooping and serving berries and casseroles. Often, this piece is larger than the tablespoon. Many berry and casserole spoons come with a shell shaped bowl.



**Bird Fork**

(6-7" in length)

**Bird forks** are used in addition to the typical 5-piece place setting. This three-pronged fork is used to hold game hens or other fowl while one is trying to cut them. This piece can also be used in addition to the bird knife.



**Boiled Potato Ladle**

**Boiled potato ladles** are ladle-shaped serving spoons which have a spout on each side of the bowl. The spouts are used to pour the excess vegetable broth from potatoes.



**Bonbon Scoop**

**Bonbon scoops** are used for scooping and serving bonbons. Bonbons are candies, generally made of chocolate, that are rolled into small balls.



**Bonbon Spoon, Solid**

(6-7" in length)

**Solid bonbon spoons** are used for serving bonbons. Generally, the bonbon scoop has a shell bowl, whereas the bonbon spoon has a spoon-shaped bowl.



**Bon Bon Spoon, Pierced**

(6-7" in length)

**Pierced bonbon spoons** are used to scoop and serve bonbons. Unlike the solid bonbon spoon, this piece is pierced.



**Bone Holder**

**Bone holders** are unique pieces used to hold a piece of meat, like a ham, that has a large bone center. After the meat has been pierced, the clamp is tightened. This allows for the person holding the meat to easily cut the item using a knife.



**Bread Knife**

(9-10" in length)

**Bread knives** generally have long blades with sharp serrated edges. The piece is used for slicing various breads.



**Butter Pick, 1-Tine**

(5-6" in length)

**Butter picks** have a spiraled end and are used for lifting a pat of butter. Butter picks are most often used with the china piece type known as a butter pat.



**Butter Pick, 2-Tine**

(5-6" in length)

**Two pronged (tine) butter picks** like their single pronged counterparts, are used for lifting and serving butter from a butter pat.



**Butter Spreader - Flat Handle**

(5-6" in length)

**Flat handle butter spreaders** are used for spreading butter. Generally, these are used in addition to the typical 5-piece place setting. The butter spreader is placed on each individual bread and butter plate at the table.



**Butter Spreader - Hollow Handle**

(6-7" in length)

**Hollow handle butter spreaders** like their flat handle counterparts, are used for the spreading of butter and are placed with each individual place setting. The hollow handle is generally filled with clay, air, or rock.



**Cake Breaker**

(10-11" in length)

**Cake breakers** look like large combs with extended tines. The long tines are used to "break" into a cake before the cake is actually sliced and served. This piece is most often used with the cake knife and/or the serving cake fork.



**Cake Fork, Individual**

(6-7" in length)

**Individual cake forks** are used like dessert forks. The one imaged has a beveled tine.



**Cake Fork, Serving**

(9-10" in length)

**Serving cake forks** are used to scoop and lift a slice of cake from the body of the cake once it has been cut. The piece has extended tines that are long enough to fit under the entire slice of cake.



**Cake Knife**

(8-10" in length)

**Cake knives** are large serving pieces that are used for cutting cake.



**Cake Saw**

**Cake saws** are knife-like serving pieces used for cutting cake. One side of the blade is serrated and has long teeth.



**Cake Server**

(10-12" in length)

**Cake servers** are used to serve slices of cake. They can double as pie servers and are used to cut and lift the piece that is being served.



**Carving Fork**

(8-10" in length)

**Carving forks** are used with carving knives. Carving forks are used to serve pieces of meat while carving knives are used to cut them.



**Carving Knife**

(9-11" in length)

**Carving knives** are used with carving forks. While carving forks are used to hold the meat in place, carving knives are used to cut the meat.



**Casserole Spoon - Pierced**

(9-11" in length)

**Pierced casserole spoons** are like solid casserole spoons but are used to serve items that must be drained.



**Holiday Pierced Casserole Spoon**

(9-11" in length)

**Holiday pierced casserole spoons** are pierced casserole spoons except that they feature a festive holiday pierced design in the bowl. "HC" after the piece name denotes Replacements has hand crafted the piece. Handcrafted items are unique and complement other pieces in the set.



**Casserole Spoon - Shell**

(9-11" in length)

**Casserole shells** resemble casserole spoons. Unlike the casserole spoon, the bowl is shaped like a shell.



**Casserole Spoon**

(9-11" in length)

**Casserole spoons** are a lot like tablespoons. They tend to have larger bowls than the tablespoon. Casserole spoons are used to serve casseroles.



**Caviar Fork - Individual**

(5-6" in length)

**Individual caviar forks** are used for eating caviar. The tines are short and are positioned very close together so that the caviar does not fall through the slots.



**Cheese Cleaver**

(6-8" in length)

**Cheese cleavers** are shaped like miniature meat cleavers. The large flat blade is used to slice blocks of cheese.



**Cheese Knife**

(7-8" in length)

**Cheese knives** are used for the cutting and serving of cheese slices.



**Cheese Pick**

(8-9" in length)

**Cheese picks** have a dual purpose. The blade is used for cutting through small blocks of cheese while the curved tip can be used to pick up the little slices of cheese.



**Cheese Plane**

**Cheese planes** are drawn against a block of cheese. The result is a single slice of cheese that can be lifted and served using the cheese plane.



**Cheese Scoop**

(5-8" in length)

**Cheese scoops** are used for scooping small cubes of cheese. Cheese scoops resemble a sugar spoon with a longer handle.



**Cheese Server**

(6-8" in length)

**Cheese servers** resemble a cake or pie server. This piece can be used to cut and serve slices of cheese.



**Chipped Beef Fork**

(7-8" in length)

**Chipped beef forks** are used to serve chipped beef, a smoke-dried beef that has been sliced very thinly. The chipped beef fork has tines that point outward for the piercing and holding of the slice of meat.



**Cocktail Fork**

(5-6" in length)

**Cocktail forks** are individual forks used with the five-piece place setting. Their primary purpose is for eating appetizers and shrimp dishes. Generally, this piece has three short tines.



**Cracker Spoon**

(8-10" in length)

**Cracker spoons** are used for the scooping and serving of crackers. The oversized bowl resembles an ice scoop.



**Cranberry Server**

(8-9" in length)

**Cranberry servers** are like large casserole spoons that are used for the scooping and serving of whole berries, like cranberries or strawberries.



**Crumb Knife**

**Crumb knives** are generally used by the person actually serving and clearing the table. The straight edge is scraped across the table and is meant for the moving of crumbs.



**Egg Server**

(6-8" in length)

**Egg servers** resemble tomato servers and are used for the lifting and serving of eggs that have been fried.



**Entree Server**

**Entrée servers**, much like casserole spoons, can be used for meats, vegetables, or casseroles that are served as entrees.



**Escargot Fork**

**Escargot forks** are small, two-pronged forks used for the eating of escargot. Generally, this piece is used with the 5-piece place setting.



**Filet Knife**

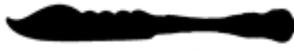
**Filet knives** are used in the de-boning of fish. The very thin blade is meant for the removing of the bone without destroying the aesthetic of the fish itself.



**Fish Fork**

(7-8" in length)

**Fish forks** resemble salad forks and are used for the eating of fish. Generally, this piece is used with the 5-piece place setting and/or the fish knife.



**Fish Knife**

(8-9" in length)

**Fish knives** are used in addition to the fish fork. Often, the fish knife and fish fork are used in addition to the typical 5-piece place setting.



**Fish Server**

(10-11" in length)

**Fish servers** have a bowl that is shaped like a pie server. This piece is used to scoop and serve large pieces of fish.



**Fish Serving Fork**

(8-9" in length)

**Fish serving forks** are used for the lifting, holding, and serving of fish.



**Food Pusher**

**Food pushers** are used to push food off of a plate or platter. This piece looks a lot like a crumb knife and can be used in the same capacity.



**Fruit Knife**

(6-7" in length)

**Fruit knives** are used in addition to the fruit spoon. This knife can be used for cutting oranges, grapefruits and other citrus fruits.



**Fruit Spoon**

(5-6" in length)

**Fruit spoons** are generally the size of a regular teaspoon. The bowl of each piece is slightly pointed and some fruit spoons have bowls made with serrated edges. The fruit spoon is great for cutting into and eating grapefruits, oranges, and halved melons.



**Ice Cream Fork**

(5-6" in length)

**Ice cream forks** are often called a "sporks." The bowl of the piece is like that of a teaspoon with small tines at the tip.



**Ice Cream Server**

**Ice cream servers** are used in the same capacity as ice cream slicers. After a piece of ice cream has been cut from the block, the ice cream server is used to lift it and serve it into a bowl or sherbet glass.



**Ice Cream Slicer**

(10-12" in length)

**Ice cream slicers** were used when ice cream was made like large blocks of ice. The ice cream slicer was used to cut pieces of the block off to be served in bowls or sherbet glasses.



**Infant Feeding Spoon**

(5-6" in length)

**Infant feeding spoons** have a long handle with a small bowl. The infant feeding spoon is meant for a mom, dad, or nanny to be able to sit at a distance from a child and feed them.



**Jam/Relish Fork**

(5-6" in length)

**Jam/relish forks**, like the ice cream fork, the bowl of this piece is shaped like a teaspoon. The piece is used to serve jams or relishes that need to be drained.



**Jelly/Cake Server**

**Jelly/cake servers** look like cake or pie servers. Like the cake or pie server, it is used to cut a piece of cake, lift, and serve it. This piece can also be used for solid jellies that have the consistency of cranberry sauce.



**Jelly Knife**

(6-7" in length)

**Jelly knives** are used to slice the jelly and serve it like one would with cranberry sauce.



**Jelly Spoon**

(6-7" in length)

**Jelly spoons** are used for the scooping and serving of jellies and sauces.



**Joint Fork**

**Joint forks** are large, two-pronged serving forks used to hold a large piece of meat, like a ham. Like the bone holder, the prongs fit around the bone so that the meat can be held in place while being cut.



**Ladle - Cream**

(5-6" in length)

**Cream ladles** are sized much like cream, bouillon, and gumbo spoons. This mid-sized ladle is used to serve creams.



**Ladle - Gravy**

(6-8" in length)

**Gravy ladles** are the most common ladle size. Generally, this piece is 6-8 inches in length and can be used to serve gravies or cream sauces.



**Lemon Fork**

(4-6" in length)

**Lemon forks** are generally the size of salad forks. These three-tined pieces have tines that point outward and are used to serve lemon wedges.



**Lobster Pick**

**Lobster forks** are used with the 5-piece place setting and are shaped much like escargot forks.



**Marrow Scoop**

(6-7" in length)

**Marrow scoops** are serving pieces used for scooping and serving bone marrow, an unlikely delicacy. These scoops have a narrow shovel-like bowl.

 <p><b>Master Butter</b> (6-7" in length)</p>	<p><b>Master butter knives</b> are meant to sit in the middle of the table or near the butter dish. This knife is meant for the cutting and serving of pats of butter. Generally, the master butter knife is passed around the table with the butter dish.</p>
 <p><b>Mustard Spoon</b> (4-5" in length)</p>	<p><b>Mustard spoons</b> are used in addition to a mustard jar. Like the sugar spoon, this piece is used for the serving of mustard and other condiments.</p>
 <p><b>Olive Fork - Long Handle</b> (8-9" in length)</p>	<p><b>Long handle olive forks</b> are used for the serving of olives that are being stored in tall jars.</p>
 <p><b>Olive Spoon - Long Handle</b> (8-9" in length)</p>	<p><b>Long handle olive spoons</b> are used for the serving of olives that are stored in tall jars. The piece features a long handle and pierced bowl for draining.</p>

 <p><b>Oyster Fork</b> (5-6" in length)</p>	<p><b>Oyster forks</b> are used in addition to the 5-piece place setting and are used for the eating of oysters.</p>
 <p><b>Oyster Server</b></p>	<p><b>Oyster servers</b> are used to serve oysters both in and out of the shell.</p>
 <p><b>Pasta Server</b> (10-12" in length)</p>	<p><b>Pasta servers</b> are often called spaghetti servers by many people. This serving piece can be used for picking up, draining, and serving pasta.</p>
 <p><b>Piccalilli Fork</b></p>	<p><b>Piccalilli forks</b> are used for the scooping and serving of vegetable relishes.</p>
 <p><b>Piccalilli Spoon</b></p>	<p><b>Piccalilli spoons</b> are used for serving piccalilli, or vegetable relish.</p>



**Pickle/Olive Fork - Short Handle**

(5 ¾-6 ¼" in length)

**Short handle pickle forks** are used for the serving of pickles or olives that are stored in small jars.



**Pickle/Olive Fork - Long Handle**

(8-9" in length)

**Long handle pickle/olive forks** are used for the serving of pickles or olives that are stored in large jars.



**Pie & Cake Server**

(9-11" in length)

**Pie and cake servers** resemble the traditional pie server. This piece is used for the cutting and serving of pie and cake slices.



**Pie Server**

(9-10" in length)

**Pie servers**, like cake servers, are versatile pieces that can be used to cut and serve pie slices.



**Holiday Pie Server - Pierced**

(9-10" in length)

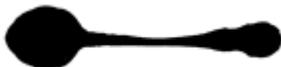
**Holiday pie servers** feature a festive holiday design and can be used to cut and serve pie slices. "HC" after the piece name denotes Replacements has hand crafted the piece. Handcrafted items are unique and complement other pieces in the set.



**Rice/Potato Spoon**

(9-10" in length)

**Rice/potato spoons** are serving pieces that have large bowls. Generally, rice and potatoes are served in large quantities when served in addition to or as part of an entrée.



**Salt Spoon**

(3-5" in length)

**Salt spoons** are very small individual pieces used in addition to the 5-piece place setting. These spoons are generally 3-5 inches in length and are used with salt dips.



**Sandwich Fork**

(7-8" in length)

**Sandwich forks** generally sit in the middle of the table or buffet and are used for the serving of finger sandwiches.



**Sardine Fork**

(5-6")

**Sardine forks** normally have short, wide tines. They may be used for serving sardines, anchovies, pickled vegetables, as well as petits fours.



**Sherbet Fork**

(6-7")

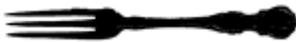
**Sherbet forks** resemble an ice cream fork. The piece has a crosshatch that extends between the tines and is used to eat sherbet.



**Snail Fork**

(6-7")

**Snail forks** are small forks that resemble and are used for the same purpose as the escargot fork.



**Strawberry Fork**

(4-6")

**Strawberry forks** are individual pieces that are used for the serving and eating of fruit.



**Sugar Shell**

(6-7")

**Sugar shells** are commonly used with sugar bowls. This piece resembles a teaspoon and has a shell-shaped bowl.



**Sugar Spoon**

(6-7")

**Sugar spoons** are used for serving granulated sugar. The spoon generally resembles a teaspoon or a cream soup spoon.



**Sugar Tongs**

(4-5")

**Sugar tongs** are used with an open sugar bowl and are used to lift and serve sugar cubes.



**Toast Serving Fork**

(7-8")

**Toast serving forks** have long tines that are spread far apart. This serving piece can be used to lift, scoop, and serve toast.

 <p><b>Tomato Server</b> (7-8 ½")</p>	<p><b>Tomato servers</b> are one of the most beautiful pieces of silver that can be found. The large round flat bowl is used to lift and serve tomatoes. The large flat bowl is generally ornate.</p>
 <p><b>Wedding Cake Knife</b> (10-12")</p>	<p><b>Wedding cake knives</b> are designed much like a cake knife. However, cake knives are generally longer and are often given as a gift to the wedding party.</p>
 <p><b>Youth Fork</b> (6-7")</p>	<p><b>Youth forks</b> are used by children. This piece is smaller than the regular dinner fork and is used in addition to the youth knife and five o'clock teaspoon.</p>

## 8-9. Glassware and Handling

**Crystal Glassware Handling.** Become familiar with the fine quality of glass products, as well as their handling for further safety and economy. Improving one's handling of crystal ware means less breakage. There are two causes for glass breakage: physical impact and thermo shock.

**Never pour cold water or ice into a hot glass. The thicker the glass is, the more time it will need to reach room temperature. Pour out ice and let glass stand five minutes prior to washing.**

**Wine Glassware and Wine Service Tips.** The size and shape of the wine glass can contribute to the enjoyment of drinking wine. Generally speaking, a glass with a long stem allows wine to be swirled easily (swirling helps bring out the smells of the wine, which is very important to the tasting process). The long stem also keeps the heat of your hand away from the wine.

In order to capture the scents, it's nice to have a glass that is narrower at the top than the area below. In this way there is a larger surface area of wine in the bottom and the bouquet of the wine can get trapped by the narrowing of the glass.

Never pour wine to the top rim of the wine glass. Use a napkin wrapped around the bottle to keep the hand from warming the contents of a chilled bottle of wine and to prevent moisture from chilled bottles to drip.

Every glass is designed to maximize taste and aroma by delivering the wine to the right part of the mouth, as well as being shaped properly to catch and concentrate the scents of the wine.

Supposedly wine glasses can be designed to channel the wine as you sip it to the parts of the mouth where you will get the optimal tasting experience. It is said that there is a different place in the mouth for each wine. Hence the different shapes for the glasses. Based on centuries-old concepts.

## 8-10. Table Decorations

Table decorations should complement the meal service. The following chart provides a guide in selecting appropriate decorations:

<u>Occasion</u>	<u>Considerations for Centerpieces and Table Decorations</u>
<b>Breakfast</b>	<p><i>Simple arrangements of fresh cut or artificial flowers, fruits, vegetables, A combination of these in attractive containers.</i></p> <p><i>Figurines suited for the occasion</i></p> <p><i>Small live potted plant</i></p>
<b>Lunch or Dinner</b>	<p><i>All of the items above may be considered for centerpieces</i></p> <p><i>Balloons to fit the Occasion</i></p> <p><i>A small bowl or cup of artificially arranged plants</i></p>
<b>Formal Dinner</b>	<p><i>Candelabra with candles (15 to 18 inches high)</i></p> <p><i>Ornaments that blend with the table settings</i></p> <p><i>Centerpiece of a china, silver, or porcelain bowl or pot filled with flowers: flanked by silver candelabra placed midway down each side of the table. Both sides must look the same.</i></p>
<b>Tea</b>	<p><i>One candelabrum is sufficient</i></p> <p><i>Arranged flowers in bowl or vase. The height of the flower arrangement may be at the discretion of the host or hostess.</i></p>
<b>Buffet</b>	<p><i>Flowers, fruits or vegetables in bowls, vases, or baskets</i></p> <p><i>Attractive ornaments</i></p> <p><i>Candelabra with lighted candles for evening activities</i></p>
<b>NOTE:</b>	<i>If candles are chilled for several days before use, they will drip less and burn longer.</i>

## 8-11. Linens and Table Coverings

The traditional formal dinner table is covered with a white or ivory damask tablecloth. Tablecloths should never hang over the table more than 18 inches, nor less than 12 inches. Ensure that the tablecloth hangs evenly on all sides. A silence pad should fit the top of the table, flush to the edges with the table cloth placed over the pad. Matching napkins should be placed before each guest.

Considerations for linens and table coverings. The following chart provides a guide in selecting appropriate linens and table coverings: (Always check with the host for preferences)

<i>Occasion</i>	<i>Considerations For Linens and Table Coverings</i>
<i>Breakfast</i>	<i>Silence pad under tablecloth</i> <i>Tablecloth</i> <i>Place Mats</i>
<i>Lunch or Dinner</i>	<i>Silence pad under tablecloth</i> <i>Tablecloth</i> <i>Sheer tablecloth lay directly over the table top</i>

### Quick table etiquette tips.

One should keep in mind that an overly crowded table is unattractive. A space of approximately 24 inches should be left between individual place settings for the guests comfort as well as to make serving easier.

When silverware is required and guests are already seated, these should be placed in a serving tray over a napkin.

Knives should be set on the right side of the plate with blade facing left, next to soup spoon.

When plates are monogrammed, emblem should be centered on upper side of plate. If on center of plate. It should be placed upright.

Replenishing or removing plates from table should always be done to the left side of guest.

Beverages should be served to the right of guest and handled by the base never close to rim.

## 8-12. Recording Receipts and Expenditures

**General** - You must maintain official records and receipts of expenditures for official events or functions, related to the admiral's official duties. Record entries accurately in a ledger and annotate required forms to show proper use of funds. Spending funds from an official account must be approved by your local Protocol Office and reconciled by their designee immediately following (or at least by the next day) any event using those funds.

Receipts must accompany the Official Entertainment Balance Sheet (sample provided at the end of this handbook.) If official liquor inventories are used, the Liquor Inventory Control Sheet must accompany the package.

**Receipts** - Submit official expense records to designated office for accountability. Organize the official expenditure documents, party expense sheet, store receipts and/or store purchase itemized list.

- Add each subtotal on the party expense sheet to gain an overall total.
- Attach all originals, copies, and receipts of purchases.

Recheck all figures to ensure the receipt totals equal the total amount actually spent so that the balance to be turned in is accounted for. Assemble completed documents in logical order and annotate for clarification and justification as necessary. Forward documents to designated office or individual as required.

### **Official Records**

- Maintain duplicate copies of all official expenditures and receipts.
- Establish files according to directives received from your local Protocol Office, Budget Analyst.
- Copies of all paperwork submitted are not required but are recommended.

## **8-13. Stocking and Setting the Bar**

**General** – For the purpose of official entertainment, it may be necessary to stock and set up the bar. If required to stock the bar, the Enlisted Aide will always check with the host or hostess to determine preferences. It is prudent for the Enlisted Aide to establish an official inventory of necessary items and those items can be procured through use of ORF funds. The following checklists are useful in determining specific bar needs.

**Glasses** – Since every drink requires a special glass, there are a variety of glasses used. A minimum of eight glasses by type should be stocked. The glasses should be of a style that matches the host's taste or is in keeping with the bar theme or surroundings.

<b>Glass</b>	<b>Description</b>
Pilsners	Tall and have a round pedestal for a base and used solely for beer
Wine Glass	Usually tall and stemmed, the larger glasses are usually for red wine
Highball	Tall, cylindrical, non-stemmed glass, for basic drinks (rum & coke, gin & tonic)
Rock Glass	Short with a wide rim and used for single order drinks on the rocks
Snifter	Stemmed bowl used for drinks served “neat”

**Beverages** – These items consist of, but are not limited to, liquor, wine, beer and after dinner liquors. There are some basic items used at a bar. Check with the Host/Hostess for preferences but it is always prudent to plan to serve:

### **Basic Liquor stock**

- Whiskey, Rye or Canadian such as Crown Royal.
- Scotch, single malt or blended such as Glen Fiddich or Chivas Regal.
- Bourbon, such as Makers Mark or Jack Daniels.
- Rum, light or dark such as Bacardi Superior or Myers Dark Rum.
- Gin has many nuances, try Tangueray, Bombay Sapphire or Beefeaters.
- Vodka, a standard, try Smirnoff, Stolichnaya, Skyy or Absolute.

## **Wines**

- Red wine should be stored at 55 degrees Fahrenheit.
- Red wine should be served at room temperature.
- White and Blush wine should be served chilled.
- Champagne should be chilled quickly in an ice bath; 30 minutes before service.
- Open red wines 30 min. prior to service. Some believe this allows the wine to breath.

## **After Dinner Liquors**

- Cognac such as Courvoisier or Remy Martin (only use VSOP)
- Cordials such as Grand Marnier, B&B (Bourbon & Benedictine) and Drambuie
- Kahlua, Bailey's Irish Cream, Crème de Menthe, and Frangelico
- Port wine, Tawny port is stronger in flavor profile then regular.

**Beer** - Beer should be placed in an ice chest and iced down at least 4 hours prior to the start of the function. A selection of Light and Full Bodied Brews should be considered.

**Non-Alcoholic Beverages** - Non-alcoholic beverages consist of:

- Sodas- Coke, Diet Coke, Sprite, etc.
- Juices- Orange, grapefruit, cranberry, pineapple, and tomato.
- Club soda.
- Tonic water.
- Sparkling mineral water.

**Garnishes** - Garnishes are vital to flavor and eye appeal of the drink. Generally the kinds of garnishes used are lemon and lime wedges, cocktail onions and olives for martinis, and cherries. Cut the lemon or lime in half lengthwise. Cut into ¼ -inch slices, and then cut those slices in half. Make sure you remove excessive seeds and labels from lemons and limes.

**Maintenance and Service Items** - You should have the following items when maintaining your bar and serving your guests.

- Bar towels.
- Trash cans.
- Trash bags.
- Beverage napkins.
- Bar spoon.
- Measuring devices.
- Ice scoop.
- Bottle opener, corkscrew, and can opener.
- Cocktail napkins
- Good supply of glasses
- Large cooler

**Placement of Items** - The trick to running a smooth bar operation is the placement of the items being used. The table below lists the items and placement for a smooth operation. The location of the bar must be taken into consideration; it should be accessible to the guests but away from the food table. It should not be so large for the room that it dominates the area.

<b>Item</b>	<b>Placement</b>
Bar	Centered but out of the congested area
Tables	Directly behind the bar, but leave enough walking space
Glasses	Wine glasses – On the top shelf inside the bar Highball – On the second shelf inside the bar Rock glasses – Next to the highball glasses inside the bar Pilsners – On the third shelf, inside the bar Liquors Place on top of the bar, to the left or right
Wine	Decant into carafes, on top of the bar opposite the liquors
Beer	Place in ice chest with ice, set on table behind the bar
Sodas	Place on table behind the bar and place one can of each soda on the top of the bar to allow guest to see the selection
Juices, sodas	Place one of each on top of the bar, and then place the extra supplies on the table behind the bar
Garnishes	Place on top the bar next to the liquors
Service Items	Place on top the bar, in an area where they are accessible
Trash cans	Place on both sides of the bar, with a tablecloth wrapped around it
Scoop	Place with ice

**Bar Equipment** - The checklist below is only a guide; items may be added or deleted to suite your needs.

Cocktail shaker with top	Lemon-lime squeezer
Bottle opener	Stainless-steel knife
Corkscrew	Ice bucket
Set of ice tongs	Long handled mixing spoon
Bar strainer	Cutting board
Large mixing picture	Coasters
Jigger (1 ½ ounces)	Stirrers
Muddler (stir sticks)	Napkins

## Bar Stemware



**1.5 oz Shot glass**



**4 oz  
Cognac**



**5.5 oz  
Champagne**



**6oz  
Brandy  
Snifter**



**10 oz Pilsner**



**10 oz Rock Glass**



**Pilsner**



**12 oz Beer Mug**



**11 oz Wine  
Glass**



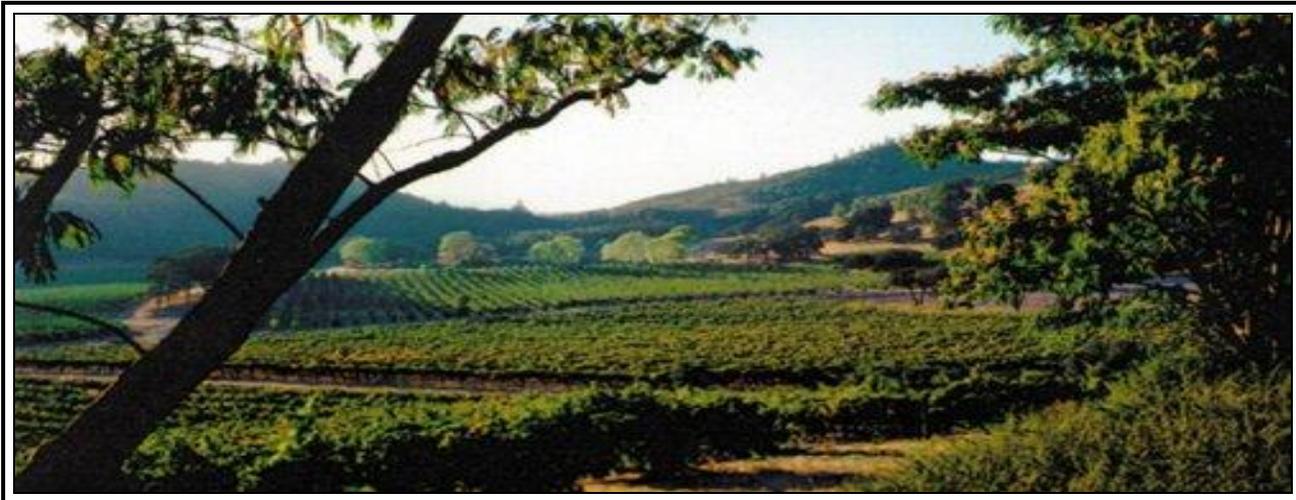
**14 oz  
Specialty  
Glass**



**Cocktail /  
Martini Glass**



**8oz Highball**



Food & Wine Pairing Chart	White Wines						Red Wines						Dessert			
	Riesling	Gewurztraminer	Pinot Gris	Semillon	Sauvignon Blanc	Chardonnay	Viognier	Syrah	Merlot	Cabernet Sauvignon	Pinot Noir	Sangiovese	Zinfandel	Red Blends	Late Harvest Rieslings	Late Harvest Semillon
Mild Cheeses	●	●	●	●	●		●				●					
Strong Flavored Cheeses			●		●	●		●	●	●		●	●	●	●	●
Appetizers	●	●	●	●	●			●								
Shrimp, Crab and Lobster	●		●		●	●	●									
Clams, Mussels and Oysters			●	●	●		●									
Seafood with Wine or Light Sauces	●		●	●	●	●	●									
Seafood with Cream Sauces			●			●	●									
Grilled Fish	●		●	●	●		●	●	●							
Salmon				●		●		●		●						
Creamed Sauces			●	●	●	●										
BBQ Foods								●	●			●	●	●		
Mediterranean Style Pasta								●		●		●		●		
Chicken, Turkey and Game Hen	●	●	●		●	●	●	●			●		●	●		
Pheasant, Duck and Goose		●				●		●	●		●		●	●		
Asian Cuisine	●	●	●	●				●								
Pork and Veal		●				●		●		●				●		
Lamb								●	●	●	●	●	●	●		
Beef								●	●	●	●	●	●	●		
Fruit and Light Desserts														●	●	
Chocolate Desserts								●	●				●			

## CHAPTER 9 QUARTERS OPERATIONS

**9-1. Introduction** - The quarter's operations are very important day-to-day responsibilities. There are many tasks to be performed and time management is a must. The enlisted aide is required to clean and maintain the admiral's quarters while properly preparing uniforms and nutritious meals.

This is guidance taken directly from OPNAVINST 1306.3B

**9-2. Permissible Duties.** Per references (b) and (c), and in connection with military and official functions and duties, EAs are permitted to:

a. Assist with the care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment. EAs may be assigned to clean and maintain **ALL** spaces in assigned flag quarters, including but not limited to **ALL** living and dining areas, kitchens, bedrooms, bathrooms, hallways, basements, attics, garages, and storage areas. Cleaning is defined as those functions necessary to maintain the appearance and long-term preservation of the public residence. Acceptable duties include but are not limited to dusting, vacuuming, cleaning windows, stripping and waxing floors, steam-cleaning carpets, and cleaning of moldings, window sills/treatments, baseboards, railings, etc. Cleaning does not include making beds, picking up or organizing personal effects, or other duties that contribute solely to the personal benefit of the flag officer or family members. As a general rule, EAs are responsible for the maintenance and cleanliness of the public residence; quarter's residents retain responsibility for cleanliness, organization, and maintenance of personal effects.

Please notice the guidance given by the bold high lighted word **ALL**. This gives firm direction for family personal areas.

**Note:** Cooking family dinners & shopping for personal food supplies that are not directly related to official functions or reasonably connected functions are unauthorized.

### **9-3. Care and Maintenance of Personal Furnishings, Figurines, Books and Knickknacks:**

This guidance is taken directly from OPNAVINST 1306.3B

Cleaning does not include making beds, picking up or organizing personal effects, or other duties that contribute solely to the personal benefit of the flag officer or family members. As a general rule, EAs are responsible for the maintenance and cleanliness of the public residence; quarter's residents retain responsibility for cleanliness, organization, and maintenance of personal effects.

#### **Reporting Damage**

Constantly and consistently look for damaged or deteriorating surfaces and areas. Check for and report any places where loose or cracked plaster, missing roof tiles, or leaks in the basement may indicate general decay of the foundations. Be sure to scan the ceiling for stains that may indicate a leak from the floor above or other invasive water problems and report any decay or damage to Maintenance personnel of quarters or

Authorized personnel. Track these deficiencies using the Work Order Tracking Form.

## 9-4. Maintaining Linens

**General** - Clean Government issued linens (damask napkins, table cloths, and doilies) using washer set on a delicate cycle, or send them to the laundry. Ensure linens are not damaged during cleaning and pressing process if they are done in quarters. Linens used for formal meals should be stored separately from those used every day. Only clean, dry linens should be stored. Keep a linen inventory on hand.

### Washing Government issued Linens

- Maintain labels and refer to manufacturer's cleaning instructions.
- Wash in HOT water and detergent, if linen is pre-shrunk.
- If you do not know whether the linen is pre-shrunk, use COLD water and cold water detergent.
- Avoid chlorine bleach and enzyme products when washing linens.
- Sort linens by type and size stack them and then roll them in a lint free towel.

### Pressing Linens

- Separate linens by category (napkins, tablecloths, and doilies).
- Iron damp linens on the back side to keep the embroidery full, one at a time with a medium - hot iron.
- Fold linens.
- Check with Host/Hostess for any special folding requirements.

### Linen Storage

- Separate everyday linens from those that are used for formal meals.
- Place linens in appropriate storage areas by category.
- ONLY store clean, dry linens.

## 9-5. Maintaining Lead Crystal

**General** - Maintain and wash government issued lead crystal using recommended procedure. Handle only one piece of crystal at a time. Wash in warm soapy water using a mild product, rinse in hot water. Dry with one cloth and polish with another. *Never hold stemware by the stem and twist the bowl, it will likely snap the stem off.*

### Washing Crystal

- Prepare warm soapy water using synthetic detergent.
- A rubberized pad may be placed in the bottom of the washing sink.
- A capful of vinegar may be used in the wash water.
- Do not use ammonia on crystal that has a decorative trim; it can fade the color.
- Prepare hot rinse water.
- Lift crystal by the stem, one piece at a time, to prevent breaking.
- Wash each piece by holding crystal by its cup and using a lint-free cloth or sponge.



### **Rinsing Crystal**

- Dip crystal, one piece at a time in hot rinse water.
- Place rinsed crystal upside down on a soft cloth to drain and avoid chipping.

### **Drying Crystal**

- Use lint-free cloth to dry crystal.
- Lift each piece of crystal by the stem.
- Dry crystal one piece at a time by holding its cup firmly to ensure it does not slip out of your hands.
- Place dried crystal on a flat surface.

### **Polishing Crystal**

- Use clean, dry lint-free cloth to polish crystal.
- Polish one piece of crystal at a time.
- Place on a flat surface after polishing.

### **Storing Crystal**

- Separate crystal according to use.
- Place the crystal in its designated storage area in the upright position.
- Ensure that crystal is stored in a neat, orderly manner, and not touching each other.

## **9-6. Window Cleaning**

**General** - Use the appropriate cleaning supplies to remove all spots and dirt from panes and picture windows. Remove all dust and lint from the frames and window sills.

### **To clean windows**

- Spray cleaner on window sills with a sponge and wipe dust and debris.
- Wipe the glass clean with Windex & paper towels or window wipes. Newspaper can be used for outside windows.
- Dry glass thoroughly.

**WARNING: DO NOT** mix any chemicals together; use only one in each washing solution! Ammonia solutions and solutions containing alcohol or bleach should be handled carefully because they may damage painted, lacquered, and varnished surfaces and **will cause severe physical impairment**.

### **When cleaning window panes or glass DO NOT**

- Scrub glass with dirty cloth or scrub pad.
- Work on windows when the sun is shining directly on them.
- Use soap, ever.
- Sit on window sill with your body extended outside the window to clean exterior windows.

## **9-7. Ceiling and Wall Cleaning**

**General** - Dust and spider-webs present a constant cleaning requirement and inspections for them should be included in your daily walk through of the quarters. Chair rails, baseboards, and window sills will stand out when regularly maintained.

**Ceiling Dusting** - Use a cloth-covered broom or other appropriate equipment to dust entire ceiling, especially in all corners and around light fixtures.

### **Using a Preservative on chair rails, baseboards, window sills**

Follow the steps below for adding a preservative to the surfaces.

- Carefully apply approved wax, lemon oil or polish.
- Buff or rub wax or polish in thoroughly.
- Be sure to wipe up excess wax or polish to avoid dust-catching, slippery surfaces.

**9-8. Light Fixtures** - Follow the steps below to dust and clean light fixtures.

- Regularly dust light fixtures.
- Carefully clean light bulbs by unscrewing them and allowing them to cool and then clean with an appropriate cleaner, dry completely to get a brighter glow.
- Periodically remove the parts of fixtures that can be removed for deep cleaning.
- Wash in warm, mildly soapy water.
- Rinse fixture parts and dry completely.
- Replace cleaned fixture parts properly.

### **9-9. Cleaning the Bathroom**

**General** - The bathroom is part of the community area used by guests. Insure you field day at least weekly or as needed. Wipe all surfaces daily. Replace soiled towels and washcloths with clean ones. Empty and clean wastebaskets. Remove dust from baseboards, windows, and draperies. Clean and dust specified areas with the proper equipment, solutions, and techniques. Remove mildew and mineral deposits from ceramic tile. Ensure toilet paper is full and well stocked, start paper roll with a triangle fold.

#### **Bathroom Accessories**

- Check for dust on doors, baseboards, windows, window sills, and draperies/curtains.
- Remove dust with damp cloth or other approved dusting/cleaning solution.
- Check mirrors for smudges, stains, and other marks.
- Spray mirrors with appropriate glass cleaner.
- Wipe mirrors with dry, lint-free cloth or paper.
- Empty waste baskets daily and clean weekly.

#### **Sink**

- Use damp cloth or sponge with an approved commercial cleaner.
- Wash entire area around the item.
- Rinse the sink thoroughly. If the sink and tub wall area have tile, use a soft scrub liquid with a soap scum remover.
- Dry the sink with a clean (lint-free) dry cloth.

#### **Toilet Bowl**

- Use damp cloth or sponge with an approved commercial cleaner.
- Clean the entire area, inside and out. When removing rings from the inside of the bowl use a calcium stain remover, do not scrub with an abrasive pad as it will remove the enamel. Check lip fastener bolts monthly
- Rinse item thoroughly.
- Dry item with clean (lint-free) dry cloth.

### **Mildew**

- Use chlorine bleach (1 cup to each gal of water), or another approved commercial cleaner to wash mildew areas.
- Use a small stiff brush to scrub the area.
- Rinse thoroughly.
- Dry completely.

### **Floor Areas** - Use the following steps to mop the floor areas.

- Use soap, detergent, or another approved commercial cleaner mixed with the proper amount of water to clean floors.
- Using mop, wet the floors thoroughly with solution.
- Mop in corners, around doors, and around toilet bowls.
- Change water solution, when necessary.
- Wring out excess water from mop.
- Dry mop floor completely.
- Let the floor air dry.

### **Tissue Rollers and Dispensers** -Check tissue rollers/dispensers. Fill tissue rollers/dispensers as necessary. Floors

**Mirrors** - Spray dry paper towel w/ Windex and wipe dry

## **9-10. Carpet Maintenance**

**General** - Operate the vacuum cleaner and carpet shampooer properly according to the manufacturer's instructions and requirements. Maintain and clean carpets using the appropriate cleaning supplies to remove any spots, stains, or odors.

Note: Oriental carpets should not be vacuumed. Sweep or shake out dirt particles. The beater brushes of a vacuum cleaner destroy the ornamental frills and pit the delicate fiber of these custom rugs.

### **Vacuuming the Carpet**

- Use slow forward and backward motions, vacuum entire carpet area.
- Slow movements result in the most effective soil removal.
- Vacuum slower and more often in "traffic lanes."
- Carpet becomes soiled at an uneven rate due to the "traffic lanes" accumulating more soil than the surrounding carpet.
- DO NOT – apply carpet freshener powder to the high traffic areas. This will damage the fibers in the carpet. Apply it only along the edges around the room.

### **Immediate Action for Spilled Substances or Wet Spots**

**WARNING:** Never pour a solvent or undiluted cleaner directly on the carpet/rug.

- Blot up any liquid with a paper towel or cloth.
- Dampen a sponge or cloth in lukewarm water or approved commercial cleaner for the particular spot or stain.
- Sponge the stain with the dampened sponge or cloth.

**Note:** Do not scrub roughly; wipe and pat to avoid disturbing the pile. A soft, bristled brush or fingertips may be used to work the cleaning solution into the soiled carpet area.

- Use another clean, dry cloth; wipe up excess moisture.

- If necessary, place another clean, dry cloth over the spot and stand on the cloth about 30 seconds.
- Remove the cloth.
- Repeat steps 2 through 6 until spot is removed from carpet or rug.

**Note:** Club soda or tonic water used directly on spots and wiped dry will usually remove the spots completely.

### **Carpet Cleaning - Room Preparation**

Follow the steps below to prepare a room for carpet cleaning.

- Remove furniture and area rugs from room, or place to one side of the room until the other side is vacuumed, cleaned, and dried.
- If furniture must be left in place, protect base of furniture legs by placing small plastic bags under/around legs and secure in place with masking tape or rubber bands.

### **Shampooing the Carpet**

- Read and follow manufacturer's instructions carefully when using an approved commercial cleaner and shampooer to clean carpet or rug. (Maintain a file folder with manufacturer's suggestions for cleaning and maintaining carpets.)
- Allow the carpet to dry completely.
- Vacuum the carpet to remove any carpet fibers that may have been loosened.
- Return furnishings to their original location. Place plastic strips under wood furniture to avoid staining the carpet.

When it is necessary to move furniture to open a room up for a function, ice placed into the divots left by the furniture will revive the carpet and bring the pile back in 12 to 24 hours.

### **Finally some Do's and Don'ts**

- DO** Place folded wax paper or plastic bags under table and chair legs to prevent stains when shampooing carpets.  
Lift and remove furniture that can be moved before shampooing carpets.  
Turn area rugs around every 2 weeks or so to distribute wear and tear.  
Air manageable rugs in the sunshine occasionally.  
Snip off fiber ends that may be hanging or have pulled loose.
- DO NOT** Wet carpets excessively.  
Let furniture stand on wet carpet if it can be avoided.  
Walk on a dampened carpet or rug.  
Shove furniture across a rug.

## **9-11. Hardwood Floor Maintenance**

**Floor Dusting** - Dust floors by mopping entire area with dampened mop to remove dust and other loose particles. A vacuum may be used and is especially helpful with pet hair, but it must be set to its lowest setting so it will not rise or blow dust. It is preferred to use a push broom or dry mop, to clean the floor, especially if the area is large.

**Buffing a Wood Floor** -It may become necessary to polish/buff the floor to bring back its luster.

If you have a buffer available, read and follow manufacturer's instructions carefully. As you polish the floor, let your motions follow the grain of the wood. Remove spills promptly with a damp cloth.

Note: Never polish wood floors with furniture polish or bottled floor wax. This creates a slip hazard and destroys the floors finish. Cleaning solvents are sold that are specially formulated to clean wood flooring and bring out the wood finish. DO NOT use floor wax on real wood floors

## 9-12. Cleaning Furniture

**Note: Before you touch any furniture in the house ask for a special cleaning direction walk through of the house. Often personal furniture is mixed into the common areas and might require special handling.**

**General** – All quarter’s residential areas must be cleaned with proper supplies, cleaning solutions, and equipment.

The appropriate techniques must be followed in cleaning furniture. Always maintain labels from furniture and refer to manufacturer's instructions when cleaning. Check with host/hostess for preferences of polishes, waxes, or oils to be used on furniture.

**Dusting Furniture** -Oiled and treated dusters should be used ONLY on furniture polished with an oil polish. Never spray polish directly on furniture. Use a clean, dry, hemmed duster to remove dust from furniture.

### Polishing Government issued Wooden Furniture

- Select and use the appropriate polish, wax, or oil for the particular furniture.
- Apply polish, wax, or oil sparingly; rub with the grain of the wood using a soft cloth.
- Rub with a soft cotton flannel cloth to polish.

**Note:** Too much polish (whether oil or wax) makes the polishing job difficult and leaves wet uneven residue.

**Furniture Treatment** - Check with the Admiral, spouse, or NCOIC on proper maintenance policies and procedures before attempting to treat furniture.

#### **Furniture      Recommended Treatment**

Leather	To keep from cracking, condition with a commercial leather conditioner. Do not use waxes or mineral oil.
Vinyl	Clean with a solution of mild dishwashing liquid and warm water. Rinse with a damp sponge.

## DAILY CLEANING SCHEDULE

- Load / Unload Dishwasher
- Walk grounds (pick up sticks and blow leaves by the entrance)
- Maintain Grocery List
- Fill Beverage tray
- Fill Soap
- Prep Lunch / Dinner
- Sanitizer Refrigerator
- Clean Stove / Microwave
- Sanitize Countertop
- Empty Trash
- Clean Sinks (Comet)
- Windex Appliances
- Clean Front porch
- Vacuum and Mop Kitchen Floor
- Water Outside Plants and Fill Bird Bath

### **Monday**

- Vacuum Laundry Room, Guest Room and Kitchen
- Wipe Baseboards
- Clean 1<sup>st</sup> Floor Bathrooms

### **Tuesday**

- Put Trash Out
- Vacuum Downstairs (Dinning Room, Family Room, Foyer)
- Dust Main Floor
- Water Inside Plants
- Sweep Basement Stairs
- Shop (check coupons)

### **Wednesday**

- Wipe Kitchen Cabinets
- Sweep Garage / Clean storage

### **Thursday**

- Sweep All Entrances
- Wash Kitchen Trash Can
- Wash outside Trash Cans

### **Friday**

- Clean Screened Porch

- Clean Family Room

## CHAPTER 10 Food and Beverage

### 10-1. Food and Beverage Procurement

**General** - The purchases of food items must be made with regard to providing menus with variety and adequate nutrition. Attention must be paid to seasonal and locally produced food items and special emphasis is placed on predetermined budgetary constraints. Personal preferences for dietary or religious requirements must also be taken into consideration. Coordinating a Shopping List will make this process easier.

**Obtain Funds** - The method used to obtain funds and the manner in which they are spent encompasses a set of issues which is personal in nature and can only be determined by the Admiral.

**Money** - You will need to establish the method of payment desired:

- Cash; \$ 50.00 – 150.00 emergency cash fund is the norm., to be audited monthly.
- Blank check (personal, authorized.) not recommended.
- Pre-signed check (by Admiral or designee.) is recommended for weekly grocery purchases.
- Credit Card (personal, authorized.) Personal card authorization to be given to the aide and given to the EA for shopping. The Admiral should appoint a custodian for the credit card in the front office, the liability is too large to let the EA personally carry the card full time.



**Purchases** - You will need to determine the preferred method of procurement:

- Shop to obtain the best value per cost ratio.
- Shop by “Brand Name.”
- Do not shop at predetermined locations. Check with the Admiral for specific shopping location for certain custom items.
- Purchase greens and breads as close to function date to ensure freshness.

**Personal Accounts** - For accounting purposes, it is best to group these deposits and expenditures by month and year. Reconciliation of this ledger must be performed with the admiral or their representative as frequently as deemed necessary. The Monthly Household Cost Report can simplify this process and may serve well to post in an easily accessible location.

**Delegation Of Authority** – To cash personal checks or use the admiral’s personal credit card, it may be useful to have Notice of Delegation of Authority, already on file with the organizations you intend on doing business with the Commissary, Base Exchange.

**Reimbursements For Expenditures** - If applicable, you may want to establish an account or method whereby you can be reimbursed for the mileage you accumulate while driving your POV in the performance of your official duties.

## 10-2. Record Expenditures

**General** - You must maintain receipts of expenditures and petty cash fund transactions for personal and household needs related to the admiral's official duties. Record entries accurately in a ledger or use the Monthly Household Cost Report to annotate use of funds. Balance petty cash funds weekly to verify accountability.

**Receipts** – Regularly submit expense records to the admiral or spouse for accountability monthly is recommended . Organize the store receipts according to progressive purchase dates.

- Add each subtotal on the party expense sheet to get a total.
- Attach all originals, copies, and receipts of purchases.
- Assemble completed documents in logical order and annotate for clarification and justification as necessary.

### Petty Cash Fund

The Admiral and spouse will establish the amount of cash to be maintained in the quarter's petty cash fund. At the Admirals discretion these monies are for family personal needs that include laundry, dry cleaning, and related personal household items. Keep monies in a secure lock box in a designated location. When requested by the admiral or spouse to make specified purchases from petty cash, make a note of instructions given. Remove the appropriate amount from the cash box.

Record essential information in a ledger or fill out required forms.

- Date of transaction.
- Locations of purchases.
- Amount of money subtracted from the balance.
- New or running balance.
- Maintain purchase receipts in designated file or ledger.
- Place change in the lock box and secure it.
- On a regular basis, count the cash in the lock box to ensure the ledger balance and the lock box monies are equal.
- Upon request from the admiral or spouse, provide the current balance of the petty cash fund.
- Replenish petty cash fund upon instructions from the admiral or spouse.



### 10-3. Food and Beverage Storage

**Food Items** - A "First-In and First-Out" (FIFO) policy must always be used.

Refrigerated items should be stored as follows.

Category	Temperature Range
Meats and poultry	34° -38°
Fish and shellfish	33° -38°
Dairy products	34° -38°
Fruits and vegetables	36°
Frozen foods -	10° - 0°



**Beverages** - Wine bottles must be stored on their sides.

White wine should not be exposed to sunlight. Storage temperatures for beverages must be maintained as follows.

Beverage	Temperature Range
Spirits	60° - 68° F
Beer	38° - 45° F
Red wine	55° - 60° F
White & Rose wine	40° - 45° F

#### **Semi-Perishable Items**

- Move the oldest stock from the back to the front of the storage area.
- Remove old stock from shelves.
- Ensure that storage area is clean. Wipe dust and food spillage from the shelves.
- Check availability of storage space.
- Place new stock on shelves.
- Date all new stock before storing it.
- Place old stock in front of new stock.
- Store cases or large bags on pallets that is at least 4 inches above the floor level.
- Place the opened bags of flour or sugar, in their original containers, into stainless steel or plastic containers as required.
- Cover the food containers with tightly fitting lids.
- Place containers in storage area in a neat and orderly fashion.

**Perishable Items** - Routinely check the refrigerator and freezer cabinet temperatures. Keep refrigerator and freezer temperature log to record temperatures, if necessary.

- Ensure the air temperature of the refrigerators is 32 ° to 38 ° F (0 ° - 5 ° C.)
- Ensure the air temperature of the freezer is 0 ° F or below (-18 ° C or below.)
- Report refrigerator and freezer temperatures that are not within these limits to proper authorities.

#### **Storage of Frozen Food Items**

- Remove old stock from refrigerator or freezer.
- Place the old stock in a second freezer or refrigerator, if available.

**Note:** Clean the freezer from which you removed the old stock before replacing food items.

- Date all new stock before placing in storage.
- Place the new stock to the rear of the clean freezer.
- Remove the old stock from the second freezer or refrigerator.
- Place the old stock in front of the new stock, grouped by type, in the clean freezer.

## **Foods Requiring Refrigeration**

- Remove the old stock from the refrigerator.
- Place the old stock in a second refrigerator, if available.

**Note:** Clean the refrigerator from which you removed the old stock before replacing food items.

- Place new stock to the rear of the clean refrigerator.
- Remove the old stock from the second refrigerator, if required.
- Place the old stock in front of the new stock in the clean refrigerator.
- Avoid odor-imparting and odor-absorbing foods within the same refrigerator.
- Place in separate refrigerators if available.
- Space or stack items to allow air to circulate around them.
- Check the refrigerators and freezers periodically to ensure the proper temperatures are maintained after cleaning and restocking.

## **Inspection of Food and Beverages**

**General** - When purchasing goods for the admiral you are entrusted with their funds to provide items of the highest quality. You need to be prepared to select items, detecting leaks, holes, cracks, and swelling in canned goods; grease, moisture, discoloration, and insect or rodent activity in dry storage items; offensive odors or the slimy condition of meat, fish, and poultry; molded or rotten fruits and vegetables; firmness or excess ice build up on frozen items to determine if thawing has occurred; and expiration dates on dairy products must be checked.

**Inspection of Perishables** - Perishables consist of meats, fruits, vegetables, poultry, seafood, milk, butter, and cheese, eggs (fresh, frozen, or cured meats, and fresh or frozen fruits and vegetables.) Check perishable items for signs of spoiling.

- Check meat, poultry, and fish to make sure they do not have an offensive odor.
- Check fresh fruits and vegetables to make sure there is no mold or rot.
- Inspect frozen foods for signs of thawing and refreezing.
- Press the package with your fingers to ensure that it is firm.
- Make sure that the package is not hard on one side and soft on the other.
- Check frozen meat products to make sure that there is no frozen blood in the containers.
- Check the expiration date on dairy products to ensure it has not expired.
- Look for signs of insect or rodent infestation.

## **Inspection of Semi-Perishables**

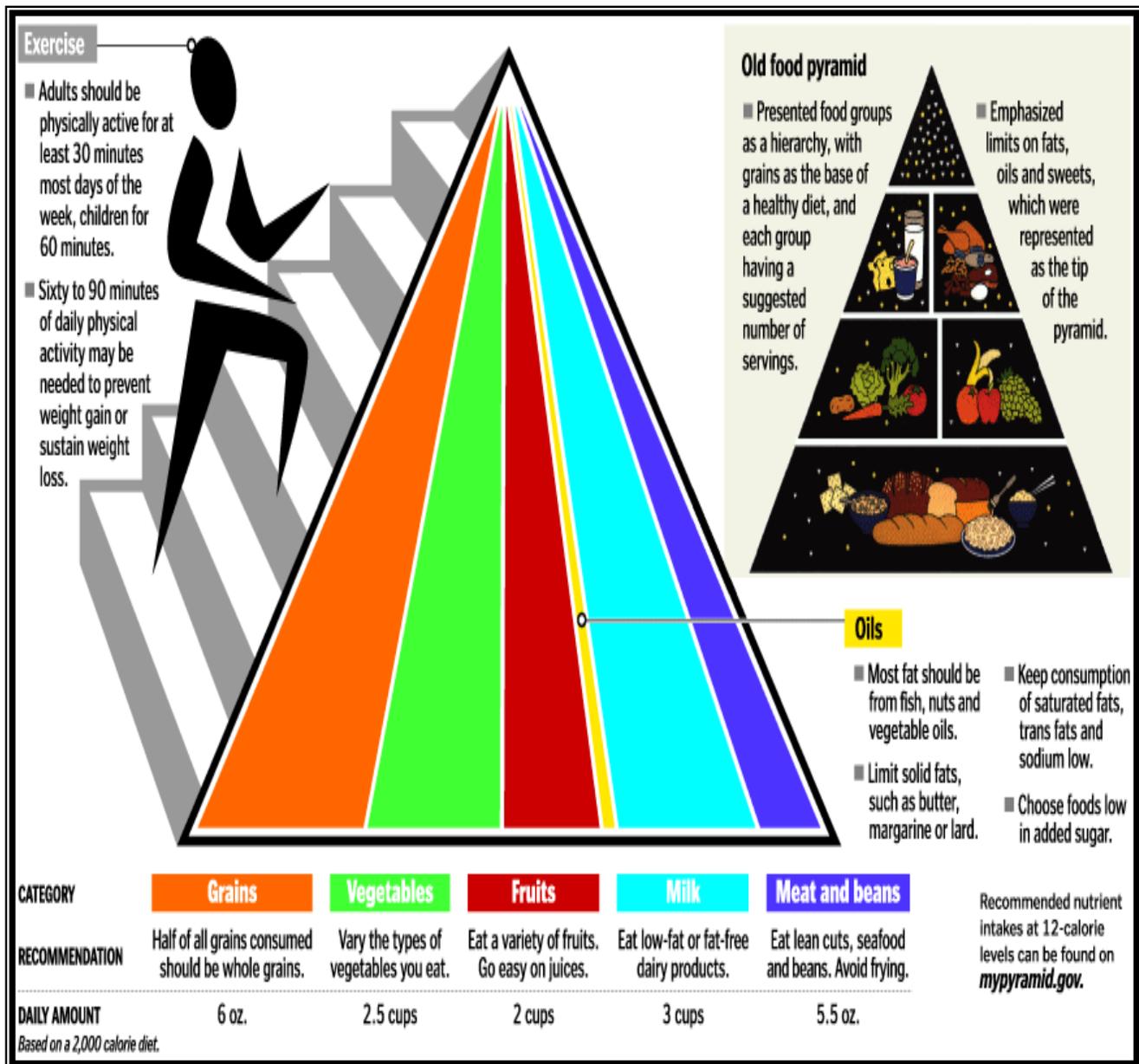
Semi-perishables consist of dried fruits and vegetables, canned goods, and packaged goods such as sugar, flour, or pasta products. Check containers or packages of dry storage items for discoloration that indicates:

- Exposure to greasy substances.
- Exposure to moisture.
- Evidence of insect or rodent activity.
- Inspect canned goods for leaks, holes, cracks, rust, or swelling.
- Check the expiration dates on items.

## **Refuse Disposal**

Garbage and refuse must be kept in durable fly and rodent proof containers. Lids shall cover containers at all times. Containers used indoors shall be periodically cleaned. Outside containers shall be stored on or above a smooth surface or nonabsorbent material that is kept clean, graded to prevent accumulation of liquid waste, and maintained in good repair.

## 10-4 Food Guide Pyramid



The original "Four Food Groups" has been replaced with the "Food Guide Pyramid". This illustrates the relative proportions of different foods that make up a nutritious, well-balanced diet

## 10-5. Sanitation

FOOD SERVICE SANITATION IS THE APPLICATION OF APPROVED SANITATION PRACTICES TO PREVENT OR REDUCE THE INCIDENCES OF FOOD BORNE ILLNESS. THE ENLISTED AIDE MUST BE FAMILIAR WITH THE NAVY POLICIES ON SANITATION.

**General.** Food is easily contaminated and will readily support the growth of many disease producing bacteria. The following is a list of the most common factors that cause food borne illness:

- A. Failure to properly cool food
- B. Failure to thoroughly heat or cook food.
- C. Enlisted Aides who practice poor personal hygiene at home and work.
- D. Preparing food a day or more in advance of being served.
- E. Adding raw contaminated ingredients to food that receives no further cooking.
- F Allowing food to stay for to long at temperatures favorable to bacterial growth.
- G. Failure to reheat cooked foods to temperatures that kill bacteria.
- H. Cross contamination of cooked food by raw food improperly cleaned and sanitized equipment, or Aides who mishandle food.

## 10-6. Food And Supplies

**General.** An important function of the EA is to select and buy food for social functions in the quarters. The EA must buy all types of subsistence commodities as well as general household supplies. The EA shops at the commissary, grocery store, international markets, and specialty shops. Grocery purchases include meat, poultry, and seafood; fresh frozen and canned vegetables; fresh fruit and staples (flour, sugar, shortening, drinks, and spices). The EA also buys common items such as soap, detergent napkins and other general use supplies required in the day to day operation of the quarters. This section provides the EA with a good guide for buying. You should establish a good rapport with commissary officers and meat and produce managers to assure you get the best assistance and guidance in choosing foods.

**Menu Planning.** The success of any official meal function is based on menu planning the Enlisted Aide should prepare a meal plan for review by the host or hostess.

**Dietary Restrictions.** Very often the Admiral will entertain foreign guests. When entertaining foreign guests, it is important to consider any dietary restrictions they may have prior to planning the menu. Basic rules of thumb are that Moslems and Jews do not eat pork. Those of the Hindu and Buddhist faith do not eat beef. The following chart lists very general restrictions found in certain countries. This does not allow for individual dietary restrictions due to religious, medical, or personal preferences. Therefore one should determine if these restrictions exist. In general, fish and fowl are universally acceptable when restrictions do exist; guard against serving any derivation of that item. Take particular note to avoid serving combinations of veal and ham or chicken and ham, both of which are unacceptable to Moslems and Jews. It is always wise to have a variety of nonalcoholic drinks available to those who prefer them.

	NO BEEF	NO PORK	NO RESTRICTIONS	OTHER		NO BEEF	NO PORK	NO RESTRICTIONS	OTHER
ARGENTINA			X		KOREA			X	
AUSTRALIA			X		LEBANON		X		
AUSTRIA			X		MALAYSIA		X		
BELGIUM			X		MEXICO			X	
BOLIVIA			X		MOROCCO			X	
BRAZIL			X		NEPAL	X	X		
BULGARIA			X		NETHERLANDS			X	
BURMA			X		NEW ZEALAND			X	
CAMEROON			X		NICARAGUA			X	
COLOMBIA			X		NIGERIA			X	
CZECHOSLOVAKIA			X		NORWAY			X	
DENMARK			X		PAKISTAN		X		NO ALCOHOL
DOMINICAN REP			X		PANAMA			X	
ECUADOR			X		PARAGUAY			X	
EGYPT		X			PERU			X	
EL SALVADOR			X		PHILIPPINES			X	
ETHIOPIA		X			POLAND			X	
FINLAND			X		PORTUGAL			X	
FRANCE			X		ROMANIA			X	
GERMANY			X		SAUDI ARABIA		X		
GHANA		X			SOUTH AFRICA			X	
GREAT BRITAIN			X		SPAIN			X	
GREECE			X		SRI LANKA				NO FISH/EGG
GUATEMALA			X		SUDAN		X		
HAITI			X		SWEDEN			X	
HONDURAS			X		SWITZERLAND			X	
HUNGARY			X		THAILAND	X			
INDIA	X	X			TUNISIA		X		
INDONESIA			X		TURKEY		X		
IRAN		X		NO ALCOHOL	URUGUAY			X	
ISRAEL		X			USSR			X	
ITALY			X		VENEZUELA			X	
JAPAN			X		YUGOSLAVIA			X	
JORDAN		X			ZAIRE			X	

## CHAPTER 11 SPECIAL FURNISHINGS

### 11-1. Special command position

A position designated by the Director of Administration and Management, OSD, if filled by a Admiral or flag officer, or civilian or comparable grade, with public entertainment responsibilities requiring the incumbent to represent the interests of the United States in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank, and outstanding members of the business, industrial, labor, scientific, and academic communities.

### 11-2. Public entertainment area

Enclosed porches, dens, libraries, and family rooms (unless integrated) are not normally considered as part of the public entertainment area. Upstairs hallways (unless there is no bathroom available for guests to use on the first floor) and other areas of the DV's are not considered as a part of the public entertainment area. Guest bedrooms in DV'S of special command positions may be included if overnight accommodation of official visitors will be required.



### 11-3. National flags for family

- a. Family housing residents will be issued national flags to be displayed. Flags will be affixed to houses and displayed per installation directives.
- c. Installation housing offices will establish procedures for issue and accountability of flags and requests for replacements.

### 11-4. Provision of household equipment

- a. Ranges and refrigerators.
  - (1) Government-procured ranges and refrigerators will be provided in Navy-controlled family housing and in private rental housing in foreign areas occupied by eligible personnel.
  - (2) Ranges will be free standing or slide-in, and white in color. Ranges not conforming to sizes authorized and may be procured only when space is inappropriate for the specified sizes.
  - (3) Refrigerators will be free standing.
  
- (1) Clothes washers and dryers will not be provided in CONUS family housing except for CONUS housing occupied by foreign personnel who are in this country on an exchange basis and for special command positions.
- (2) In overseas areas, clothes washers and dryers are authorized for Navy-controlled housing and private rental housing occupied by eligible personnel when determined by economic analysis to be more cost effective than shipment of personally-owned washers and dryers. Commercial-type washers and dryers will be procured for

use in structures having common laundry rooms. Stacked washer/dryers or dryers may be procured and installed in those laundry rooms where space is restricted.

c. Portable dishwashers. Portable dishwashers may be provided in housing instead of installed dishwashers where it is considered impractical to provide permanently installed dishwashers.

d. Household equipment. Items of household equipment currently in use but not authorized under the above criteria may be retained until no longer serviceable but will not be replaced.

e. Ancillary items for utility support in foreign areas.

(1) When not provided by the landlord, issue and installation of necessary light fixtures and other components of utility systems are authorized for leased housing (Government or privately-leased) occupied by eligible personnel. Costs associated with the procurement, installation, removal, and maintenance and repair are chargeable to AFH maintenance or leasing funds, as appropriate. These costs include expenses for installing and removing light fixtures provided by eligible personnel.

(2) Portable electrical transformers necessary to allow the operation of personal appliances on foreign electrical power systems will not normally be provided by the Government. However, they may authorize their provision in hardship cases subject to the availability of funds.

### **11-5. Draw curtains**

a. Draw curtains, with or without valance, may be provided for windows as an alternate to window shades or Venetian blinds and may be used on sliding glass doors. If, when providing draw curtains for a sliding door, there are one or more adjacent windows, matching curtains may be provided for the windows.

b. Draw curtains will be unlined and made of fire retardant synthetic cloth. They will be washable, shrink-safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.

c. Draw curtains may be cleaned at Government expense every 12 months or on change of occupancy. Draw curtains may be replaced when they become unserviceable.

d. Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for Venetian blinds or shades.

e. Draw curtains when installed to replace existing window coverings which are beyond economical repair are chargeable to maintenance funds. In cases, where there is no existing window covering, installation of draw curtains is categorized as an improvement to the dwelling unit and the cost of installing draw curtains may be charged as incidental improvements or construction improvements.

### **11-6. Wall-to-wall carpeting**

a. Carpeting installed as a prime floor finish is classified as installed real property. As such, initial procurement and installation may be done with construction funds. Replacement may be done with construction improvements or maintenance funds.

b. Carpeting will be suitable for the level of traffic expected. It will be of a neutral shade. Bright colors, prominent patterns, white, off-white, pile, and shag carpeting will be avoided.

c. Carpeting placed over another prime floor in good condition is classified as EIP. Its use in this manner is reserved for the public entertainment areas of Flag quarters.

d. Carpeting may be placed over another unserviceable prime floor when an economic analysis justifies this use.

### **11-7. Resident-owned equipment**

- a. Residents will not replace Government ranges and refrigerators with personal equipment without specific approval of the installation commander (may be delegated).
- b. Where Government equipment is provided OCONUS, the overseas shipment of similar personal items of household equipment is prohibited.
- c. Requests for installation of resident-owned equipment must contain information on the type of equipment, make, model, and characteristics pertinent to installation. Requests will be submitted in writing to the housing office.
- d. Resident-owned items will be installed, maintained, and removed and the premises restored to their original condition at the expense of the resident and subject to inspection by the housing office.
- e. The installation of resident-owned equipment will not be used as justification for improvements to the utilities distribution systems.
- f. All work necessary for the installation of resident-owned items will be approved by the installation commander (may be delegated). Payments for any work performed by the installation will be made to the appropriate FAO.
- g. The following items will not be installed by or for residents:
  - (1) Air conditioning units which require duct work or fixed water or drain connections.
  - (2) Attic or wall-type fans requiring permanent attachment to the building and structural modifications.
  - (3) Evaporative coolers requiring duct work.
  - (4) Domestic water heaters.
  - (5) Electric or gas wall heaters.
  - (6) Water beds. Permission must be obtained from the housing office before a resident may install a water bed. Normally, water beds will be installed only on slab-on-grade floors.
  - (7) Hot tubs. Permission must be obtained from the housing office before a resident may install a hot tub inside or outside the DU. Hot tubs may be installed at resident expense when installation would not create a significant increase in utility costs to the Government. The DPW will ensure installation of the hot tub meets all building and safety codes.

## Chapter 12

### Flag Officer's Quarters



#### 12-1. General policies for flag officer's quarters

- a. Flag officers quarters will be managed economically considering the age and condition of the housing and the representational responsibilities of the residents. In general, decisions should be made using the “prudent landlord” concept; that is, would a prudent landlord in the private sector accomplish the proposed action? This policy applies to the maintenance, repair, and improvement of the quarters and associated grounds and other real property, and to the provision, maintenance, repair, and replacement of furnishings.
- b. The high O&M costs associated with Flag quarters demand special attention to assure all reasonable economies. While an alternative to high cost is replacement, the criteria for replacing such housing are restrictive. Thus, it is essential that all who have a role in the operation and maintenance of such housing exert maximum effort on preserving these housing facilities, particularly those linked to our heritage.
- c. Self-help by the residents is in concert with the “prudent landlord” concept. It is encouraged.
- d. O&M costs will be monitored. Where such costs are consistently above the average for all Flag, alternatives such as disposal, diversion, reallocation, conversion, re-designation, major repair, modernization, revitalization, improvement, or replacement should be considered. An economic analysis should be used to aid in determining the preferred alternative. The recommendations accompanying the analysis should discuss considerations given to non-economic factors such as size, location, and historic or architectural significance.
- e. Flag quarters reports will be prepared for those Dues which meet the requirements set forth in paragraph

## **12-2. Responsibilities for Flag Officer's Quarters Housing resident**

The Flag quarters resident will comply with the following:

- A. Be aware of the contents of the applicable excerpt or summary of this regulation provided by the installation commander.
- B. Be generally familiar with the operations, maintenance, and improvement costs for the assigned quarters, associated other real property, and designated grounds.
- C. Personally sign hand receipts for furnishings provided by the Government. No one other than the spouse of the resident may sign hand receipts for furnishings.
- D. Be familiar with cost limitations and approval authority levels.
- E. Cooperate to allow work to be done so that the accumulation of deferred work will be avoided.
- F. Conserve utilities by the judicious use of heating and cooling in all rooms including those not used for family living.
- G. Not request painting of a decorative nature or to satisfy personal taste.
- H. Not request procurement of replacement furniture, carpets, or draperies, tiles, wall coverings, or other work on the basis of compatibility with personal furnishings or personal preference.
- I. Be liable for damage to assigned housing, or damage to or loss of related equipment or furnishings.
- J. Be familiar with the maintenance, repair, and improvement work planned and programmed for assigned housing.

## **12-3. Designation of housing**

- a. The installation commander designates housing by pay grade.
- b. The installation commander may also designate specific Dues for assignment to the incumbents of specific flag officer positions.

## **12-4. Special command positions**

- a. The Director of Administration and Management, OSD, has the authority to designate new special command positions and cancel old ones.

## **Furnishings for Flag Officer's Quarters**

### **12-5. Furnishings management**

Policy and procedures for managing furnishings are set fourth in this handbook. This section covers the unique requirements for furnishings in quarters designated and used as Flag quarters.

### **Furnishings**

- A. General furnishings consist of furniture, household equipment, and miscellaneous items procured under special authority.
- b. Supplementary Furnishings. Supplementary Government furnishings may be provided in Navy-controlled housing designated for and occupied by a flag officer or an installation commander in the grade of Capt (O-6). Supplemental furniture support will be restricted to the public entertainment areas of the quarters and will not replace personal furniture normally expected in relation to grade and family size.

c. Public entertainment areas.

(1) Areas, which are intended to accommodate public as well as private entertainment, include the entrance foyer, living room(s), dining room, and interconnecting stairways and hallways. Upstairs hallways (unless there is no bathroom available for guest use on the first floor) and other areas of the quarters are not considered as part of the public entertainment area. Guest bedrooms in the quarters of a special command position may be included if overnight accommodation of official visitors is required.

(2) Installation commanders will maintain an approved supplementary furnishings plan which defines the approved public entertainment areas for Flags.

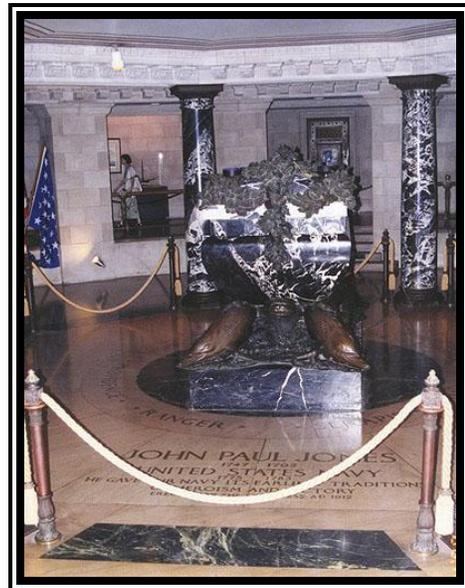
d. Supplementary furnishings plan. Each Flag is provided supplementary furnishings will have a current supplementary furnishings plan. This plan will consist of the following:

(1) A floor plan, with net lineal footage

(a) Depicts the area(s) designated as public entertainment area(s), and

(B) Indicates where window treatments will be used. Identify window treatments by their type(s), for example, drapes, curtains, sheers, Venetian blinds, shades, and so forth.

e. Flag restrictions concerning the provision of supplementary furnishings do not apply when the Flag is diverted. In such cases, the quarters will be appropriately furnished, if requested, according to size, to include the provision of a washer and dryer.



**Notes:**

Furnishings (to include special allowance items) not authorized by DON must be approved. Installations may accomplish maintenance and repair of carpeting, draperies, sheers and furniture as required.

g. Disposition of furnishings upon housing re-designation. Where representational housing is redesigned for other use or is assigned to a resident who is not eligible for Government-provided supplementary furnishings.

## 12-6. Furniture

a. The procurement, repair, and replacement of furniture for Flag and for housing occupied by an installation commander in the grade of Capt (O6) are restricted to supplementary furniture for the public entertainment areas. Excepted are the following:

- (1) Those overseas areas where complete furnishings are provided.
- (2) Those overseas areas where shipment of household goods is limited or optional.

## 12-7. Household equipment

a. The following items are authorized for FLAG and the housing of installation commanders in the grade of Capt (O-6):

- (1) One double oven cooking range.
- (2) Two refrigerators (one with icemaker, 17-22 cubic feet).
- (3) One food freezer.
- (4) One portable dishwasher in the absence of a built – in dishwasher.
- (5) One washer and dryer
- (6) One carpet shampooer.
- (7) One microwave oven
- (8) Fireplace ensemble (per open fireplace).

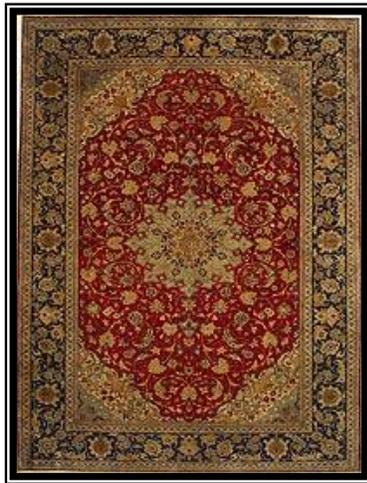
b. Installed dishwasher and garbage disposal will be provided as part of the DU when feasible.

c. Procurement, repair, and replacement of clothes washer, dryer, microwave oven, and patio set (consisting of 1 table, dining without umbrella; 4 chairs, dining; 1 table, coffee; 2 tables, end; 2 chairs, rocker; and 1 loveseat) are authorized only for special command positions and for other FLAG and ICQ in overseas areas, and for FLAG and ICQ diverted to UOPH.

## 12-8. Area rugs

a. The provision of suitable area rugs or wall-to-wall carpeting as furnishings is authorized for the public entertainment areas of FLAG and housing occupied by installation commanders in the grade of colonel (O-6).

Wall-to-wall carpeting installed over place (EIP) and is accounted for on the prime flooring is considered accounted for on real property entertainment areas should be advantages and disadvantages of area carpeting is determined to be the it will be considered IRP and improvement funds, as appropriate. 909, appendix F.



b. Only high-quality area rugs and/or The type of area rugs or carpeting level of traffic. It shall be of a neutral

acceptable to a succession of residents having furnishings of various decors. Bright colors and prominent patterns will be avoided. Selection of white, off-white, deep pile, or shag carpeting should also be avoided.

c. Area rugs or carpeting may not be replaced at intervals less than 10 years without the specific approvals cited in table 13-2 and paragraph 13-20. In no case will age or color be the sole determinant in deciding whether to replace area rugs or carpeting.

d. Wear specifications are set forth in the GSA Federal Supply Schedule, FSC Group 72.

e. Area rugs or carpet must comply with one of the following fire safety criteria:

prime floors is considered equipment-in-furnishings records. Carpeting installed as installed real property (IRP) and is records. Wall-to-wall carpeting for public installed only after considering the rugs. In instances where wall-to-wall most economical primary floor covering, accomplished using either M&R funds or For additional information see CTA 50-

GSA equivalent carpeting will be used. selected will be suitable for the expected shade, such as beige, so as to be

(1) American Society for Testing Material (ASTM) E-84 (Steiner Tunnel Test), flame spread rating of 75 or less.

(2) Underwriters Laboratories (UL) 992 (UL Chamber Test), flame propagation index of 4.0 or less.

(3) Federal Test Method Standard No. 372 (Flooring Radiant Panel Test), criteria radiant flux of 0.25 watts or higher per square centimeter.

f. The following information will be included in requests for area rugs or carpeting and submitted to the proper authority. (See table 13-2 and Para 13-20.)

(1) Identification of the GSA Federal Supply Schedule special item number or national stock number.

(2) Color selection.

(3) Number of square yards required.

(4) Separate cost for area rug or carpeting, padding, and installation.

(5) Whether requirement is initial issue or replacement. If replacement, date of previous installation and condition of existing area rug or carpeting. Photographs showing the deteriorated condition may be required for approval authority review. If age of existing area rug or carpeting is less than 10 years, justification for early replacement will be submitted to the proper approval authority identified in table 13-2. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

(6) Floor plan of the quarters, indicating public entertainment areas, area(s) to be carpeted, and dimensions of each area. Is available at the housing office.

g. Wall-to-wall carpeting may be installed in other living areas as a primary floor finish when economic analysis demonstrates that such carpeting is the most economical primary floor finish. Such carpeting shall be compatible with the standards for the construction of new housing.

## 12-9. Draperies and sheers

a. Draperies and sheers are authorized for the public entertainment areas of FLAG and housing occupied by an installation commander in the grade of colonel (O-6).

b. Draperies and sheers will be of a neutral shade so as to be acceptable to a succession of residents having furnishings of various decors. Draperies of an extravagant or ostentatious nature will be avoided.

c. Draperies and sheers will not be replaced at intervals less than 10 years without the specific approvals cited in table 13-2 and paragraph 13-20.

d. Draperies must meet the flame retardant requirements of Protection Association (NFPA).

e. The following information will be included in requests submitted to the proper approval authority.

(1) Number of yards of materials required. Sheers will be Cornices, swags, and other treatments, if applicable, will separately.

(2) Separate costs of material, lining, related sub items and

(3) Floor plan, as described in paragraph 13-12d, showing areas and location and dimensions of each window area. If indicate wall areas where draperies are to be used and treatment.

(4) Whether requirement is initial issue or replacement. If previous installation and condition of existing draperies. If age of existing draperies is less than 10 years, justification for early replacement is required. Justification will include a copy of the report of survey, when required, or note that either a statement of charges has been issued or a cash collection voucher completed.

a. Draw curtains may be provided as an alternative to window shades or blinds and used on sliding glass or glass doors.



the National Fire

for draperies and

identified separately.  
also be identified

installation.

public entertainment  
applicable, also  
window and valance

replacement, date of

b. Draw curtains will be unlined and made of fire retardant synthetic cloth, washable, shrink safe, and designed to control radiant heat, light, and glare. Material should be heavy enough to provide privacy when closed, day or night.

c. Cost of material, fabrication, and installation of draw curtains should be comparable to that normally expended for the provision of Venetian blinds and shades. The normal life expectancy of draw curtains is 6 years.

d. When installed to replace existing window coverings beyond economical repair, draw curtains are chargeable to maintenance funds. In all other cases, installation is chargeable to construction.

### **12-10. Furnishings report**

Furnishings provided in representational housing will be included in the family housing furnishings reports.

### **12-11. Waivers**

Requests for early replacement (that is prior to 10 years) of area rugs, wall-to-wall carpeting, and draperies or issuance of furnishings items that are not authorized by CTA 50-909 or this chapter should be infrequent. If an exception is deemed necessary, however, requests will be submitted in accord with the following guidance:

a. Special command positions. Requests from incumbents of special command position housing in NATO/SHAPE will be forwarded through the Executive Officer, SACEUR, for review and validation of official representational needs.

### **12-12. Operation and Maintenance for Flag Officer's Quarters**

All quarters will compete equally for maintenance, repair, and services. Flag residents should make an effort to discourage well-meaning but overzealous subordinates from requesting maintenance or services beyond that which is clearly essential or seeking unreasonable response time to routine requests for their superiors.

Many Flag quarters are large with some ranging 4,000 to 10,000 square feet or more. By the very nature of their sizes they incur high



annual O&M costs. Many Flag quarters are old, having been built before energy conservation became a national concern. Old housing units have limited lives with systems and components that are wearing out and failing. These need to be replaced. All of these factors lead to higher costs. High-cost housing is defined as those Flag quarters whose combined annual O&M costs exceed \$25,000 in a fiscal year for 3 consecutive FYs. High costs demand special attention and prudent management to optimize the use of scarce resources.



### **12-13. Special Allowances**

#### **General**

Flag quarters occupied by incumbents of special command positions are authorized special allowances of furnishings relative to their entertainment responsibilities in behalf of the Navy and the Government.



**China, glassware, and silver**

a. The initial outfitting and replacement of china, crystal, and silver will consist of items in table J-1.

b. The following patterns have been standardized:

(1) Tuxedo pattern by Lenox for china.

(2) Service plate with Navy Seal (Mansfield No. 3828) by Lenox.

(3) Firelight patterns by Lenox for crystal.

(4) Falmouth patterns by International for flatware.

(5) Windsor pattern by International for flatware serving pieces.

c. All other authorized items should be selected from open stock manufactured in the United States and procured locally.

**Table linen**

An allowance list is not established for table linen. However, representative kinds of items which may be procured include table pads, tablecloths, napkins, and place mats. The variables affecting requirements such as different table sizes preclude specifying sizes and types of items and necessitate local procurement from commercial sources.

**Kitchen utensils**

An allowance list is not established. Items procured for use in preparing and cooking food will be limited to those items required to meet the public entertainment responsibilities of the position and not for normal family use. The diversity of requirements precludes specifying sizes and types of items and necessitates local procurement from commercial sources. However, not more than \$1,000 per FY will be spent for the procurement of kitchen utensils.

**Table****China, glassware, and silver allocations for special command positions****China****Item: Service plate                      Quantity: 24****Item: Dinner plate                      Quantity: 24****Item: Salad or dessert plate              Quantity: 48****Item: Cream soup and stand              Quantity: 24****Item: Butter plate                      Quantity: 24****Item: Demitasse cup and saucer              Quantity: 24****Item: Tea cup and saucer                      Quantity: 24****Crystal****Item: Iced tea beverage                      Quantity: 24****Item: Fluted champagne                      Quantity: 24****Item: Wine glass                      Quantity: 24****Item: Water goblet/large wine              Quantity: 24****Silver flatware****Item: Teaspoon                      Quantity: 24****Item: Demitasse spoon                      Quantity: 24****Item: Place spoon (soup/dessert)              Quantity: 24****Item: Dinner fork                      Quantity: 24****Item: Salad fork                      Quantity: 24****Item: Dinner knife                      Quantity: 24****Item: Tea knife                      Quantity: 24****Item: Butter spreader                      Quantity: 24****Silver hollowware (See note.)****Item: Gravy ladle                      Quantity: 2****Item: Large serving spoon                      Quantity: 2****Item: Slotted spoon                      Quantity: 1****Item: Serving fork                      Quantity: 2****Item: Cold meat fork                      Quantity: 2****Item: Pie server                      Quantity: 1****Item: Tea and coffee set, 5 piece              Quantity: 1****Item: Candelabra, pair                      Quantity: 1****Item: Platter, 18-inch                      Quantity: 2****Item: Gravy set, 3/4 pint                      Quantity: 2****Item: Pitcher, 2 quart capacity              Quantity: 1****Item: Bread tray, 13-inch                      Quantity: 2**

## CHAPTER 13

### Security Crime Prevention, Counter-Terrorism



Enlisted Aide on IA tour, Ballad Iraq

Crime prevention is everyone's business and everyone should be able to identify risks and use common prevention techniques to secure the admiral's quarters.

#### **13-1. Telephone Etiquette, Messages and Threats**

As an enlisted aide you will be the primary point of contact for the admiral's quarters. Inherent in that is the volume of telephone traffic you will need to manage. While it is important to be polite and professional is equally important to safeguard the privacy of the admiral and family. By the same token, just as important is the documentation and delivery of messages. It is recommended to establish an SOP for these actions.

We have been trained to answer the telephone with a greeting that leaves little doubt as to whom the call has come. In some instances, this could be viewed as a security breach. "Good morning, Admiral Smith's quarters, Petty Officer Do good speaking, may I help you sir or ma'am? -- I'm sorry; the admiral went to do some Christmas shopping, but he should be back before noon. May I take a message?" How much information was just put out?

To start, a good greeting would be something like, "Good morning, Petty officer Do good speaking, may I help you?" This greeting would not give the caller any more information than to whom he is speaking. So far the

caller does not know if he reached an office or a private residence. From here you will need to use your best judgment to answer the caller's questions without giving away personal or sensitive information.

Taking a message is always an appropriate course of action. In a message you should capture: who called; when (time and date); the message; and what action is requested -- no action, please call back or they will call again. It is also necessary to extract as much information as possible, sometimes a caller may not want to be a bother, but you need to document each call with all pertinent information. Never assume the admiral has the caller's number, writing it down puts the number right where they can find it. Establish a specific place for posting messages so they can be easily seen.

If a caller needs to speak to the admiral and they are unavailable, you will need to know where to refer the caller. In some instances it may be best for the caller to call the admiral's office, while other callers may need to be referred to call the Public Affairs Office. Always be on guard for relinquishing too much information. A caller may claim to be a relative, be polite and professional. Take their message and do not relay any personal information. Deliver the message promptly and once that person is correctly identified you may provide any information deemed appropriate by the admiral or spouse.

### **Handling a Telephone Threat**

**General** - You must be aware of types of threats that may come into quarters by telephone. Respond calmly and attempt to record all information concerning the individual that is calling. Use the format provided to assist you. Check with local/base military police, crime prevention section, and local security manager to ensure that you adhere to the correct procedures, or for more information regarding additional procedures available.

**Make a Record** - Attempt to keep verbatim record of the conversation.

- Stay calm, be courteous, and listen.
- Do not interrupt the caller.
- Make a written record of the conversation using an authorized form provided by your local security manager.

### **Recording the Information**

Listen for and determine any code words used, if appropriate.

The form on the next page can be duplicated and placed under or near your telephones for use, if necessary.

**13-2 Bomb Threat Card**

<p><u>PLACE THIS CARD UNDER YOUR TELEPHONE</u></p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>• When is the bomb going to explode?</li> <li>• Where is it right now?</li> <li>• What does it look like?</li> <li>• What kind of bomb is it?</li> <li>• What will cause it to explode?</li> <li>• Did you place the bomb?</li> <li>• WHY?</li> <li>• What is your Address?</li> <li>• What is your name?</li> </ul> <p><b>EXACT WORDING OF THE THREAT:</b></p>	<p style="text-align: center;"><u>CALLERS VOICE</u></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Calm</td> <td><input type="checkbox"/> Nasal</td> </tr> <tr> <td><input type="checkbox"/> Angry</td> <td><input type="checkbox"/> Stutter</td> </tr> <tr> <td><input type="checkbox"/> Excited</td> <td><input type="checkbox"/> Lisp</td> </tr> <tr> <td><input type="checkbox"/> Slow</td> <td><input type="checkbox"/> Raspy</td> </tr> <tr> <td><input type="checkbox"/> Rapid</td> <td><input type="checkbox"/> Deep</td> </tr> <tr> <td><input type="checkbox"/> Soft</td> <td><input type="checkbox"/> Ragged</td> </tr> <tr> <td><input type="checkbox"/> Loud</td> <td><input type="checkbox"/> Deep</td> </tr> <tr> <td><input type="checkbox"/> Crying</td> <td><input type="checkbox"/> Raspy</td> </tr> <tr> <td><input type="checkbox"/> Normal</td> <td><input type="checkbox"/> Disguised</td> </tr> <tr> <td><input type="checkbox"/> Distinct</td> <td><input type="checkbox"/> Accent</td> </tr> <tr> <td><input type="checkbox"/> Slurred</td> <td><input type="checkbox"/> Familiar</td> </tr> <tr> <td><input type="checkbox"/> Whispered</td> <td><input type="checkbox"/> Muffled</td> </tr> </table> <p>If the voice sounds familiar, whom did it sound like?</p>	<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter	<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy	<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep	<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged	<input type="checkbox"/> Loud	<input type="checkbox"/> Deep	<input type="checkbox"/> Crying	<input type="checkbox"/> Raspy	<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised	<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent	<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar	<input type="checkbox"/> Whispered	<input type="checkbox"/> Muffled
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<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar																								
<input type="checkbox"/> Whispered	<input type="checkbox"/> Muffled																								
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p style="text-align: center;"><b>BACKGROUND SOUNDS</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Street Noise</td> <td><input type="checkbox"/> Factory machinery</td> </tr> <tr> <td><input type="checkbox"/> Crockery</td> <td><input type="checkbox"/> Animal noises</td> </tr> <tr> <td><input type="checkbox"/> Voices</td> <td><input type="checkbox"/> Clear</td> </tr> <tr> <td><input type="checkbox"/> P.A. System</td> <td><input type="checkbox"/> Static</td> </tr> <tr> <td><input type="checkbox"/> Music</td> <td><input type="checkbox"/> Local</td> </tr> <tr> <td><input type="checkbox"/> House Noise</td> <td><input type="checkbox"/> Long distance</td> </tr> <tr> <td><input type="checkbox"/> Motor</td> <td><input type="checkbox"/> Office machinery</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other</td> </tr> </table> <p style="text-align: center;"><b>THREAT LANGUAGE</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Well spoken</td> <td><input type="checkbox"/> Incoherent</td> </tr> <tr> <td><input type="checkbox"/> Foul</td> <td><input type="checkbox"/> Taped</td> </tr> <tr> <td><input type="checkbox"/> Irrational</td> <td><input type="checkbox"/> Message read by threat maker</td> </tr> </table>	<input type="checkbox"/> Street Noise	<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Voices	<input type="checkbox"/> Clear	<input type="checkbox"/> P.A. System	<input type="checkbox"/> Static	<input type="checkbox"/> Music	<input type="checkbox"/> Local	<input type="checkbox"/> House Noise	<input type="checkbox"/> Long distance	<input type="checkbox"/> Motor	<input type="checkbox"/> Office machinery		<input type="checkbox"/> Other	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Foul	<input type="checkbox"/> Taped	<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by threat maker		
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<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by threat maker																								
<p>Sex of Caller ____ - Race ____</p> <p>Age ____ - Length of call ____</p> <p>Number at which call is received</p> <p>_____</p> <p>Time ____ Date ____/____/____</p> <p style="text-align: center;"><b>BOMB THREAT</b></p>	<p>REMARKS:</p> <hr/> <p>Report call immediately to:</p> <hr/> <p>PHONE NUMBER :</p> <hr/> <p>DATE: _____</p> <p>RANK: _____</p> <p>PHONE NUMBER: _____</p>																								

### 13-3 Recognizing Crime Indicators

**General** - Today's OPTEMPO requires that we are all cognizant of the current threat level. It is important to know the precautions to be taken and the procedures that are in place to deal with the potential for becoming a terrorist target.

**Develop a code word;**

You and the admiral, spouse and family members should use a code word known only to the family and the EA. In situations of threat or intrusion you should never have to divulge one of the family members names by calling out to them by name. Use of words like; what time is it, big tree, foul weather can be replied to with "I'm O.K".

Nothing is more important to us than the security of our family and home. As an enlisted aide you are the first line of defense in the security of the admiral's home. It is imperative that you have a working relationship with the Physical Security Manager and the Military Police at your duty station. These are the people who can assist with enhancing the level of security at the admiral's quarters and who you will need to coordinate safety procedures through.

There will undoubtedly be a combination of property managers and owners within the admiral's quarters. Securing that property and maintaining accurate record of its disposition will prove to be a beneficial exercise, most importantly in the maintenance and repair or replacement of government property.

**Possible Indicators** - Identify and be cautious of possible intrusion of government quarters or facilities. The information included in this section will identify likely intrusion or crime indicators to be aware of in and around public quarters. You must become thoroughly familiar with established local policy covering threat and crime prevention.

- Location of unknown/ unauthorized automobiles around the quarters.
- Alarm system - Become thoroughly familiar with instructions and follow operating procedures. Read manufacturer's guide and seek assistance from your Security Manager on operating instructions.
- Grounds around quarters - Scan the area for obvious signs of intrusion (disturbed mulch, trampled bushes, shrubs, footprints in flower beds, or loose or disturbed crawl space doors).
- Report actual or suspected incidents to proper authority.

**Prevention Measures** - You should be knowledgeable of crime prevention measures and consciously demonstrate an anticipation, recognition, and appraisal of a crime risk. Take necessary action that would tend to remove or reduce that risk.

- Collect and turn in keys, papers, and tools found on grounds.
- Keep windows and doors locked.
- Remove mail and newspapers promptly from their boxes or yard/porch. Never leave these items in their boxes overnight. Check address for correctness or suspect of tampering.
- Keep storage sheds, garages, and outbuildings locked, and check areas daily/weekly to ensure items have not been disturbed.
- Ensure shrubs covering windows are trimmed regularly.
- Avoid discussing VIP functions with unauthorized personnel.
- Do not violate the right to privacy of VIP functions by admitting to or discussing household matters or your job position with anyone.
- Inspect refuse (trash) before discarding for sensitive information.
- Dispose of sensitive information according to regulation and local SOPs.
- Ensure backup lighting meets the needs of the quarters.
- Maintain interior safe room, if applicable and stock with emergency supplies and communications.

## Screen Contractors

- Ensure workers have appointments in the particular quarters.
- Check the person's identification card or badge before admitting.
- Do not allow the person to wander around the quarters unescorted.
- Remain with the person until the work is completed.
- Do not admit the person into the quarters, should a situation arise casting doubt.
- When in doubt, notify facility engineer or military police.
- Always follow local established crime prevention procedures.

### Navy Chefs at the White House;



## 13-4 Obtaining a Security Clearance & Official Passport

Where and when was your mother born? What is the address of your residence five years ago and who can you identify as a reference now that knew you well then? On the SF 86, Questionnaire for National Security Positions, these are the easy questions. As an enlisted aide you may be exposed to items, equipment and information that is sensitive in nature and therefore may be required to obtain a security clearance.

Additionally, it may become necessary for you to travel in support of the operations the Admiral Officer is participating in. For OCONUS travel it may be necessary for you to obtain an Official Government Issued Passport. For travel into some countries you may need additional clearance in the form of a Visa and need to be cleared medically, necessitating updated vaccinations.



The Vice President's Residence was built as the home of the Superintendent of the Naval Observatory in 1893. The house became the home of the chief of naval operations in 1923. Congress turned the home into the Vice President's Residence in 1974.



**CHAPTER 14  
OFFICIAL FORMS**

The following pages contain forms or examples of forms used by Enlisted Aides to perform many of the tasks described in this handbook

**14-1. Sample Work Schedule**

<b>WEEK OF:</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
CLEAN COMMON AREAS					
FOOD PREPARATION (Breakfast/Lunch Dinner)					
UNIFORMS:					
LAUNDRY					
IRONING					
DRY CLEANING					
SHINE/CLEAN SHOES/BRASS					
ERRANDS:					
COMMISSARY					
SHOPPETTE/PACKAGE STORE					
EXCHANGE					
SERVICE STATION					
POST OFFICE					
MILITARY CLOTHING SALES					
LAWN CARE:					
WATER PLANTS					
MOW/EDGE					
PRUNE HEDGES					
WEED/MULCH FLOWER BEDS					
MISCELLANEOUS OUTDOOR DUTIES:					
WASH WINDOWS					
SWEEP GARAGE/WALKS					
SWEEP/WASH PATIO					
CLEAN FIREPLACE					
OTHER:					
OIL WOOD FURNITURE					
POLISH SILVER					

**COMMANDER US 3<sup>RD</sup> FLEET RESIDENCE**



**3<sup>rd</sup> Fleet Carrier strike group**





### 14-3. Shopping List

<b>BREAD</b>	<b>FROZEN</b>	<b>SNACKS, CEREAL</b>
Rolls	OJ	Cookies
Hot Dog Buns	Corn	
Bagels	Peas	
Hamburger Buns	Green Beans	Crackers
Italian Bread	Broccoli	
White Bread	Mixed Vegetables Ff	
Whole Wheat	Stir Fry Vegetables	Chips
	Waffles Frozen	
<b>CLEANING SUPPLIES</b>	Pie Crust	
Aluminum Foil	Puff pastry	Cold Cereals
Plastic Wrap	Phyllo	
Wax Paper	Ice Cream	
Zip Lock Bags 1 Gal, 1 Qt.		Oatmeal
Paper Towels, Bounty		Snack Cakes
Dishwasher Soap	<b>SPICES</b>	
Liquid Dish Soap	Thyme	Popcorn
Kitchen Bags, 13 Gal.	Dill	Mints
Kleenex cube box	Caraway Seed	Nuts
Napkins	Fennel Seed	
Light Bulbs	Ground Cumin	
Toilet Paper	Garlic Powder, Salt	
Lysol Bathroom Cleaner	Chili Powder	
Pledge	Italian Seasoning	
Furniture Polish	Lawry's Seasoning Salt	
Fabric Softener	Pepper	
Dryer Sheets	Salt	
Bleach	Other Spices	
Cheer Laundry Detergent		
Starch		
Sponges		
<b>BAKING PRODUCTS</b>	<b>SOUPS</b>	<b>PERSONAL CARE</b>
Flour	Beef Bouillon cubes	
Sugar	Chicken Bouillon cubes	
Brown Sugar	Chicken Broth FF	
Corn Starch	Chicken Noodle	
Baking Powder	Cream of Celery	
Baking Soda	Cream of Chicken	
Bisquick	Cream of Mushroom	
Brownie Mix	Tomato Soup	
Cake Mix		
Chocolate Chips		
Bakers Choc. Semi-Sweet		
Sweetened Condensed Milk		

## 14-4. Packing List

Trip Dates: \_\_\_\_\_ to \_\_\_\_\_

### Admirals Measurement Sizes

_____ Pants (_____ inseam)	_____ Uniform Shirt
_____ Jacket Dress	_____ Coat
_____ Under pants	_____ T- Shirt
_____ Shoes	_____ Belt
_____ Hat size	_____ Neck size

### Additional Female Flag Officer Uniform Requirements

_____ Skirt	_____ Stockings/ Hose
_____ Bra	_____ Girdle

### Service Khaki's

___ Khaki Shirt	___ Khaki Trousers
___ Khaki Belt w/ Gold Tip	___ Khaki Garrison cover
___ Gold Belt Buckle	___ Black/Brown Leather Shoes
___ Top 3 Ribbons	___ Warfare Designator's
___ Name Tag	___ Command Pin & Sm. Cookies
___ Collar Stars	___ Garrison Cover Stars & Crest
___ Black Socks	

### Additional Female Flag Officer Uniform Requirements

___ Skirt	___ Earrings
___ Pumps	___ Hair Accessories
___ Hose	

### Dress Blue Uniform

___ Dress Blue Suit Jacket	___ Dress Blue Trousers
___ Black Trouser Belt w/Gold Tip	___ Gold Belt Buckle
___ White Dress Shirt w/ Epilates	___ Set of Soft Shoulder Boards
___ Black Tie	___ Tie Clip
___ Cuff Links	___ Combination Cover
___ Full Ribbon Rack	___ Warfare Designator Pins
___ Name Tag	___ Command Pin & Lg. Cookies
___ Extra Combination Cloth Cover	___ Black Shoes
___ Sword w/ Tassel & Sheath	___ Sword Belt
___ Black Dress Socks	

### **Additional Female Flag Officer Uniform Requirements**

- Skirt
- Hose
- Brushed Gold Earrings
- Pumps
- Hair Accessories

### **Summer White Uniform**

- White Poly Shirt w/ Epilates
- White Poly Belt w/ Gold Tip
- Combination Cover
- Full Ribbon Rack
- Name Tag
- White Dress Socks
- White Poly Trousers
- Gold Belt Buckle
- Set of Hard Shoulder Boards
- Warfare Designator's
- Command Pin & Sm. Cookies
- White Dress Shoes

### **Additional Female Flag Officer Uniform Requirements**

- Skirt
- Hose
- White Pumps
- Earrings
- Hair Accessories

### **Dress White Uniform (Choker)**

- White Blouse Jacket (Choker)
- White Poly Belt w/ Gold Tip
- White Dress Shoes
- Set of Hard Shoulder Boards
- Large Medals
- Name Tag
- White Gloves
- Sword Belt
- White Poly Trousers
- White Dress Socks
- Gold Buttons w/ Clips
- Full Ribbon Rack
- Warfare Designator's
- Command Pin & Lg. Cookies
- Sword w/ Tassel & Sheath

### **Additional Female Flag Officer Uniform Requirements**

- White Blouse Jacket
- White Skirt
- White Pumps
- Earrings
- White Shirt
- Black Tie
- Hose
- Hair Accessories

### **Dinner Dress Uniform**

- White Poly Short Dinner Jacket
- Black Trousers (no pockets)
- Miniature Medals
- Sm. Command Pin
- Tuxedo Shirt
- Cuff Links
- Jacket Buttons w/ Connector Chain
- Black Shoes
- Suspenders
- Black Short Dinner Jacket
- Combination Cover
- Mini Warfare Designator's
- Sm. Cookies
- Dress Shirt Buttons
- Cumber Bun Gold
- Bow Tie Black
- Black Socks
- White Handkerchief

### **Additional Female Flag Officer Uniform Requirements**

- |  |   |
|--|---|
| <input type="checkbox"/> White/Black Jacket x2 | <input type="checkbox"/> Long White/Black Skirt   |
| <input type="checkbox"/> Pumps                 | <input type="checkbox"/> Ruffled or Pleated Shirt |
| <input type="checkbox"/> Pants High Wasted     | <input type="checkbox"/> Women's Tie              |
| <input type="checkbox"/> Hose                  | <input type="checkbox"/> Control Top              |
| <input type="checkbox"/> Panties               | <input type="checkbox"/> Pearl Earrings           |

### **Civilian Attire**

CIVILIAN CASUAL: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Dress Shirt Long Sleeve | <input type="checkbox"/> Shirt Short Sleeve               |
| <input type="checkbox"/> Polo Shirt              | <input type="checkbox"/> Shirt Aloha                      |
| <input type="checkbox"/> Belt                    | <input type="checkbox"/> Shoes                            |
| <input type="checkbox"/> Casual Suit Coat        | <input type="checkbox"/> Socks                            |
| <input type="checkbox"/> T- Shirts               | <input type="checkbox"/> Underwear                        |
| <input type="checkbox"/> Hat                     | <input type="checkbox"/> White T-Shirts                   |
| <input type="checkbox"/> Gloves                  | <input type="checkbox"/> Shorts                           |
| <input type="checkbox"/> Golf Attire             | <input type="checkbox"/> Sweater                          |
| <input type="checkbox"/> Sweat Shirt             | <input type="checkbox"/> Batik Shirt (for travel in Asia) |

### **Additional Female Flag Officer Uniform Requirements**

- |  |   |
|--|---|
| <input type="checkbox"/> Light Weight Jacket | <input type="checkbox"/> Skirts         |
| <input type="checkbox"/> Dress Slacks        | <input type="checkbox"/> Pants Suit     |
| <input type="checkbox"/> Dress Jacket        | <input type="checkbox"/> Sweaters       |
| <input type="checkbox"/> Sandals             | <input type="checkbox"/> Collard Shirts |
| <input type="checkbox"/> Jewelry             |   |

### **CIVILIAN FORMAL**

- |   |   |
|---|---|
| <input type="checkbox"/> Dress Suit Coat          | <input type="checkbox"/> Dress Suit Pants |
| <input type="checkbox"/> Long Sleeve Dress Shirts | <input type="checkbox"/> Dress Tie        |
| <input type="checkbox"/> Tie Clip                 | <input type="checkbox"/> Cuff Links       |
| <input type="checkbox"/> White Handkerchief       | <input type="checkbox"/> Dress Socks      |
| <input type="checkbox"/> Dress Shoes              | <input type="checkbox"/> Dress Belt       |
| <input type="checkbox"/> Suspenders               |   |

### **Additional Female Flag Officer Uniform Requirements**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Dress Slacks               | <input type="checkbox"/> Pants Suit  |
| <input type="checkbox"/> Dress (Depending on Event) | <input type="checkbox"/> Dress Shirt |
| <input type="checkbox"/> Jacket (Blazer)            | <input type="checkbox"/> Bras        |
| <input type="checkbox"/> Jewelry                    |                                      |

**PHYSICAL TRAINING GEAR**

- P.T. Shirt
- White Socks
- Jock
- Gym Bag
- Time Piece/ stop watch
- P.T. Shorts
- Running Shoes
- Towel
- Weight Gloves

**Additional Female Flag Officer Uniform Requirements**

- Sports Bra
- Hair Ties / Burettes

**TOILETRIES**

- HEARING AID
- HEARING AID BATTERIES
- COMB
- SPARE GLASSES
- TOOTH BRUSH
- TOOTH PASTE
- DENTAL FLOSS
- MOUTH WASH
- DEODORANT
- RAZOR
- SHAVING CREAM
- AFTER SHAVE LOTION
- MEDICATION \_\_\_\_\_

**Additional Female Flag Officer Uniform Requirements**

- Curling Iron / Straightener
- Make Up and Accessories
- Hairspray
- Lotion
- Emory Boards
- Perfume
- Brush
- Tampons
- Nail Polish / Remover
- Nail Clippers
- Hair Dryer

**LUGGAGED CHECKED BY: \_\_\_\_\_**

## 14-5. Aide Travel Guidance

The day before departure check the Admirals Packing list to the uniform clothing requirements. Work with the flag aide to stay ahead of changes.

- When traveling with the Admiral you should be at the plane at least one hour prior to departure. The aides responsible for the Admirals luggage & personal items when they are to be transported from the residence to the final destination. Load the Admirals luggage last and separate from everyone else's.
- At the plane set up the Admirals cabin (paper, jacket, blanket, head phones) set his/hers toiletry bag in the laboratory. When the Admiral comes aboard be at his cabin door to assist the Admiral in with any issues. The EA is responsible for serving the Admiral not the flight steward.
- When the plane arrives at the destination the Admiral will depart and arrive at the hotel before the EA. Ensure you grab all his luggage and belongings and get to the hotel as soon as possible. When tasked to help unload the plane be respectful and be a team player. Remember the Admiral's luggage and get to the hotel when finished. (Tie a colored string on the Admirals luggage for easy identification). You should always keep a key to the Admirals room.
- When you arrive at the place of lodging bring the Admirals belongings to the room and set up the next immediate clothing change. Set up toiletry bag and any food or beverages you expect the Admiral may want. I.E favorite snacks, sodas or water in the refrigerator. Return to the room when the Admiral is settled and go over the next 3 uniform changes. If you cannot manage to work out of the Admiral's room, press and rig his uniforms from your room and transport them back. Stay informed of the Admirals dining request. Is he going out, does he want room service; does he want something from his favorite restaurant? Stay flexible! You should be standing by the room after breakfast to get in and make sure the Admirals uniform is properly rigged and ready. Collect dirty linen and clean up. Set next uniform out and ready for the Admirals return. Follow the schedule and be at the room for uniform changes incase the Admiral has a problem. Check out with both the Admiral and the Aide before departing at anytime. Scan the room before departure to ensure nothing was left behind.
- Ensure all the Admirals luggage returns to the plane. Reset the cabin and laboratory and stand ready to resettle the Admiral.
- When you return to the Admirals residence properly stow and hang clothing and gear. Stow dirty clothing and uniforms for cleaning, dry cleaning and maintenance the next day if it is too late in the day. Before leaving set out the next day's uniform requirements. Check out with the Admiral before leaving.



**14-6. Monthly Household Cost Report**

**Monthly Household Cost Report  
APRIL 2006**

<b>Date</b>	<b>Check #</b>	<b>Deposits</b>	<b>PX</b>	<b>Cleaners</b>	<b>COMM</b>	<b>Other</b>	<b>Total</b>	<b>Remarks</b>
Balance Forward		51.41					\$51.41	
1	1724	200.00			125.71	2.00	\$123.70	Tip
2							\$123.70	
3							\$123.70	
4							\$123.70	
5			9.25	7.50			\$106.95	
6						100.00	\$6.95	Kennel
7							\$6.95	
8	CASH	100.00		11.25	67.49	2.00	\$27.21	Tip
9							\$27.21	
10							\$27.21	
11						5.71	\$21.50	Post Office
12						20.00	\$1.50	Flowers
13							\$1.50	
14							\$1.50	
15							\$1.50	
16							\$1.50	
17							\$1.50	
18							\$1.50	
19							\$1.50	
20							\$1.50	
21							\$1.50	
22							\$1.50	
23							\$1.50	
24							\$1.50	
25							\$1.50	
26							\$1.50	
27							\$1.50	
28							\$1.50	
29							\$1.50	
30							\$1.50	
31							\$1.50	

14-7. Official Entertainment Sheet

**ADMIRAL DORIGHT  
Official Entertainment Balance Sheet**

EVENT: Dinner	DATE: 1 April 2006	
IN HONOR OF: HON Slater		
<b>FOOD VENDOR</b>	<b>COST</b>	<b>RECEIPT #</b>
Fort Myer Commissary	\$ 152.79	1
Fort Myer Commissary	\$ 74.36	2
Sutton Place Gourmet	\$ 64.23	3
<b>TOTAL FOOD COST</b>	\$ 291.38	
<b>TABLE ARRANGEMENTS</b>		
Royal Floral Designs	\$ 50.00	4
<b>BEVERAGES</b>		
Fort Myer Class 6	\$ 63.20	5
<b>ADDITIONAL HELP</b>	\$ 100.00	6
<b>TIPS</b>	\$ 4.00	7
<b>TOTAL COST OF GOODS</b>	\$ 508.58	
NUMBER OF GUESTS SERVED	12	
<b>TOTAL COST PER GUEST</b>	\$ 42.38	
<i>FOOD COST PER GUEST</i>	\$ 24.28	

## 14-8. Liquor Inventory Control

Contingency Fund		Liquor Inventory					
	QTY	QTY	COST	USED	AMOUNT	TOTAL	CURRENT
Brand Name	START	ADDED	(per bottle)	(in tenths)	ON HAND	COST	VALUE
Smirnoff Vodka	1	0	\$ 8.90	0	1		\$ 8.900
Beefeater Gin	0.6	0	\$ 20.15	0.1	0.5	\$ 2.02	\$ 10.008
Glen Fiddich	0.9	0	\$ 28.00	0.1	0.8	\$ 2.80	\$ 22.400
Chivas Regal	1.3	0	\$ 24.50	0	1.3		\$ 31.805
Bacardi White Rum	0.3	0	\$ 8.80	0	0.3		\$ 2.604
Jack Daniels	1.2	0	\$ 13.99	0.1	1.1	\$ 1.40	\$ 15.309
Drambuie	0.8	0	\$ 29.50	0	0.8		\$ 23.600
Grand Marnier	0.9	0	\$ 30.50	0.1	0.8	\$ 3.05	\$ 24.400
Courvoisier VSOP	0.4	0	\$ 37.00	0	0.4		\$ 14.800
Remy Martin	1	0	\$ 33.95	0.1	0.9	\$ 3.40	\$ 30.506
DOM B & B	0.5	0	\$ 26.50	0	0.5		\$ 13.205
Myers Dark Rum	0.2	0	\$ 18.00	0	0.2		\$ 3.600
Amaretto Di Saronno	1	0	\$ 19.00	0	1		\$ 19.000
Baileys Irish Cream	0.5	0	\$ 18.05	0.1	0.4	\$ 1.81	\$ 7.202
Noilly Pratt	0.4	0	\$ 6.70	0	0.4		\$ 2.608
Pernod	0.9	0	\$ 19.90	0	0.9		\$ 17.901
Black Forest Brandy	0.8	0	\$ 30.80	0	0.8		\$ 24.604
Schonauer Apfel Schnapps	0.8	0	\$ 13.00	0	0.8		\$ 10.400
Chambord	0.7	0	\$ 22.45	0	0.7		\$ 15.702
Sandeman Madeira	0.4	0	\$ 11.45	0	0.4		\$ 4.508
Sandeman Founders Reserve Porto	1.1	0	\$ 10.75	0	1.1		\$ 11.803
Savory & James "Fino" Dry Sherry	0.4	0	\$ 7.65	0.1	0.3	\$ 0.77	\$ 2.300
Cuvee de Bord Languedoc	2	0	\$ 7.35	0	2		\$ 14.700
Robert Mondavi Cabernet Sauvignon	3	3	\$ 6.70	4	2	\$ 26.80	\$ 13.400
Beringer Merlot	2	0	\$ 8.95	0	2		\$ 17.900
Georges DuBoeuf Chardonnay	2	3	\$ 4.75	2	3	\$ 9.50	\$ 14.205
Beaulieu Vineyards Merlot	2	3	\$ 7.95	3	2	\$ 23.85	\$ 15.900
Beaulieu Vineyards Chardonnay	1	0	\$ 7.95	0	1		\$ 7.905
Beaulieu Vineyards Sauvignon Blanc	1	3	\$ 7.95	3	1	\$ 23.85	\$ 7.905
Korbel Brut	0	3	\$10.35	2	1	\$ 20.70	\$ 10.305
Heineken	3	12	\$ 1.00	3	12	\$ 2.99	\$ 11.905
<b>TOTALS</b>						<b>\$122.92</b>	<b>\$432.07</b>

## 14-9. Off Duty Employment

<b>REQUEST FOR PERMISSION TO ENGAGE IN OFF-DUTY EMPLOYMENT</b>				
<ul style="list-style-type: none"> <li>Soldiers may require prior approval of outside employment or activities, and may prohibit such activities if they will detract from readiness or pose a security risk. This authority is derived from Secretary of Defense's Title 10 authority to maintain military readiness and must be tied to a legitimate military mission requirement.</li> <li>Soldiers may not engage in outside activities that conflict with their official duties if such activities are prohibited by statute or regulation, or would require their disqualification from matters critical to their office.</li> </ul>				
Last Name – First Name – Middle Name		Grade	SSN	
Unit		Duty Position		
<b>Employer Data</b>				
Name of Proposed Employer		Nature of Business	Product or Services Sold, Manufactured, or Provided	
Place of Employment (list all sites where work will be performed)		Anticipated Hours		
		Day	Start Time	End Time
		Sun		Number of Hours
		Mon		
		Tue		
		Wed		
		Thu		
		Fri		
		Sat		
		Total Hours		
<p>I understand that permission to engage in this outside employment may be revoked by the approval authority or higher authority upon determination that the employment is prohibited by statute or regulation. Permission may also be revoked if my duty performance falls below acceptable standards or for other reasons in the best interest of the U.S. Navy. I understand that my official duty requirements are to be my first focus and that I can be disciplined if I fail in my official duty requirements. I understand that I may be ordered to cease outside employment if my official duty requirements are not maintained and that I am required to schedule a minimum 6-hour rest period. I understand that I must seek advance approval using the directed chain of command and that I agree to cooperate fully and willfully with my chain of command.</p>				
SIGNATURE OF INDIVIDUAL SEEKING OUTSIDE EMPLOYMENT				Date
COMMENTS OF SUPERVISOR: ( ) Approved ( ) Disapproved				
SIGNATURE OF SUPERVISOR				Date
<p>I have personally reviewed this report. I do not believe that this individual's outside employment will detract from unit readiness or pose a security or a safety risk. Accordingly, I see no reason to prohibit this individual from performing the proposed outside employment.</p>				
TYPED NAME, GRADE AND SIGNATURE OF APPROVING OFFICIAL				Date

## CHAPTER 15 UNIFORMS AND COMPONENTS

### 15-1 FORMAL DRESS (WHITE TIE)

3201. FORMAL DRESS (WHITE TIE)																																																	
	<p><b>BASIC UNIFORM COMPONENTS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; font-weight: normal;">ARTICLE</th> </tr> </thead> <tbody> <tr><td>Coat, Dinner Dress Blue</td><td></td></tr> <tr><td style="padding-left: 20px;">Jacket</td><td style="text-align: right;">3501.14</td></tr> <tr><td>Shirt, White, Formal</td><td style="text-align: right;">3501.52</td></tr> <tr><td>Trousers, Blue, Evening</td><td style="text-align: right;">3501.91</td></tr> <tr><td>Shoes, Dress, Black</td><td style="text-align: right;">3501.54</td></tr> <tr><td>Socks, Black</td><td style="text-align: right;">3501.78</td></tr> <tr><td>Undershirt, White</td><td style="text-align: right;">3501.101</td></tr> <tr><td>Undershorts</td><td style="text-align: right;">3501.102</td></tr> <tr><td>Necktie, Bow, White</td><td style="text-align: right;">3501.36</td></tr> <tr><td>Studs, Mother of Pearl</td><td style="text-align: right;">3501.79</td></tr> <tr><td>Cuff Links, Mother-of-Pearl</td><td style="text-align: right;">3501.19</td></tr> <tr><td>Waistcoat</td><td style="text-align: right;">3501.104</td></tr> <tr><td>Gloves, White</td><td style="text-align: right;">3501.24</td></tr> <tr><td>Miniature Medals</td><td style="text-align: right;">5315</td></tr> </tbody> </table> <p><b>PRESCRIBABLE ITEMS</b></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="width: 80%;">All-Weather Coat, Blue</td><td style="text-align: right;">3501.1</td></tr> <tr><td>Overcoat, Blue</td><td style="text-align: right;">3501.39</td></tr> <tr><td>Tailcoat, Formal, Blue</td><td style="text-align: right;">3501.85</td></tr> </tbody> </table> <p><b>OPTIONAL ITEMS</b></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="width: 80%;">Cap, Combination, White (Required w/Outergarment)</td><td style="text-align: right; vertical-align: top;">3501.9</td></tr> <tr><td>Boat Cloak</td><td style="text-align: right;">3501.4</td></tr> <tr><td>Overshoes</td><td style="text-align: right;">3501.40</td></tr> <tr><td>Scarf (w/outergarment only)</td><td style="text-align: right;">3501.43</td></tr> <tr><td>Suspenders, White</td><td style="text-align: right;">3501.80</td></tr> <tr><td>Umbrella, Black</td><td style="text-align: right;">3501.99</td></tr> </tbody> </table> <p><b>OCCASIONS FOR WEAR</b></p> <p>WORN TO OFFICIAL FORMAL EVENING FUNCTIONS WHEN CIVILIANS NORMALLY WEAR EVENING CLOTHES (WHITE TIE). THIS UNIFORM MAY BE PRESCRIBED FOR CAPTAINS, FLAG OFFICERS AND OTHER OFFICERS ASSIGNED TO DUTY WHERE REQUIRED BY PROTOCOL, OPTIONAL FOR ALL OTHER OFFICERS.</p>		ARTICLE	Coat, Dinner Dress Blue		Jacket	3501.14	Shirt, White, Formal	3501.52	Trousers, Blue, Evening	3501.91	Shoes, Dress, Black	3501.54	Socks, Black	3501.78	Undershirt, White	3501.101	Undershorts	3501.102	Necktie, Bow, White	3501.36	Studs, Mother of Pearl	3501.79	Cuff Links, Mother-of-Pearl	3501.19	Waistcoat	3501.104	Gloves, White	3501.24	Miniature Medals	5315	All-Weather Coat, Blue	3501.1	Overcoat, Blue	3501.39	Tailcoat, Formal, Blue	3501.85	Cap, Combination, White (Required w/Outergarment)	3501.9	Boat Cloak	3501.4	Overshoes	3501.40	Scarf (w/outergarment only)	3501.43	Suspenders, White	3501.80	Umbrella, Black	3501.99
		ARTICLE																																															
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## 15-2. FEMALE FORMAL DRESS (WHITE TIE)

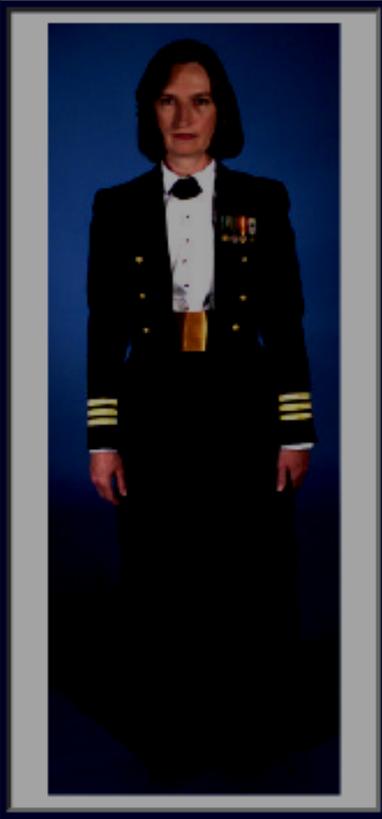
3202. FORMAL DRESS	
BASIC UNIFORM COMPONENTS	
	ARTICLE
Coat, Dinner Dress Blue	
Jacket	3501.14
Shirt, White, Formal	3501.50
Slacks, Blue, Formal <sup>2</sup>	3501.70
Shoes, Service, Black <sup>2</sup>	3501.58
Socks, Black	3501.78
Brassiere	3501.6
Underpants	3501.100
Cummerbund, Gold	3501.20
Gloves, White	3501.24
Necktie, Dress, Black <sup>3</sup>	3501.35
Studs, Mother-of-Pearl <sup>7</sup>	3501.79
Cuffs Links, Mother-of-Pearl	3501.19
Miniature Medals	5315
PRESCRIBABLE ITEMS	
All-Weather Coat, Blue	3501.1
Overcoat, Blue	3501.39
OPTIONAL ITEMS	
Cap, Combination, White (Required W/Outergarment)	3501.9
Cape (Gold Lining)	3501.12
Cape (Maroon Lining - NC)	3501.12
Earrings, Pearl	3501.23
Handbag, Black Dress	3501.26
Hosiery, Flesh Tone	3501.29
Overshoes	3501.40
Scarf (w/outergarment only)	3501.43
Shoes, Formal, Black <sup>2</sup>	3501.55
Shoes, Formal, Black, Flat <sup>2</sup>	3501.56
Skirt, Blue, Formal <sup>2</sup>	3501.61
Slip	3501.77
Tiara	3501.86
Umbrella, Black	3501.99
OCCASIONS FOR WEAR	
WORN TO OFFICIAL FORMAL EVENING FUNCTIONS WHEN CIVILIANS NORMALLY WEAR EVENING CLOTHES (WHITE TIE). THIS UNIFORM MAY BE PRESCRIBED FOR CAPTAINS, FLAG OFFICERS AND OTHER OFFICERS ASSIGNED TO DUTY WHERE REQUIRED BY PROTOCOL. OPTIONAL FOR ALL OTHER OFFICERS.	



## 15-3 DINNER DRESS BLUE JACKET

3203. DINNER DRESS BLUE JACKET		
	<b>BASIC UNIFORM COMPONENTS</b>	
	<b>ARTICLE</b>	
	Coat, Dinner Dress Blue Jacket	3501.14
	Shirt, White, Formal	3501.51
	Trousers, Blue, Evening	3501.91
	Shoes, Dress, Black	3501.54
	Socks, Black	3501.78
	Undershirt, White	3501.101
	Undershorts	3501.102
	Cuff Links, Gold	3501.19
	Cummerbund, Gold	3501.20
	Necktie, Bow, Black	3501.36
	Studs, Gold	3501.79
	Miniature Medals	5315
	<b>PRESCRIBABLE ITEMS</b>	
All-Weather Coat, Blue	3501.1	
Gloves, White	3501.24	
Overcoat, Blue	3501.39	
<b>OPTIONAL ITEMS</b>		
Boat Cloak	3501.4	
Cap, Combination, White (required w/outergarment)	3501.9	
Overshoes	3501.40	
Scarf (w/outergarment only)	3501.43	
Suspenders, White	3501.80	
Umbrella, Black	3501.99	
<b>OCCASIONS FOR WEAR</b>		
WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS NORMALLY WEAR BLACK TIE. THIS IS A PRESCRIBABLE WINTER UNIFORM FOR LIEUTENANT COMMANDERS AND ABOVE, OPTIONAL FOR LIEUTENANTS AND BELOW.		

## 15-4. FEMALE DINNER DRESS BLUE JACKET

3204. DINNER DRESS BLUE JACKET		
	<b>BASIC UNIFORM COMPONENTS</b>	
	Coat, Dinner Dress Blue Jacket	ARTICLE 3501.14
	Shirt, White, Formal	3501.50
	Slacks, Blue, Formal <sup>2</sup>	3501.70
	Shoes, Service, Black <sup>2</sup>	3501.58
	Socks, Black	3501.78
	Brassiere	3501.6
	Underpants	3501.100
	Cuff Links, Gold <sup>1</sup>	3501.19
	Cummerbund, Gold	3501.20
	Necktie, Dress, Black	3501.35
	Studs, Gold <sup>1</sup>	3501.79
	Miniature Medals	5315
	<b>PRESCRIBABLE ITEMS</b>	
	All-Weather Coat, Blue	3501.1
Gloves, White	3501.24	
Overcoat, Blue	3501.39	
<b>OPTIONAL ITEMS</b>		
Cap, Combination, White (required w/outergarment)	3501.9	
Cape (Gold Lining)	3501.12	
Cape (Maroon Lining - NC)	3501.12	
Earrings, Pearl	3501.23	
Handbag, Black Dress	3501.26	
Hosiery, Flesh Tone	3501.29	
Overshoes	3501.40	
Scarf (w/outergarment only)	3501.43	
Shoes, Formal, Black <sup>2</sup>	3501.55	
Shoes, Formal, Black, Flat <sup>2</sup>	3501.56	
Skirt, Blue, Formal <sup>2</sup>	3501.61	
Skirt, Blue, Unbelted <sup>2</sup>	3501.62	
Slip	3501.77	
Tiara	3501.86	
Umbrella, Black	3501.99	
<b>OCCASIONS FOR WEAR</b>		
<p>WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS NORMALLY WEAR BLACK TIE. THIS IS A PRESCRIBABLE WINTER UNIFORM FOR LIEUTENANT COMMANDERS AND ABOVE, OPTIONAL FOR LIEUTENANTS AND BELOW.</p>		

## 15-5. DINNER DRESS WHITE JACKET

3205. DINNER DRESS WHITE JACKET	
	<b>BASIC UNIFORM COMPONENTS</b>
	<b>ARTICLE</b>
	Coat, Dinner Dress White Jacket 3501.15
	Shirt, White, Formal 3501.51
	Trousers, Blue, Evening 3501.91
	Shoes, Dress, Black 3501.54
	Socks, Black 3501.78
	Undershirt, White 3501.101
	Undershorts 3501.102
	Cuff Links, Gold 3501.19
	Cummerbund, Gold 3501.20
	Necktie, Bow, Black 3501.36
	Studs, Gold 3501.79
	Shoulder Boards (Hard) 4103.2
	Miniature Medals 5315
<b>PRESCRIBABLE ITEMS</b>	
All-Weather Coat, Blue 3501.1	
Gloves, White 3501.24	
<b>OPTIONAL ITEMS</b>	
Cap, Combination, White 3501.9 (required w/ouergarment)	
Overshoes 3501.40	
Scarf (w/ouergarment only) 3501.43	
Suspenders, White 3501.80	
Umbrella, Black 3501.99	
<b>OCCASIONS FOR WEAR</b>	
WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS NORMALLY WEAR BLACK TIE. THIS IS A PRESCRIBABLE SUMMER UNIFORM FOR LIEUTENANT COMMANDERS AND ABOVE, OPTIONAL FOR LIEUTENANTS AND BELOW.	

## 15-6. FEMALE DINNER DRESS WHITE JACKET

### 3206. DINNER DRESS WHITE JACKET



#### BASIC UNIFORM COMPONENTS

	ARTICLE
Coat, Dinner Dress White	
Jacket	3501.15
Shirt, White, Formal	3501.50
Slacks, Blue, Formal <sup>2</sup>	3501.70
Shoes, Service, Black <sup>2</sup>	3501.58
Socks, Black	3501.78
Brassiere	3501.6
Underpants	3501.100
Cuff Links, Gold <sup>1</sup>	3501.19
Cummerbund, Gold	3501.20
Necktie, Dress, Black	3501.35
Studs, Gold <sup>1</sup>	3501.79
Miniature Medals	5315

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue	3501.1
Gloves, White	3501.24

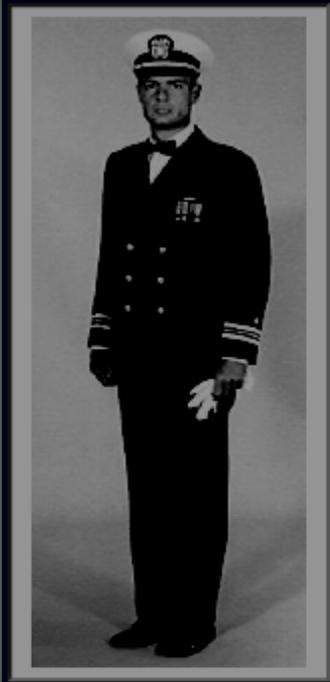
#### OPTIONAL ITEMS

Cap, Combination, White	3501.9
(required w/outergarment)	
Earrings, Pearl	3501.23
Handbag, Black Dress	3501.26
Hosiery, Flesh Tone	3501.29
Overshoes	3501.40
Scarf (w/outergarment only)	3501.43
Shoes, Formal, Black <sup>2</sup>	3501.55
Shoes, Formal, Black, Flat <sup>2</sup>	3501.56
Skirt, Blue, Formal <sup>2</sup>	3501.61
Skirt, Blue, Unbelted <sup>2</sup>	3501.62
Slip	3501.77
Tiara	3501.86
Umbrella, Black	3501.99

#### OCCASIONS FOR WEAR

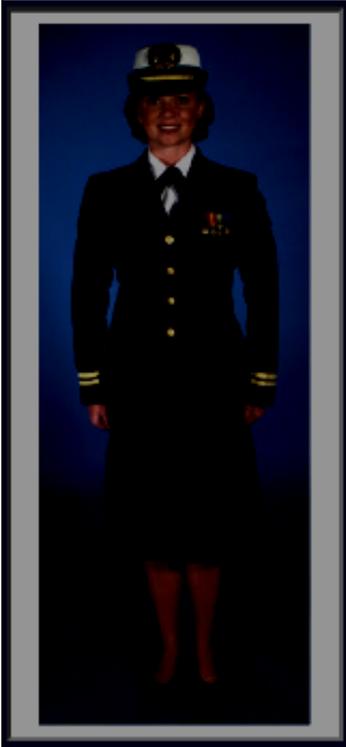
WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS NORMALLY WEAR BLACK TIE. THIS IS A PRESCRIBABLE SUMMER UNIFORM FOR LIEUTENANT COMMANDERS AND ABOVE, OPTIONAL FOR LIEUTENANTS AND BELOW.

## 15-7. DINNER DRESS BLUE

	3207. DINNER DRESS BLUE	
	BASIC UNIFORM COMPONENTS	
	Coat, Service Dress Blue	3501.16
	Shirt, White, Dress	3501.49
	Trousers, Blue, Dress	3501.90
	Cap, Combination, White	3501.9
	Shoes, Dress, Black	3501.54
	Socks, Black	3501.78
	Undershirt, White	3501.101
	Undershorts	3501.102
	Belt, Black, w/Gold Clip	3501.2
	Necktie, Bow, Black	3501.36
	Buckle, Gold	3501.7
	Miniature Medals	5315
	PRESCRIBABLE ITEMS	
	All-Weather Coat, Blue	3501.1
	Gloves, White	3501.24
	Overcoat, Blue	3501.39
	OPTIONAL ITEMS	
	Cuff Links, Gold	3501.19
	Overshoes	3501.40
	Scarf (w/outergarment only)	3501.43
	Shirt, White, Formal	3501.51
	Suspenders, White	3501.80
	Studs, Gold	3501.79
	Umbrella, Black	3501.99
	OCCASIONS FOR WEAR	
	WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS NORMALLY WEAR BLACK TIE. THIS IS A PRESCRIBABLE WINTER UNIFORM.	

## 15-8. FEMALE DINNER DRESS BLUES

### 3208. DINNER DRESS BLUE



#### BASIC UNIFORM COMPONENTS

	ARTICLE
Coat, Service Dress Blue	3501.16
Shirt, White, Dress	3501.49
Slacks, Blue, Unbelted <sup>2</sup>	3501.69
Cap, Combination, White	3501.9
Shoes, Service, Black <sup>2</sup>	3501.58
Socks, Black	3501.78
Brassiere	3501.6
Underpants	3501.100
Necktie, Black	3501.34
Miniature Medals	5315

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue	3501.1
Gloves, White	3501.24
Overcoat, Blue	3501.39

#### OPTIONAL ITEMS

Cuff Links, Gold <sup>7</sup>	3501.19
Earrings, Pearl	3501.23
Handbag, Black Dress	3501.26
Hosiery, Flesh Tone	3501.29
Overshoes	3501.40
Scarf (w/outergarment only)	3501.43
Shirt, White, Formal	3501.50
Shoes, Dress, Black <sup>2</sup>	3501.54
Shoes, Formal, Black <sup>2</sup>	3501.55
Shoes, Formal, Black, Flat <sup>2</sup>	3501.56
Skirt, Blue, Formal <sup>2</sup>	3501.61
Skirt, Blue, Unbelted <sup>2</sup>	3501.62
Slip	3501.77
Studs, Gold <sup>7</sup>	3501.79
Umbrella, Black	3501.99

#### OCCASIONS FOR WEAR

WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS  
 NORMALLY WEAR BLACK TIE. THIS IS A  
 PRESCRIBABLE WINTER UNIFORM.

## 15-9. DINNER DRESS WHITES

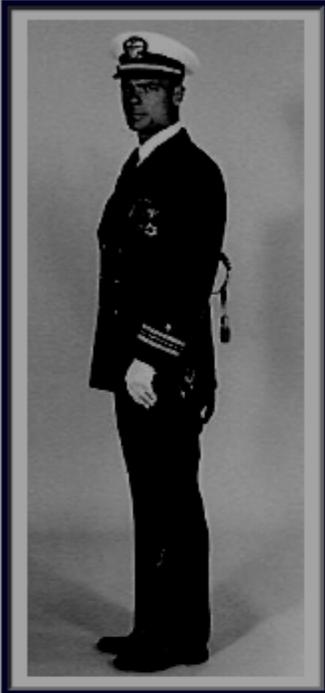
	3209. DINNER DRESS WHITE	
	BASIC UNIFORM COMPONENTS	
	Coat, Service Dress White	ARTICLE 3501.17
	Trousers, White	3501.98
	Cap, Combination, White	3501.9
	Shoes, Dress, White	3501.54
	Socks, White	3501.78
	Undershirt, White	3501.101
	Undershorts	3501.102
	Belt, White, w/Gold Clip	3501.2
Buckle, Gold	3501.7	
Shoulder Boards (Hard)	4103.2	
Miniature Medals	5315	
PRESCRIBABLE ITEMS		
All-Weather Coat, Blue	3501.1	
Gloves, White	3501.24	
OPTIONAL ITEMS		
Overshoes	3501.40	
Scarf (w/outergarment only)	3501.43	
Umbrella, Black	3501.99	
OCCASIONS FOR WEAR		
WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS NORMALLY WEAR BLACK TIE. THIS IS A PRESCRIBABLE SUMMER UNIFORM.		

## 15-10. FEMALE DINNER DRESS WHITES

3210. DINNER DRESS WHITE	
<b>BASIC UNIFORM COMPONENTS</b>	
	<b>ARTICLE</b>
Coat, Service Dress White	3501.17
Shirt, White, Dress	3501.49
Slacks, White, Unbelted <sup>2</sup>	3501.74
Cap, Combination, White	3501.9
Shoes, Service, White <sup>2</sup>	3501.58
Socks, White	3501.78
Brassiere	3501.6
Underpants	3501.100
Necktie, Black	3501.34
Miniature Medals	5315
<b>PRESCRIBABLE ITEMS</b>	
All-Weather Coat, Blue	3501.1
Gloves, White	3501.24
<b>OPTIONAL ITEMS</b>	
Cuff Links, Gold <sup>7</sup>	3501.19
Earrings, Pearl	3501.23
Handbag, White Dress	3501.26
Hosiery, Flesh Tone	3501.29
Overshoes	3501.40
Scarf (w/outergarment only)	3501.43
Shirt, White, Formal	3501.50
Shoes, Dress, White <sup>2</sup>	3501.54
Skirt, White, Unbelted <sup>2</sup>	3501.66
Slip	3501.77
Studs, Gold <sup>7</sup>	3501.79
Umbrella, Black	3501.99
<b>OCCASIONS FOR WEAR</b>	
WORN TO OFFICIAL FUNCTIONS WHEN CIVILIANS NORMALLY WEAR BLACK TIE. THIS IS A PRESCRIBABLE SUMMER UNIFORM.	



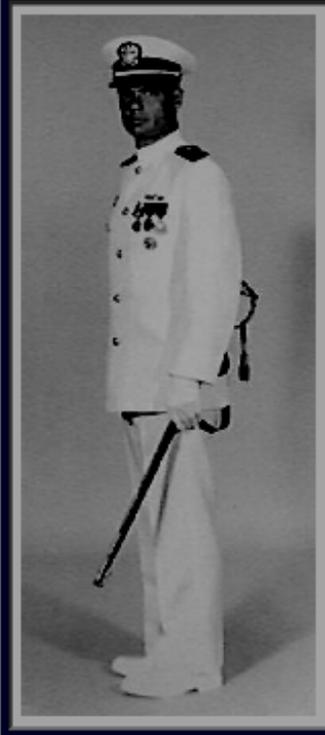
## 15-11. FULL DRESS BLUES

3213. FULL DRESS BLUE		
	<b>BASIC UNIFORM COMPONENTS</b>	
	Coat, Service Dress Blue	ARTICLE 3501.16
	Shirt, White, Dress	3501.49
	Trousers, Blue, Dress	3501.90
	Cap, Combination, White	3501.9
	Shoes, Dress, Black	3501.54
	Socks, Black	3501.78
	Undershirt, White	3501.101
	Undershorts	3501.102
	Belt, Black, w/Gold Clip	3501.2
	Buckle, Gold	3501.7
	Gloves, White	3501.24
	Necktie, Black, Four-in-Hand	3501.37
	Large Medals/Ribbons	5314/5313
	<b>PRESCRIBABLE ITEMS</b>	
All-Weather Coat, Blue	3501.1	
Overcoat, Blue	3501.39	
Sword (LCDR and above)	3501.84	
<b>OPTIONAL ITEMS</b>		
Cuff Links, Gold	3501.19	
Overshoes	3501.40	
Scarf (w/outergarment only)	3501.43	
Tie Clasp, Tack	3501.87	
Umbrella, Black	3501.99	
<b>OCCASIONS FOR WEAR</b>		
WORN ON THE FOLLOWING FORMAL OCCASIONS:		
a. ASSUMING OR RELINQUISHING COMMAND, OR PARTICIPATING IN THE CEREMONY.		
b. OFFICIAL VISITS WITH HONORS AS PRESCRIBED IN NAVY REGULATIONS.		
c. VISITS OF CEREMONY TO FOREIGN MEN-OF-WAR AND FOREIGN OFFICIALS.		
d. OCCASIONS OF STATE, CEREMONIES, AND SOLEMNITIES.		

## 15-12. FEMALE FULL DRESS BLUES

	3214. FULL DRESS BLUE																																																	
	<p><b>BASIC UNIFORM COMPONENTS</b></p> <table><thead><tr><th></th><th>ARTICLE</th></tr></thead><tbody><tr><td>Coat, Service Dress Blue</td><td>3501.16</td></tr><tr><td>Shirt, White, Dress</td><td>3501.49</td></tr><tr><td>Slacks, Blue, Unbelted<sup>2</sup></td><td>3501.69</td></tr><tr><td>Cap, Combination, White</td><td>3501.9</td></tr><tr><td>Shoes, Service, Black<sup>2</sup></td><td>3501.58</td></tr><tr><td>Socks, Black</td><td>3501.78</td></tr><tr><td>Brassiere</td><td>3501.6</td></tr><tr><td>Underpants</td><td>3501.100</td></tr><tr><td>Gloves, White</td><td>3501.24</td></tr><tr><td>Necktie, Black</td><td>3501.34</td></tr><tr><td>Large Medals/Ribbons</td><td>5014/5313</td></tr></tbody></table> <p><b>PRESCRIBABLE ITEMS</b></p> <table><tbody><tr><td>All-Weather Coat, Blue</td><td>3501.1</td></tr><tr><td>Overcoat, Blue</td><td>3501.39</td></tr><tr><td>Sword (LCDR and above)</td><td>3501.84</td></tr><tr><td>Undershirt, White</td><td>3501.101</td></tr></tbody></table> <p><b>OPTIONAL ITEMS</b></p> <table><tbody><tr><td>Earrings, Gold Ball</td><td>3501.23</td></tr><tr><td>Handbag, Black</td><td>3501.25</td></tr><tr><td>Hosiery, Flesh Tone</td><td>3501.29</td></tr><tr><td>Overshoes</td><td>3501.40</td></tr><tr><td>Scarf (w/outergarment only)</td><td>3501.43</td></tr><tr><td>Shoes, Dress, Black<sup>2</sup></td><td>3501.54</td></tr><tr><td>Skirt, Blue, Unbelted<sup>2</sup></td><td>3501.62</td></tr><tr><td>Slip</td><td>3501.77</td></tr><tr><td>Umbrella, Black</td><td>3501.99</td></tr></tbody></table> <p><b>OCCASIONS FOR WEAR</b></p> <p>WORN ON THE FOLLOWING FORMAL OCCASIONS:</p> <ul style="list-style-type: none"><li>a. ASSUMING OR RELINQUISHING COMMAND, OR PARTICIPATING IN THE CEREMONY.</li><li>b. OFFICIAL VISITS WITH HONORS AS PRESCRIBED IN NAVY REGULATIONS.</li><li>c. VISITS OF CEREMONY TO FOREIGN MEN-OF-WAR AND FOREIGN OFFICIALS.</li><li>d. OCCASIONS OF STATE, CEREMONIES, AND SOLEMNITIES.</li></ul> <p>&lt;FOR FOOTNOTES.&gt;</p>		ARTICLE	Coat, Service Dress Blue	3501.16	Shirt, White, Dress	3501.49	Slacks, Blue, Unbelted <sup>2</sup>	3501.69	Cap, Combination, White	3501.9	Shoes, Service, Black <sup>2</sup>	3501.58	Socks, Black	3501.78	Brassiere	3501.6	Underpants	3501.100	Gloves, White	3501.24	Necktie, Black	3501.34	Large Medals/Ribbons	5014/5313	All-Weather Coat, Blue	3501.1	Overcoat, Blue	3501.39	Sword (LCDR and above)	3501.84	Undershirt, White	3501.101	Earrings, Gold Ball	3501.23	Handbag, Black	3501.25	Hosiery, Flesh Tone	3501.29	Overshoes	3501.40	Scarf (w/outergarment only)	3501.43	Shoes, Dress, Black <sup>2</sup>	3501.54	Skirt, Blue, Unbelted <sup>2</sup>	3501.62	Slip	3501.77	Umbrella, Black
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## 15-13. FULL DRESS WHITES

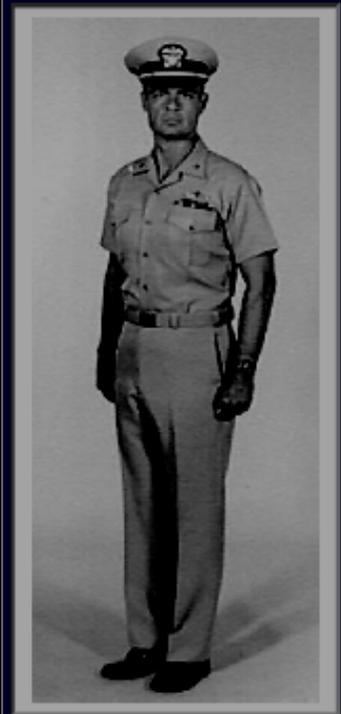
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**15-14. FEMALE SERVICE DRESS WHITES**

	3220. SERVICE DRESS WHITE	
	BASIC UNIFORM COMPONENTS	
	Coat, Service Dress White	ARTICLE 3501.17
	Shirt, White, Dress	3501.49
	Slacks, White, Unbelted <sup>2</sup>	3501.74
	Cap, Combination, White	3501.9
	Shoes, Service, White <sup>2</sup>	3501.58
	Socks, White	3501.78
	Brassiere	3501.6
	Underpants	3501.100
	Necktie, Black	3501.24
	Ribbons	5305-5312
	PRESCRIBABLE ITEMS	
	All-Weather Coat, Blue	3501.1
	Gloves, White	3501.24
	Undershirt, White	3501.101
	OPTIONAL ITEMS	
	Beret	3501.3
	Earmuffs	
	(w/outergarment only)	3501.22
	Earrings, Gold Ball	3501.23
	Overshoes	3501.40
	Scarf (w/outergarment only)	3501.43
	Shoes, Dress, White <sup>2</sup>	3501.54
	Skirt, White, Unbelted <sup>2</sup>	3501.66
	Slip	3501.77
	Handbag, White	3501.25
	Handbag, White Dress	3501.26
	Hosiery, Flesh Tone	3501.29
	Umbrella, Black	3501.99
	Name/Identification Tag <sup>5</sup>	5201.4
	OCCASIONS FOR WEAR	
	MAY BE PRESCRIBED FOR SUMMER WEAR WHEN FORMAL DRESS, DINNER DRESS, OR FULL DRESS UNIFORMS ARE NOT PRESCRIBED AND CIVILIAN EQUIVALENT IS COAT AND TIE.	
	<FOR FOOTNOTES.>	

## 15-15. SERVICE KHAKI

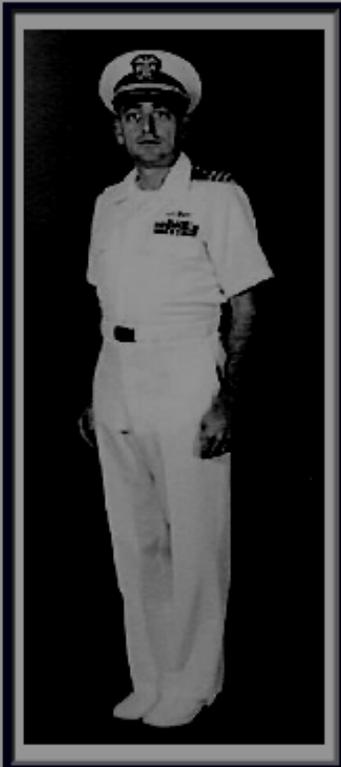
3223. SERVICE KHAKI	
<b>BASIC UNIFORM COMPONENTS</b>	
	<b>ARTICLE</b>
Shirt, Khaki, Service	3501.46
Trousers, Khaki, Service	3501.94
Cap, Combination, Khaki	3501.9
Shoes, Dress, Black	3501.54
Socks, Black	3501.78
Undershirt, White	3501.101
Undershorts	3501.102
Belt, Khaki, w/Gold Clip	3501.2
Buckle, Gold	3501.7
Collar Insignia	4103.4/4104
Ribbons	5305-5312
<b>PRESCRIBABLE ITEMS</b>	
All Weather Coat, Blue <sup>1</sup>	3501.1
Cap, Garrison, Khaki	3501.10
Overcoat, Blue <sup>1</sup>	3501.39
<b>OPTIONAL ITEMS</b>	
Cap, Ball <sup>8</sup>	3501.8
Earmuffs	
(w/outergarment only)	3501.22
Jacket, Black <sup>1</sup>	3501.30
Jacket, Khaki Windbreaker <sup>1</sup>	3501.30
Overshoes	3501.40
Reefer <sup>1</sup>	3501.42
Scarf (w/outergarment only)	3501.43
Shoes, Brown <sup>2</sup>	3501.54
Socks, Khaki <sup>2</sup>	3501.78
Sweater, V-Neck, Black	3501.83
Umbrella, Black	3501.99
Name/Identification Tag <sup>5</sup>	5201.4
<b>OCCASIONS FOR WEAR</b>	
WORN IN SUMMER/WINTER FOR OFFICE WORK, WATCHSTANDING, LIBERTY, OR BUSINESS ASHORE WHEN PRESCRIBED AS UNIFORM OF THE DAY.	
<FOR FOOTNOTES.>	



## 15-16. FEMALE SERVICE KHAKI

3224. SERVICE KHAKI																																															
BASIC UNIFORM COMPONENTS																																															
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15-17 SUMMER WHITES



3225. SUMMER WHITE

**BASIC UNIFORM COMPONENTS**

	ARTICLE
Shirt, White, Summer	3501.53
Trousers, White	3501.98
Cap, Combination, White	3501.9
Shoes, Dress, White	3501.54
Socks, White	3501.78
Undershirt, White	3501.101
Undershorts	3501.102
Belt, White, w/Gold Clip	3501.2
Buckle, Gold	3501.7
Shoulder Boards (Hard)	4103.2
Ribbons	5305-5312

**PRESCRIBABLE ITEMS**

All-Weather Coat, Blue <sup>1</sup>	3501.1
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**OPTIONAL ITEMS**

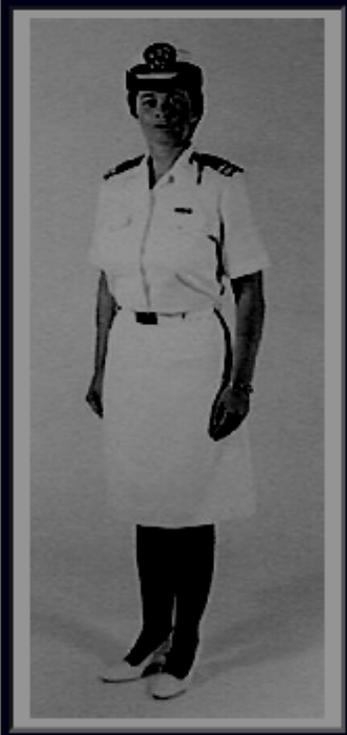
Cap, Ball <sup>8</sup>	3501.8
Earmuffs	
(w/outergarment only)	3501.22
Jacket, Black <sup>4</sup>	3501.30
Overshoes	3501.40
Reefer <sup>1</sup>	3501.42
Scarf (w/outergarment only)	3501.43
Sweater, V-Neck, Black	3501.83
Umbrella, Black	3501.99
Name/Identification Tag <sup>5</sup>	5201.4

**OCCASIONS FOR WEAR**

WORN IN SUMMER FOR OFFICE WORK, WATCH-STANDING, LIBERTY, OR BUSINESS ASHORE WHEN PRESCRIBED AS UNIFORM OF THE DAY.

<FOR FOOTNOTES.>

# 15-18. FEMALE SUMMER WHITES



3226. SUMMER WHITE

**BASIC UNIFORM COMPONENTS**

	ARTICLE
Shirt, White, Summer	3501.53
Slacks, White, Belted <sup>2</sup>	3501.76
Cap, Combination, White	3501.9
Shoes, Service, White <sup>2</sup>	3501.58
Socks, White	3501.78
Brassiere	3501.6
Underpants	3501.100
Belt, White, w/Gold Clip	3501.2
Buckle, Gold	3501.7
Shoulder Boards (Hard)	4103.2
Ribbons	5205-5212

**PRESCRIBABLE ITEMS**

All-Weather Coat, Blue <sup>1</sup>	3501.1
Undershirt, White	3501.101

**OPTIONAL ITEMS**

Beret	3501.3
Cap, Ball <sup>8</sup>	3501.8
Earmuffs	
(w/outergarment only)	3501.22
Earrings, Gold Ball	3501.23
Handbag, White	3501.25
Handbag, White Dress	3501.26
Hosiery, Flesh Tone	3501.29
Jacket, Black <sup>1</sup>	3501.30
Overshoes	3501.40
Reefer <sup>1</sup>	3501.42
Scarf (w/outergarment only)	3501.43
Shoes, Dress, White <sup>2</sup>	3501.54
Skirt, White, Belted <sup>2</sup>	3501.65
Slip	3501.77
Sweater, V-Neck, Black	3501.83
Umbrella, Black	3501.99
Name/Identification Tag <sup>5</sup>	5201.4

**OCCASIONS FOR WEAR**

WORN IN SUMMER FOR OFFICE WORK, WATCH-  
STANDING, LIBERTY, OR BUSINESS ASHORE WHEN  
PRESCRIBED AS UNIFORM OF THE DAY.

<FOR FOOTNOTES.>

# 15-19. COVERALLS



## 3239. COVERALLS

### BASIC UNIFORM COMPONENTS

	ARTICLE
Coveralls	3501.18
Cap, Garrison, Khaki	3501.10
Shoes, Safety, Black	3501.57
Socks, Black	3501.78
Undershirt, White Crew Neck	3501.101
Undershorts	3501.102
Belt, Khaki w/Gold Clip	3501.2
Buckle, Gold	3501.7
Name/U.S. NAVY Tapes	3101.5b/6
Collar Insignia	4104

### PRESCRIBABLE ITEMS

All-Weather Coat, Blue <sup>1</sup>	3501.1
Overcoat, Blue <sup>1</sup>	3501.39
Shoes, Dress, Black	3501.54

### OPTIONAL ITEMS

Cap, Ball	3501.8
Jacket Black <sup>1</sup>	3501.30
Jacket, Khaki Windbreaker <sup>1</sup>	3501.30
Reefer <sup>1</sup>	3501.42
Shoes, Dress, Brown <sup>2</sup>	3501.54
Socks, Khaki <sup>2</sup>	3501.78
Sweater, V-Neck, Black	3501.83

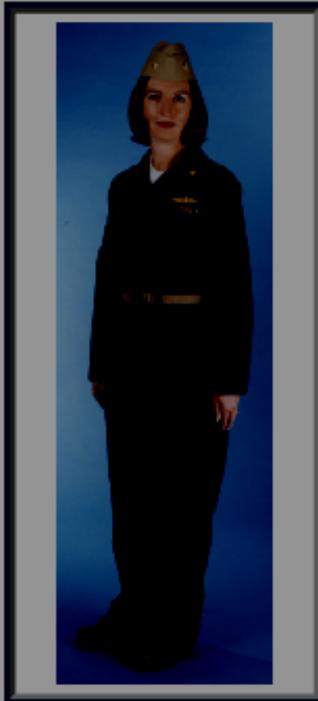
### OCCASIONS FOR WEAR

WORN WHEN OTHER UNIFORMS WOULD BE UNSAFE OR BECOME UNDULY SOILED.

THE COVERALL UNIFORM IS DESIGNED TO BE THE PRINCIPAL UNDERWAY UNIFORM OF THE DAY. WHEN WORN IN PORT, IT IS SUBJECT TO THE FOLLOWING RESTRICTIONS. WHEN WORN ABOARD SHIP, COVERALLS MAY BE WORN ON THE PIER IN THE IMMEDIATE VICINITY OF THE SHIP. ASHORE (I.E. SIMAS, SQUADRONS, AND INDUSTRIAL WORKING ENVIRONMENTS) COVERALLS MAY BE WORN IN THE IMMEDIATE WORKSPACES ONLY. COMMANDS MAY ADDITIONALLY AUTHORIZE WEAR OF THE COVERALL UNIFORM WHILE TRANSITING TO AND FROM AND USING BASE GALLEYS OR ANY OTHER EATING FACILITY WITHIN THE FENCELINE OF THE INSTALLATION AND AT PERSONNEL SUPPORT

## 15-20. FEMALE COVERALLS

### 3240. COVERALLS



#### BASIC UNIFORM COMPONENTS

	ARTICLE
Coveralls	3501.18
Cap, Garrison, Khaki	3501.10
Shoes, Safety, Black	3501.57
Socks, Black	3501.78
Brassiere	3501.6
Underpants	3501.100
Undershirt, White Crew Neck	3501.101
Belt, Khaki w/Gold Clip	3501.2
Buckle, Gold	3501.7
Name/U.S. NAVY Tapes	3101.5b/6
Collar Insignia	4104

#### PRESCRIBABLE ITEMS

All-Weather Coat, Blue <sup>1</sup>	3501.1
Overcoat, Blue <sup>1</sup>	3501.39
Shoes, Service, Black	3501.58

#### OPTIONAL ITEMS

Cap, Ball	3501.8
Earrings, Gold Ball	3501.23
Jacket, Black <sup>1</sup>	3501.30
Jacket, Khaki Windbreaker <sup>1</sup>	3501.30
Reefer <sup>1</sup>	3501.42
Shoes, Service, Brown <sup>2</sup>	3501.58
Socks, Khaki <sup>2</sup>	3501.78
Sweater, V-Neck, Black	3501.83

#### OCCASIONS FOR WEAR

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## 15-21. SWORD PREPARATION

plain black grain leather or synthetic material presenting the leather appearance.

b. Sword, sword belt and sword knot are prescribable for all Navy commissioned officers on active duty (except chaplains) in the rank of Lieutenant Commander and above. The sword is optional for Lieutenants and below.

c. SWORD BELT. Two sword belt styles are authorized:

(1) The traditional sword belt is made of plain black grain leather, or synthetic material presenting the same appearance, 1-3/4 inch wide, with sling straps of the same material, 3/4 inch wide. The buckle and mounting are gold plated with the buckle 2 inches in diameter.

(2) The new shoulder sword sling consists of white cotton webbing with sliding shoulder pad, an adjusting buckle, and a sword attaching ring. The sling is worn beneath the coat, over the right shoulder extending across the torso, or over left shoulder, with the ring attachment over the top of the left hipbone, at a point where the sword slit is located in the coat. The sling is worn so that the ring attachment protrudes through the sword slit of the coat, but so that the white webbing is not visible from the outside.

d. SWORD KNOT. Consists of a loop of 1/2 inch gold lace, 24 inches long with slide and tassel.

e. PREPARING THE SWORD KNOT. While holding the blade handle to the left, pass the lace through the slit in the guard of the hilt. When forming the initial bight of lace the suspended lengths should be somewhat disproportionate. (One end should be 1/4 inch - 1/2 inch longer than the other.)



Twist the sword one half turn in a clockwise direction and suspend on the sword hook with the uppermost scabbard ring. The sword handle faces aft when properly worn.



NOTE: When wearing an overcoat with Full Dress Blue, the sword goes through the slit in the bridge coat and the lower loop goes through the back vent in the coat and the sword attached - same as Full Dress Blue. A sword is not worn with all-weather coat other than specified in <article 6201.1.a(1)>.

**15-22. Precedence of Awards**

**EXIT**

**Order of Precedence -  
U.S. Navy**

The following display represents the correct order of precedence for medals and/or ribbons most likely to be worn today on the Navy uniform. Additional information on the proper display, placement or additional devices is found in SECNAVINST 1650.1F and the U.S. Navy Uniform Regulations (NAVPERS 1566.5G).

 Medal of Honor	 Navy Cross	 Defense Distinguished Service Medal	 Distinguished Service Medal	 Silver Star
 Defense Superior Service Medal	 Legion of Merit	 Distinguished Flying Cross	 Navy/Marine Corps Medal	 Bronze Star
 Purple Heart	 Defense Meritorious Service Medal	 Meritorious Service Medal	 Air Medal	 Joint Service Commendation Medal
 Navy/Marine Corps Commendation Medal	 Joint Service Achievement Medal	 Navy/Marine Corps Achievement Medal	 Combat Action Ribbon	 Presidential Unit Citation
 Joint Meritorious Unit Award	 Navy Unit Commendation	 Meritorious Unit Commendation	 Battle "E" Ribbon	 POW Medal
 Good Conduct Medal Navy/Marine Corps	 Naval Reserve Meritorious Service Medal	 Fleet Marine Force Ribbon	 Navy Expeditionary Medal	 China Service Medal
 Navy Occupation Service Medal	 National Defense Service Medal	 Korean Service Medal	 Antarctic Service Medal	 Armed Force Expeditionary Medal
 Vietnam Service Medal	 Southwest Asia Service Medal	 Armed Forces Service Medal	 Humanitarian Service Medal	 Military Outstanding Volunteer Service Medal



**DEVICES**

 <b>GOLD STAR</b> Denotes each subsequent award of the same Navy decoration.	 <b>SILVER STAR</b> Worn in the same manner as the gold star, in lieu of five gold stars.	 <b>BRONZE SERVICE STAR</b> The bronze five-pointed service star represents participation in campaigns or operations, multiple qualification or an additional award to any of the various ribbons on which it is authorized. Also worn to denote first award of the single mission air medal after Nov. 22, 1989.	 <b>SILVER SERVICE STAR</b> Worn in the same manner as the bronze star, but each silver star is worn in lieu of five bronze service stars.
 <b>BRONZE OAK LEAF CLUSTER</b> The bronze oak leaf cluster represents second and subsequent entitlements of awards.	 <b>SILVER OAK LEAF CLUSTER</b> A silver oak leaf cluster is worn for the sixth, 11th, or in lieu of five bronze oak leaf clusters.	 <b>WINTERED OVER</b> For wintering over on the Antarctic continent, a clasp for Antarctic Service Medal, suspension ribbon and a disc for the service ribbon of bronze for first winter, gold for second winter, silver for third winter.	 <b>"V" DEVICE</b> The metallic bronze letter "V" is authorized for acts or service involving direct participation in combat operations.
 <b>HOURGLASS</b> Issued for each succeeding award of the Armed Forces Reserve Medal.	 <b>EUROPE AND ASIA CLASPS</b> Worn on the suspension ribbon of the Navy Occupation Service Medal.	 <b>STRIKEFLIGHT DEVICE</b> Device (white numeral) denotes the total number of strikeflight awards of the Air Medal earned subsequent to April 9, 1962.	 <b>FLEET MARINE FORCE COMBAT OPERATIONS INSIGNIA</b> For Navy personnel attached to Fleet Marine Force units participating in combat operations.

The above display represents the correct order of precedence for ribbons most likely to be worn today on the Navy uniform. Devices worn on these ribbons must be worn in a specific manner and are used to denote additional awards or participation in a specific event. For additional information about the proper order of display, placement of devices or about ribbons not shown, refer to SICNAVINST 1050.1F and U.S. Navy Uniform Regulation (NAVPER 1200.3C).



**Gold Star**

Shows each subsequent award of the same decoration



**Silver Star**

Presented upon receipt of the fifth award of the same decoration



**Bronze Service Star**

Represents participation in campaigns or operations, multiple qualification, or an additional award. Also, first award of the single mission Air Medal after Nov. 22, 1989



**Silver Service Star**

Worn in lieu of five bronze service stars



**Bronze Oak Leaf Cluster**

Shows second and subsequent entitlements of the same award



**Silver Oak Leaf Cluster**

Presented upon receipt of the sixth, 11th or in lieu of five bronze oak leaf clusters



**"V" Device**

Authorized for acts or service involving direct participation in combat operations



**Fleet Marine Force Combat Operations Insignia**

For Navy personnel attached to Fleet Marine Force units participating in combat operations



**Gold Star**

Shows each subsequent award of the same decoration



**Silver Star**

Presented upon receipt of the fifth award of the same decoration



**Bronze Service Star**

Represents participation in campaigns or operations, multiple qualification, or an additional award. Also, first award of the single mission Air Medal after Nov. 22, 1989



**Silver Service Star**

Worn in lieu of five bronze service stars



**Bronze Oak Leaf Cluster**

Shows second and subsequent entitlements of the same award



**Silver Oak Leaf Cluster**

Presented upon receipt of the sixth, 11th or in lieu of five bronze oak leaf clusters



**"V" Device**

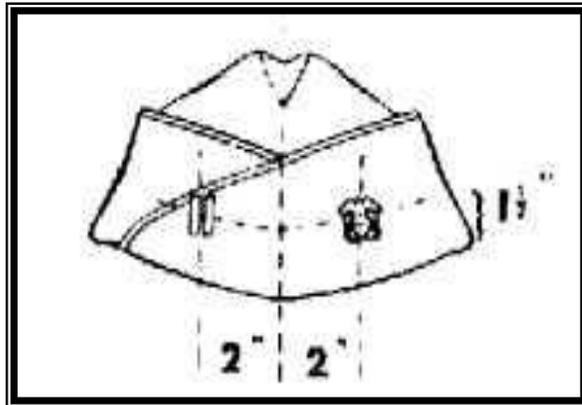
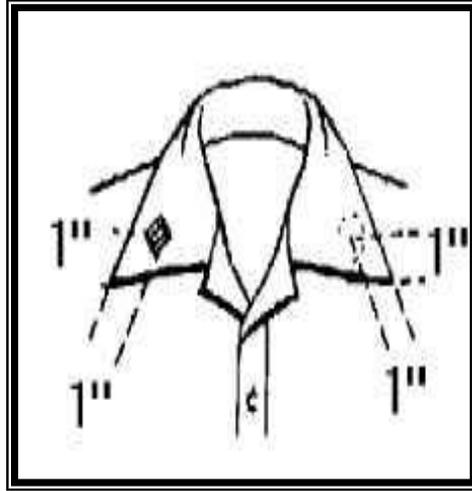
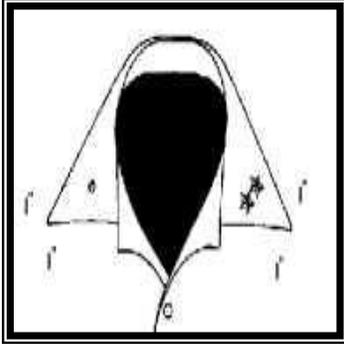
Authorized for acts or service involving direct participation in combat operations



**Fleet Marine Force Combat Operations Insignia**

For Navy personnel attached to Fleet Marine Force units participating in combat operations

15-23. Collar and Cover Insignia



**15-24. WORKING UNIFORM GUIDELINES**



**Rigging for Khaki Uniform:**

**From the top pocket, the three ribbon bar will be set  $\frac{1}{4}$  inch above the top pocket.  
The Warfare pin will be set  $\frac{1}{4}$  inch above the three ribbon bar .**





**The Command pin is centered between the button and the lower seam pocket  
(The Command pin is the pin with the trident fork in it)**

**NOTE: Flag Officers do not normally wear Command pins; however this is posted for Commodore wear. The present position of the Command pin in the picture denotes past command.**

**THESE ARE COMMAND BADGES  
(COOKIES)**



**The above picture is the proper placing for the command badge. For the working khaki uniform the small command badge is used.**

**For males, the badge is centered on the left pocket 1 inch from the lower seam of the left pocket.**

**For Females, the badge is placed above the Warfare pin centered 1 inch above.**

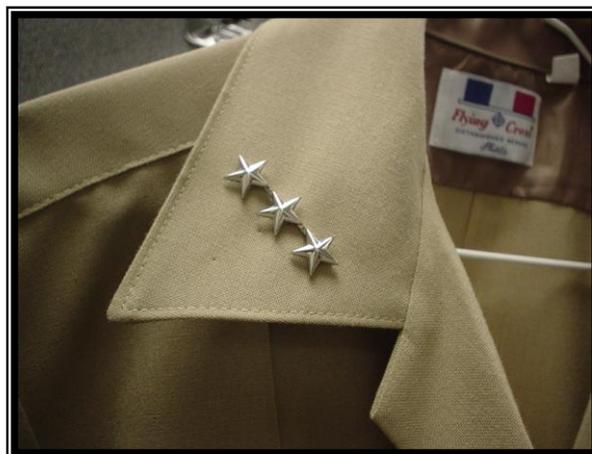


**Stars are placed in a triangular centered position 1 inch centered on the collar.**



**For one and two star placement collar tip can be folded over and should measure 1 inch.**

**NOTE: This will not work for three and four star placement**



**For three and four star placement it is impossible to position the stars 1 inch centered. In this case they should be triangular centered with the top seam of the collar .**

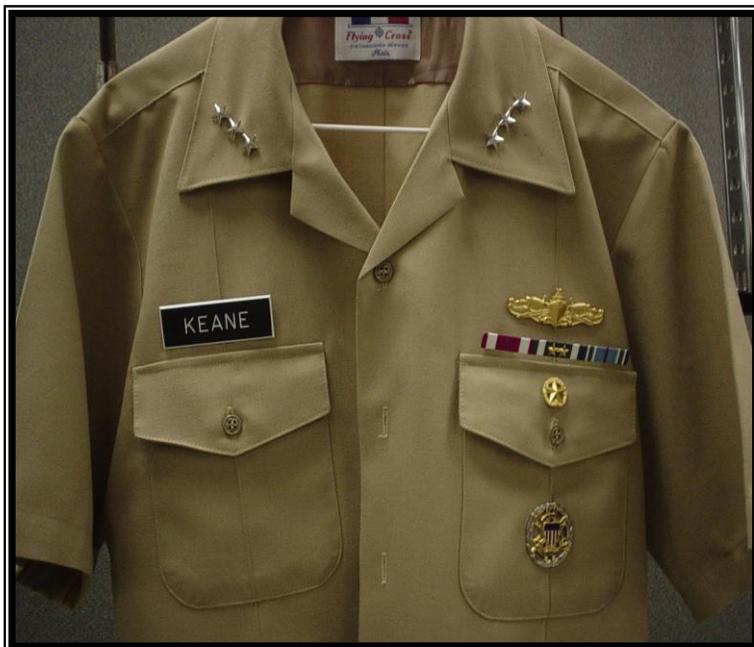
## AT SEA LONG SLEEVE KHAKI UNIFORM

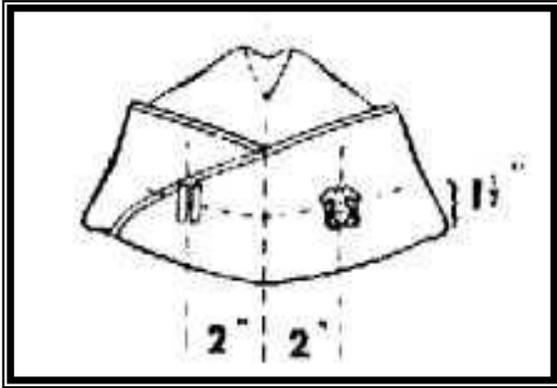


Star placement for the long sleeve khaki uniform is centered between top and lower seam of collar 1 inch in from the front seam of the collar.

**NOTE:** No Ribbons are worn with this uniform. Warfare pin will be placed ¼ inch centered above the left pocket.

## WORKING KHAKI UNIFORM





**White dress shoes: Wear w/ summer white and Service dress whites**

## 15-25. Hard Shoulder Board Placement



The surface is covered with gold lace showing a 1/8 inch blue cloth margin on each of the long sides. The end of the anchor chain must point up on both shoulder boards.

## 15-26. Large Medal Placement



**Manner of Wearing.** Large medals are worn on the service coat or jumper of Full Dress Blues and Full Dress White. When wearing more than one medal, suspend them from a holding bar that supports the medals' weight. Place the holding bar of the lowest row of medals in the same position as the lowest ribbon bar. The bars measure 4-1/8 inches wide, and each row of medals is 3-1/4 inches long from the top of the suspension ribbons to bottom of medals, so that bottom of medals dress in a horizontal line. Multiple rows of medals should be grouped with the same number of medals in each row, with the lesser number in the top row if necessary. A maximum of three medals may be worn side by side in a single row with no overlap. Arrange four or more medals (maximum of five in a single row. Overlapping shall be proportional and the inboard medal shall show in full. Mount the medals so they cover the suspension ribbons of the medals below.

## 15-27. Miniature Medal Placement



**Wear miniature medals with all formal dress uniforms and dinner dress uniforms. Each row of miniatures is 2-1/4 inches long, from top of the suspension ribbons to bottom of medals, so the bottom of medals dress in a horizontal line. Position medals so they cover the suspension ribbons of the medals in the rows below: on formal and dinner dress jackets, place the holding bar of the lowest row of miniature medals 3 inches below the notch, centered on the lapel, parallel to the deck. On blue and white service coats, center the holding bar 1/4 inches above the left breast pocket parallel to the deck. Wear up to five miniature medals in a row with no overlap. Arrange six or more miniature medals following the layout.**

## 15-28. Ribbon Placement While Wearing Medals



**Center ribbons  $\frac{1}{4}$  inch, on the right breast in the same relative position as the holding bar of the lowest row of medals. Arrange ribbons in order of precedence in rows from top down and inboard to outboard. Wear either the senior ribbon or all ribbons. These ribbons include: Combat Action Ribbon, Presidential Unit Citation, Navy Unit Commendation, Meritorious Unit Commendation, Navy "E", Navy Fleet Marine Force Ribbon, Sea Service Deployment Ribbon, Foreign Unit Awards, Marksmanship, etc.**

## 15-29. Formal Dinner Dress Jacket



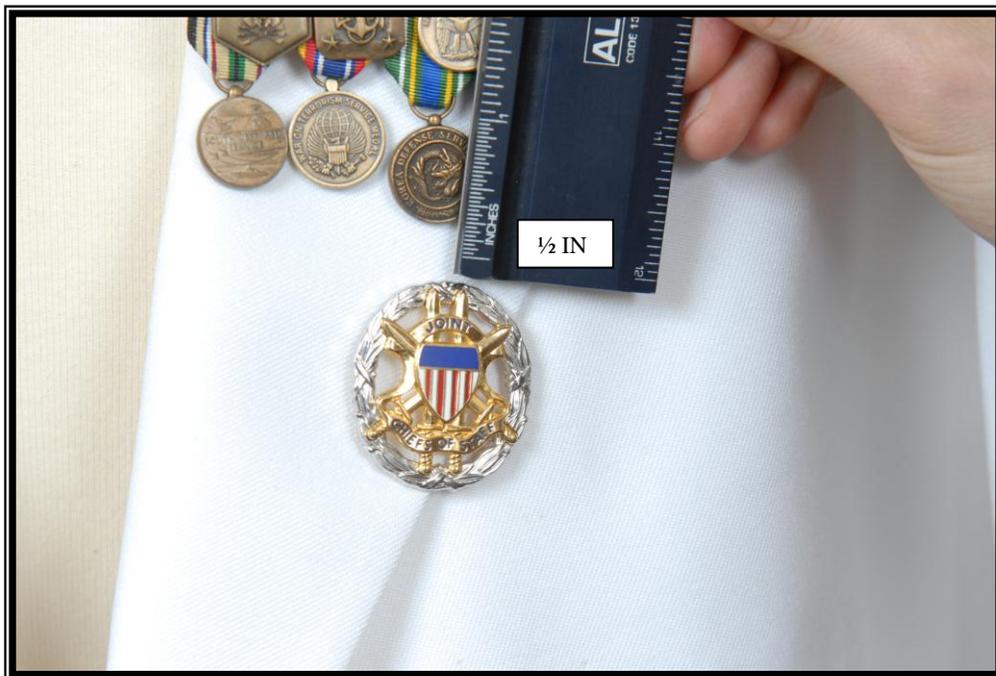
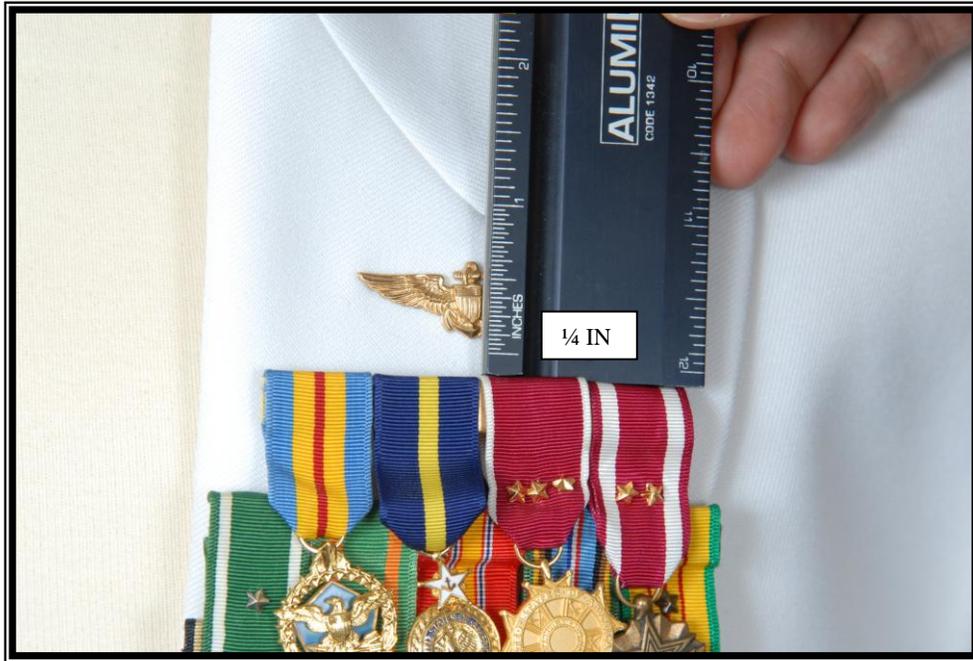
**Wear miniature medals with all formal dress uniforms and dinner dress uniforms. Each row of miniatures is 2-1/4 inches long, from top of the suspension ribbons to bottom of medals, so the bottom of medals dress in a horizontal line. Position medals so they cover the suspension ribbons of the medals in the rows below. On formal and dinner dress jackets, place the holding bar of the lowest row of miniature medals 3 inches below the notch, centered on the lapel, parallel to the deck. On blue and white service coats, center the holding bar 1/4 inch above the left breast pocket parallel to the deck. Wear up to five miniature medals in a row with no overlap. Arrange six or more miniature medals .**

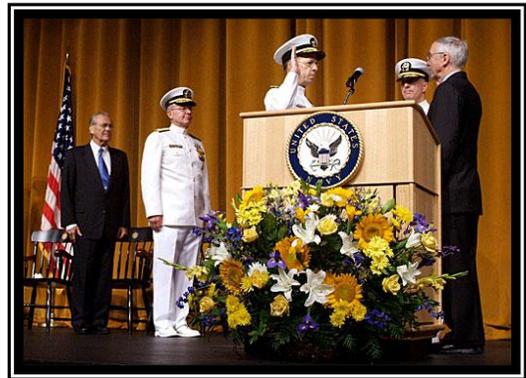
## 15-30. Formal Dress Shirt



**A plain white formal dress shirt with a turndown collar and a plain stiff or wide pleated soft front. Plain shirt studs and cuff links are required with dinner dress jacket uniforms (gold for officers).**

15-31. Distance Between Breast Insignia







## Proper Hangar Presentation



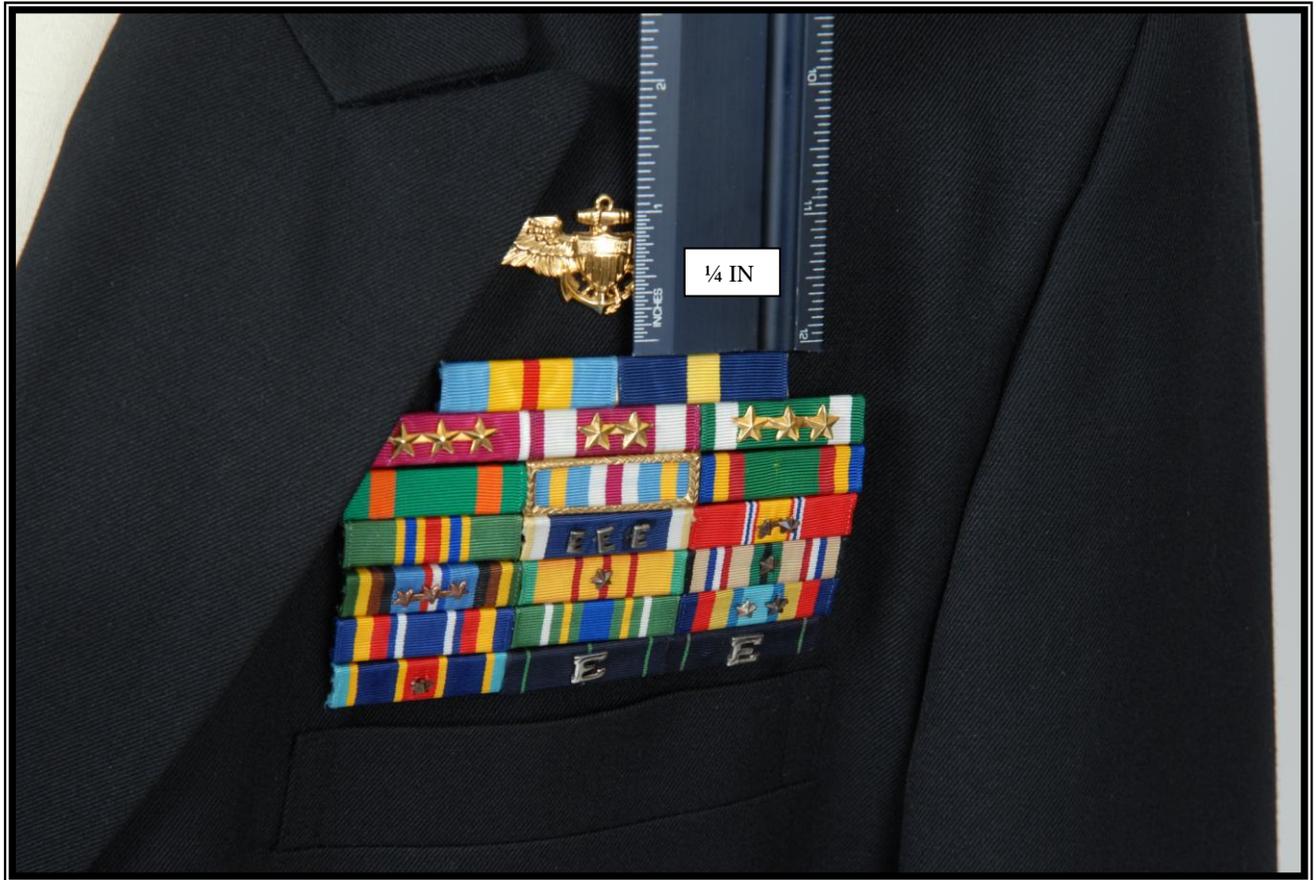
**Plain, pleated, to fasten in the back. Cummerbund is gold for officers/CPOs and black for E6 and below. Wear a wraparound style with Tropical Dinner Dress Blue uniform. An adjustable cummerbund is authorized with Formal Dress and Dinner Dress Jacket uniforms.**

**Correct Wear.**

**Wear with pleats up, around the waist overlapping the skirt/trouser top at least 1 inch**







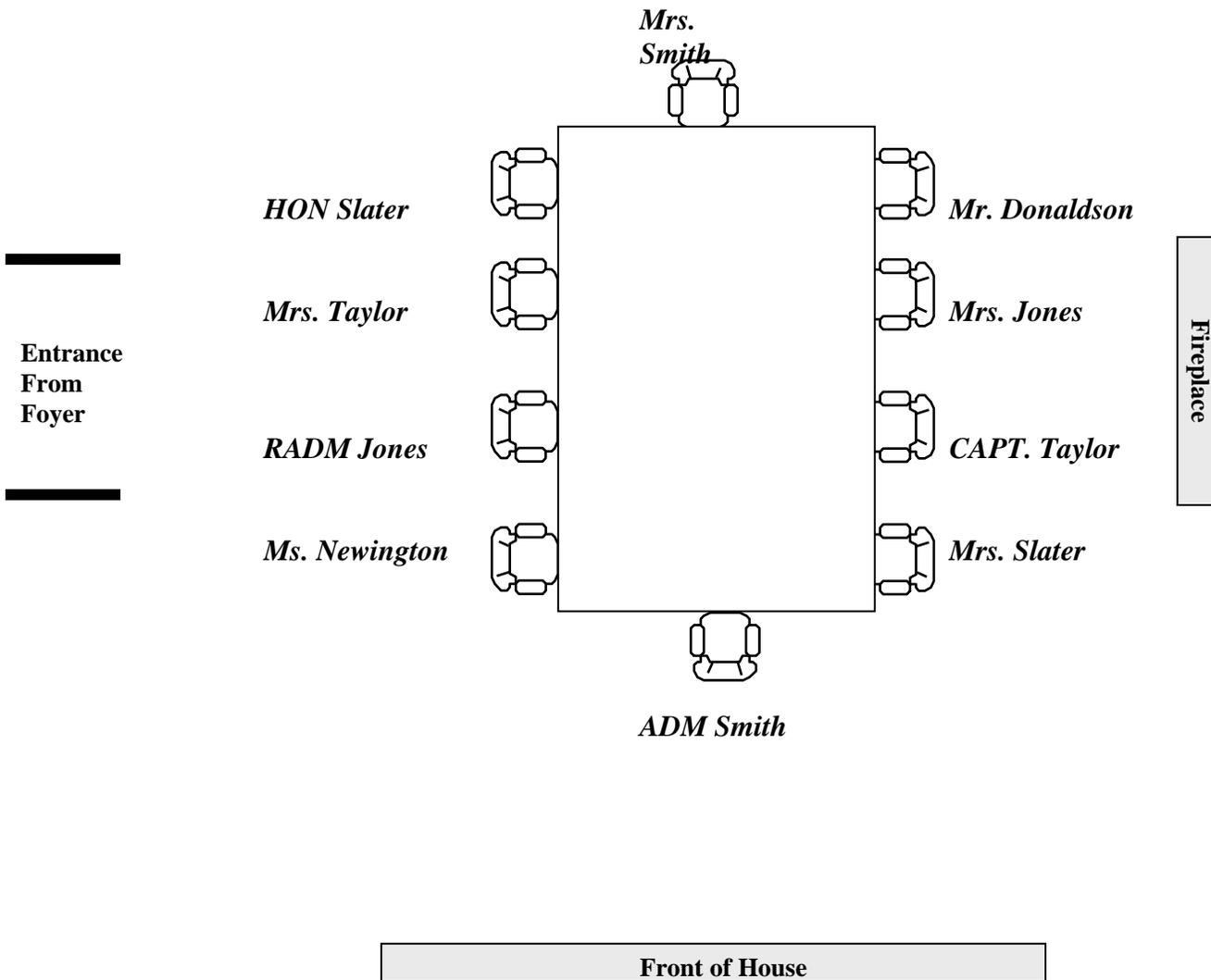


Chapter 16 Seating and Table Set Up

16-1. Seating Chart Example

**DINNER**  
**Hosted by**  
**THE VICE CHIEF OF NAVAL**  
**OPERATIONS**  
**APRIL 2006**

**DINNER SEATING**



## 16-2. Napkin Folding

### Misc. Information

#### Napkin Folding

It may look familiar to see a napkin folded into a fan shape. After all, it's **an easy fold** that's widely used in restaurants. Once you get the technique you'll find it simple to fold a dozen in no time at all.



#### **STANDING FAN NAPKIN FOLD**

If desired you can use starched napkins and **iron the folds for sharper creases.**



#### **Step 1:**

Lay the napkin out flat.



#### **Step 2:**

Fold the left half over so the fold is at the left.



#### **Step 3:**

Begin accordion folding at the bottom. Make each pleat about 3/4"-1" wide.



**Step 4:**  
Pleat only about 2/3 of the napkin.



**Step 5:**  
Fold the right side in half, underneath.



**Step 6:**  
Fold the top left corner down at an angle. On the right side the edges should stick out about 1" past the fold of the napkin.



**Step 7:**  
Fold this 1" overlap under to secure the pleats and make the "stand".



**Finished Fold**  
Let go of the pleats and let the fan out. Adjust folds

## Folding cloth napkins



### **The Pyramid Napkin Fold**

This classy napkin folding technique is simple, fast, and can be made easily with most napkins. If the napkin being used is thin and flops easily then iron it with light starch prior to folding and it will turn out perfectly!



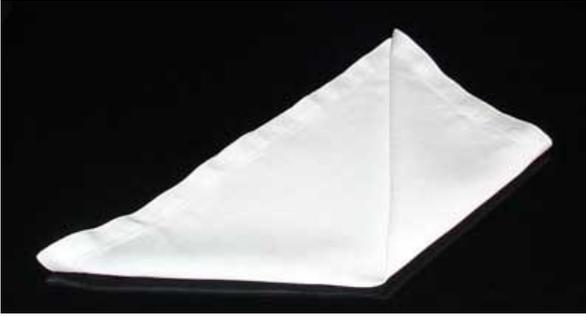
1. Lay the napkin face down in front of you.



2. Fold the napkin in half diagonally.



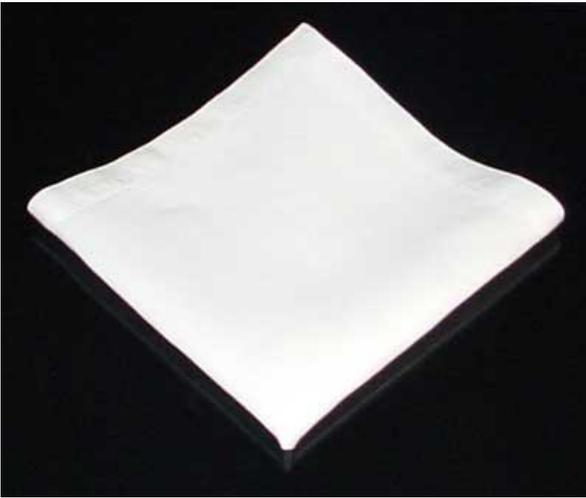
3. Rotate the napkin so the open end faces away from you.



4. Fold the right end up to meet the far corner, ensuring the edge of this new fold lays on the centerline as shown.



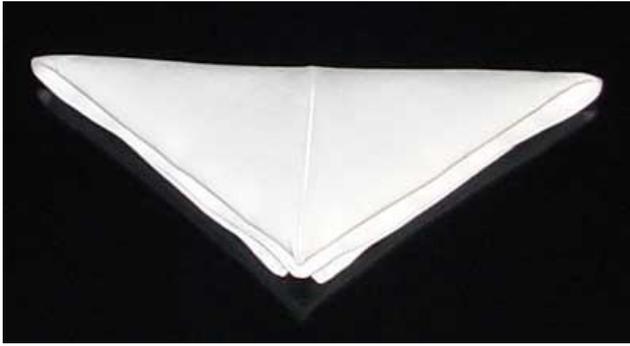
5. Repeat the last step with the left side, folding the left tip up to the far corner, creating a diamond shape with a seam running down the center.



6. Turn the napkin over, keeping the open end facing away from you.



7. Fold the napkin in half by bringing the farthest point of the diamond up and back to the nearest point.



8. Turn the napkin over again, this time keeping the open end facing towards you.



9. Fold the napkin along the center seam and you have a neat, sturdy pyramid. If your napkin won't stand neatly then you may need a little starch.

### Napkin Folding Instructions

#### **The Bird Of Paradise Napkin Fold**



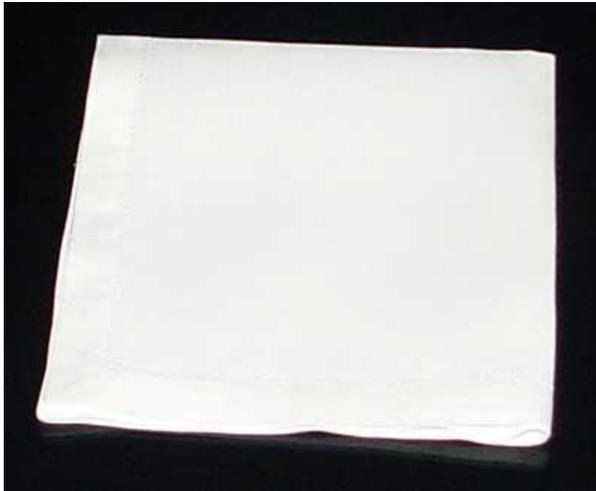
This is a classic and classy napkin folding technique that requires a stiff napkin. If you don't have any dinner napkins made of stiff linen then a light starching should fix you right up.



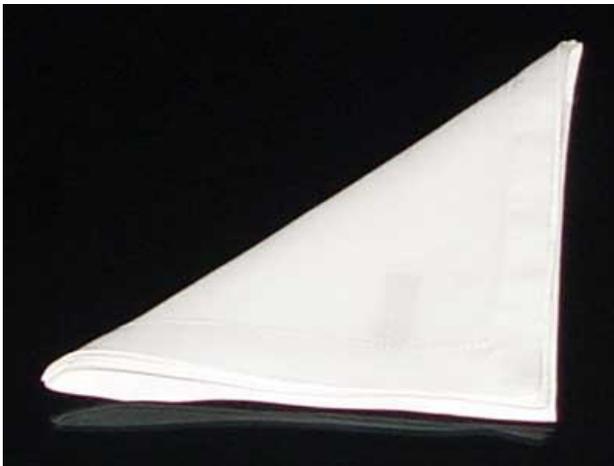
1. Lay the napkin face down in front of you.



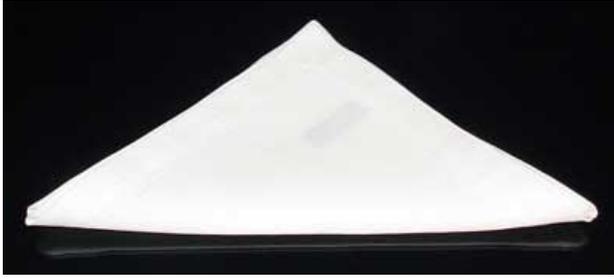
2. Fold the napkin in half.



3. Fold the napkin in quarters.



4. Fold the napkin in half diagonally, creating a triangle.



5. Orient the triangle so the open tip is facing away from you.



6. Fold the right corner diagonally towards you - laying it down along the centerline of the triangle, making a new tip pointing towards you. An iron can make this important fold a whole lot easier.



7. Do the same with the left corner, fold it diagonally toward you and press it down next to the previous fold. Now you have a diamond, you're rich! Yay!



8. Fold the two "wings" that you just made in folds 6 and 7 under so that you have your original triangle shape back. Once again an iron can make a world of difference.



9. Fold the triangle in half by bringing the center seam towards you and allowing the ends to fall.



10. This bird's almost ready to fly, but first you must give it some feathers. While holding the base firmly to keep your folds together, pull up the four 'flaps' created by the napkin's corners.



Pretty cool fold, isn't it? It makes you wonder if there are people sitting around in basements performing experimental napkin folds while the rest of us are sleeping. This fold can be difficult if you don't use an iron or have a fairly stiff napkin so be prepared to put a few minutes into making each one.

## 16-3. Floral Arrangements

### Basic Floral Display

#### Arranging Fresh, Dried & Silk Flowers



**Vertical designs** are easily assembled in tall, narrow containers. The dominant thrust of the plant material is vertical with few lines leading in other directions. Cattails, delphinium, anthurium, gladiolus, iris or ting-ting are naturally tall and straight. Focal material is placed at the lip and slightly above within the container. Vertical designs create feelings that are uplifting and aspiring.



**Triangular arrangements** may be equally balanced on each side or asymmetrical with one point of the triangle extending further than the other. The stems radiate from a central area with paler and smaller flowers and leaves extending to the outer edges. Deep colored or brighter blooms used near the center or slightly below give a feeling of stability and provide a focal point of interest. Make the height higher than the width, and position the flowers so they droop on the periphery in an elegant and relaxed fashion. Fill in with small flowers and foliage keeping within the triangular shape.



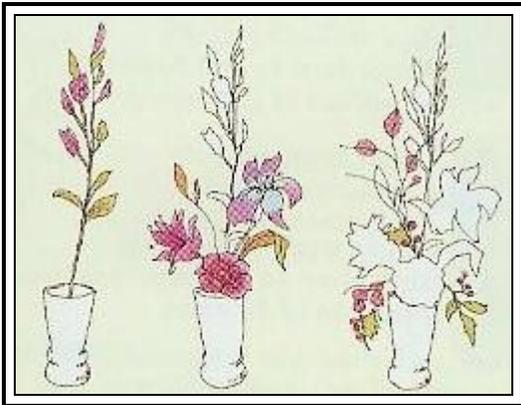
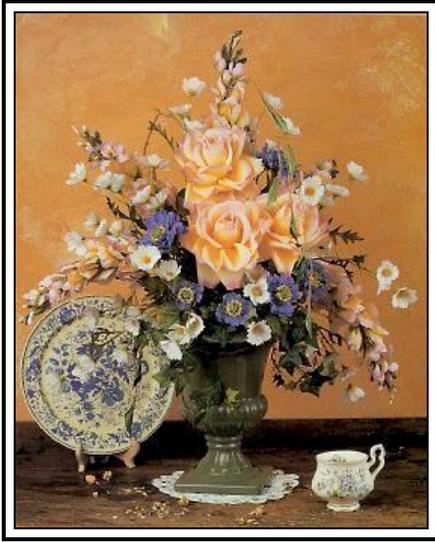
**The asymmetrical triangle** is a very popular line or line-mass design. The design may be either right or left handed, meaning the tallest line will either be right or left of the axis. Some bare branches, a few flowers and some leaves will suffice to make a beautiful design.



**Oval arrangements** are designed to look good from all sides. They can be constructed with larger blooms centrally placed and smaller ones echoing around the edges. Tape your vase with floral tape to a lazy Susan. It will be easier to construct if you can turn it as you add plant material .

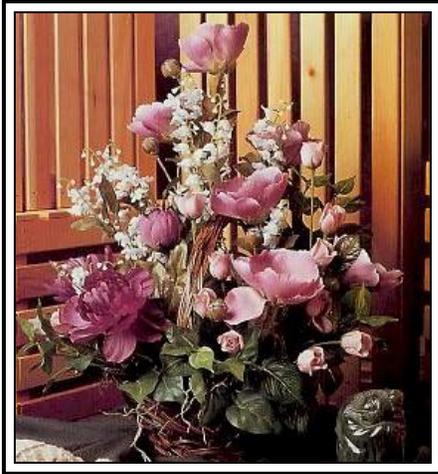
### **Eight Basic Flower Arranging Designs**

**If** you are used to working with fresh flowers, it will take some time to get used to all the possibilities and limitations when using silks. Though so similar in use, artificial flowers are an entirely different art form. The line, focal, filler technique is an excellent way to design artificial and dried flower arrangements.

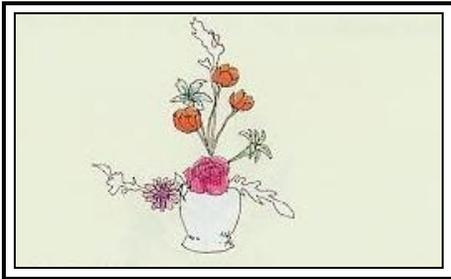


1. Wedge or secure foam in a vase with hot glue. Cut the stems of the tallest flowers or leaves to reach three or four times the height of the vase.
2. Place the focal flowers vertically within the diameter of the vase.
3. Fill in the areas as needed with filler flowers.

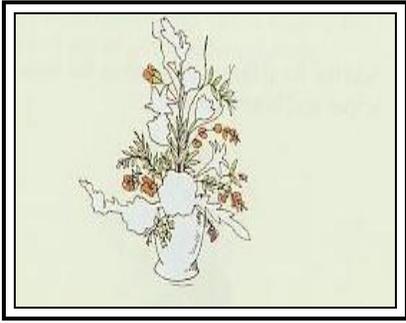
### **Triangular Arrangements**



1. Secure floral foam. Determine the vertical height and horizontal width with the smallest line flowers and/or leaves. Make the height higher than the width.

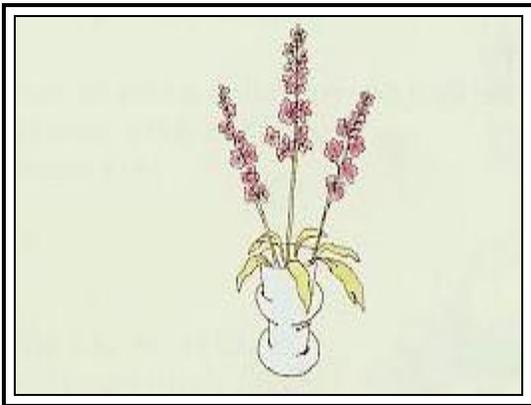
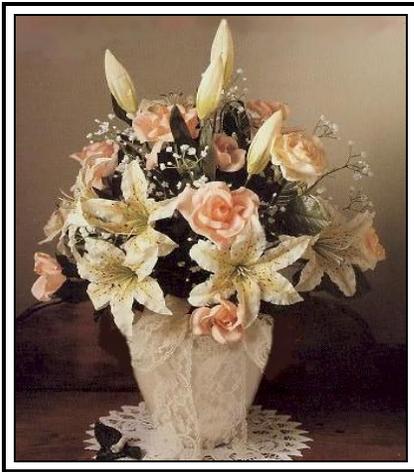


2. Position the largest focal flowers in the heart of the arrangement and slightly lower to give weight and balance.

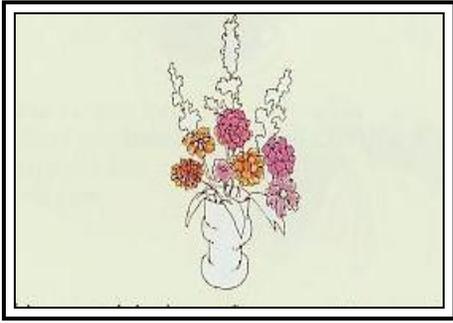


3. Fill in with the filler flowers and foliage keeping within the triangular shape.

### Oval arrangements



1. Secure the floral foam. Determine the height with line flowers, then frame in the outer edges of the oval shape with light colored flowers and foliage.



2. Place the largest, strongest or brightest flowers in the focal area.



3. Fill in around the larger flowers and leaves with the filler flowers.

## 16-4. Ironing

### How to Iron a Shirt Instructions



- **STEP 1:** Find the tag on your [shirt](#) that indicates what it's made of.



- **STEP 2:** Plug in the iron and set the dial to the recommended setting for that fabric. 100-percent cotton and linen need a high setting; wools and cotton blends call for medium heat; polyester, rayon, nylon, silk, acetate and acrylic all need a low heat setting.
- **STEP 3:** Fill the iron with distilled water if you will be using the "steam" setting on cottons or linens.



- **STEP 4:** Iron the back of the collar first, then the front, taking care to iron in from the edges a little at a time to avoid creases.



- **STEP 5:** Open cuffs fully. Iron inside first, then outside.



- **STEP 6:** Iron sleeves after smoothing them flat to avoid creases. Do sleeve backs first, fronts second and take extra care on armhole seams.



- **STEP 7:** Hang shirt over board so that one front panel of the shirt can be extended flat (collar at narrower end of board). Iron from shoulder to shirrtail.

- **STEP 8:** Rotate shirt over board so that you iron the back next, and the other front panel last.

### **Tips & Warnings**

- Hang your warm shirt on a hanger immediately to avoid re-wrinkling it.
- If you'll be wearing a buttoned jacket all day and are short of time, you need only iron the collar, sleeves and top of the front.
- If you'll be wearing a sweater all day, iron only the collar.
- If you don't want sharp creases on your sleeves, use a sleeve-ironing attachment.
- Irons are very hot and heavy; avoid ironing when small children are near, and never leave a hot iron unattended.

### **How to Iron Pants**

#### **Instructions**

- **STEP 1:** Turn the pants inside out. Look for the tag that gives ironing and [fabric](#) information for the garment.
- **STEP 2:** Choose the heat setting on your iron appropriate for that fabric. Linen and 100 percent cotton take a high setting; wools and cotton blends call for medium heat; polyester, rayon, nylon, silk, acetate and acrylic all require a low heat setting.
- **STEP 3:** Fill the iron with distilled water if you will be using the steam setting on cottons or linens.
- **STEP 4:** Test the iron on a small area to make sure you don't have the setting too high' this can damage or discolor the fabric.
- **STEP 5:** With the pants still inside out, iron the waistband, pockets (on both sides), fly area, seams and hems, in that order.
- **STEP 6:** Turn the pants right side out and pull the waistband over the pointed end of the board. Iron the waistband area and any pleats along the front of the pants below the waistband.
- **STEP 7:** Lay the pants lengthwise along the ironing board with both legs together and carefully line up any preexisting creases.
- **STEP 8:** Take the hem of the top pant leg and bring it toward the waistband, folding the top leg away from the bottom leg. Iron the inside (hem to crotch) of the lower leg. Turn the pants over and repeat for the other leg.
- **STEP 9:** Smooth out both legs carefully and iron the outside of the top leg. Give extra attention to cuffs, if the pants have them.
- **STEP 10:** Turn the pants over and iron the outside of the other leg.

- **STEP 11:** Hang warm pants immediately to avoid wrinkling. Fold them through a suit hanger to avoid crushing them in a pant hanger.

#### **Tips & Warnings**

- The material in many suits can become shiny with too much ironing. You can avoid this by placing a clean cotton cloth over the area before ironing it.
- Avoid spot-cleaning pants just before ironing. Any wet spots may become permanent stains if ironed.
- Irons are very hot and heavy; avoid ironing when small children are near, and never leave a hot iron unattended.

## Cigars

### Cigars 101: Cutting and Lighting

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Preparing to smoke a cigar can be a wonderful experience in itself. You will be spending quality time with a quality product, and it will be to your benefit to reflect upon its creation before lighting up. Unlike cigarettes, you do not simply pull out a cigar, light the tip and start puffing. First of all, almost every premium cigar has a closed head that must be cut before you can begin to smoke. Also, you would do well to use something other than a paper match for your source of ignition. There are several ways to cut a cigar, the best being what suits the individual. However, there is only one way to effectively light a cigar.

#### **CUTTING YOUR CIGAR**

Watch the actors in old movies and you'll see that there are a host of ways to open the closed end of a cigar before smoking it. Some characters used a pocket knife to cut a neat V-shaped notch. Others used horseshoe nails as pierces. Certain film stars in tough-guy roles bit off the end and spat it out. Some people today still use these methods but, for the most part, cutting cigars has become a bit less colorful, and a bit more elegant.

The better the cigars you smoke, the more attention you'll want to pay to the cut. A bad cut will ruin a cigar.

The object of the cut is to create an ample, smooth opening for smoking without damaging the cigar's structure. With most cigars, this means cutting away part of the cap or flag leaf that closes the cigar, while leaving some of it glued around the end to keep the filler leaves together. If you are making a wedge cut or a bull's-eye cut, it means not penetrating too deeply into the cigar. You want to create a large, exposed surface of cleanly cut filler leaves that will allow equal draw from the core and the rim of the cigar.

On most cigars, you'll want to make the cut about one-sixteenth of an inch (about two millimeters) from the end. When you aren't carrying a precision measuring device, you can simply look for the shoulder--the place where the curved end of the cigar starts to straighten out--and make your cut there.

Another alternative is to make a V-shaped wedge cut in the end of the cigar. This style of cut exposes a lot of surface area and makes it easy to draw smoke through the cigar. Unfortunately, the draw is sometimes too good, and the cigar will smoke too hot. Wedge cuts are a particularly bad idea for people who tend to chew their cigars. If they chomp down hard enough while the wedge is horizontal, the opening may collapse and tear the structure of the cigar, closing off the draw.



### **Cutting Tools**

There are a number of devices that will help you cut your cigar in a single, swift motion that minimizes the chances of tearing the wrapper. Many aficionados have several cutters, from compact wafer-thin cutters that nestle in a pocket to more massive cutters that are less likely to be misplaced.

Suggested strategy: buy yourself your first cutter and drop gift hints for the rest. Engraved initials make sure that valuable cutters find their way back to you after they have been borrowed.

Of course, you already have a set of cutters: your teeth. But there are a few drawbacks to the biting method. First, it's hard to see what you're doing. Second, your teeth aren't as sharp as a cutter's razor blade. And third, you end up with an unsightly wad of tobacco in your mouth.

Knives, on the other hand, are easy to keep sharp. But it takes great skill and very steady eyes and hands to cut cigars properly with a knife. If you do choose this method, you'll want to avoid cleansing your pocketknife with oils, which may pollute your cigar.



**Piercers**, sometimes called lances, are intriguing, but hard to use. If a cigar is pierced too deeply, a tunnel may form that causes the center of the cigar to burn too hot. Moreover, the area opened by piercing has two drawbacks: 1\ the smoker may not get the even draw that would give him or her the full benefit of all the different leaves blended into the bunch in the cigar; 2\ since tars and nicotine tend to accumulate at the openings that channel the smoke, the small hole produced by a piercer will likely concentrate these nasty substances even further, sending more of them into the smoker's mouth and air passages.

Double- and single-bladed cutters, scissors and desk-top devices are designed to make a cut across the end of the cigar. These are generally the best options.

When you are using a single-bladed cutter, the cigar should be placed against the far side of the opening--away from the blade--and the blade brought down to touch the cigar before you make the cutting stroke. This keeps the cigar properly positioned, and prevents motion that might lead to tearing or to the cut happening in the wrong place. Once the cigar is in position, cut boldly, using swift, even pressure. A true aficionado cuts like a surgeon: quickly and confidently.

With single-bladed cutters it's important to make sure the compartment that sheaths the blade doesn't fill up with bits of tobacco. This will gum up the works and impede quick, clean cuts. All cutters should be kept as sharp as possible. Note that it is more difficult to sharpen some of the smaller, more intricate cutters.

The advantage of double-bladed cutters is that the cutting proceeds from both sides simultaneously. There is less chance that the cigar wrapper will be torn as it's pushed against a dull surface. Again, the technique is to rest the cigar against a blade before clicking the cutter shut.

Special cigar-cutting scissors can make extremely clean cuts and are an elegant accessory, but they must be wielded with some care. The fit and balance of cigar scissors is important and as unique to an individual as those of golf clubs. Try a pair out before investing in them. They should balance easily in one hand so that you'll be able to hold them steady through the cutting motion while you hold a cigar in the other hand. If the handles and blades don't balance with each other when you hold them, the scissors aren't for you. Also, if the hinge is placed so that you cannot move your fingers without stretching past your hand's normal span, and then try another pair.

It's worth investing in a good cutter. Remember that a bad cut will ruin a good cigar, and it doesn't take a lot of ruined cigars to add up to the cost of even a very elegant cutter.



## **HOW TO LIGHT A CIGAR**

Lighting a cigar is not like lighting the tip of a cigarette or the wick of a candle--it takes longer. Light your cigar the same way you would toast a marshmallow over a campfire--keep the cigar above and near the flame, but don't let them touch. Burning a cigar directly in a flame makes it too hot. And, as with a marshmallow, you'll want to rotate the cigar so all parts of its tip are equally heated. Be patient, and keep at it until there's a glowing ring all the way around the cigar's tip. Once the cigar is lit, gently blow on the embers to create a smooth, completely rounded ash.

Then, raise the unlit end of the cigar to your mouth and take the first puff. The question is, which way to puff? Many aficionados blow the first puff out through the cigar in order to avoid unsavory flavors such as sulfur from matches or gasses from lighters. No one, of course, should ever apply more than one outward puff.

#### To Relight, or not to relight

Some purists think that it's shameful to ever have to relight a cigar. Realistically, even the best cigars will go out on those occasions when the conversation becomes so absorbing that you forget to take a puff for a couple of minutes. It's no worse to have to relight a cigar than it is to have to fish a bit of cork out of a fine glass of wine. It will generally take you less time to relight an already-warm cigar than it does to light one for the first time.

Do not, however, intentionally let your cigar die out and then relight it the next day. This will lead to stale, harsh flavors that will ruin your fine memories of the first few puffs.

If you have to relight a cigar several times, you may have a badly rolled cigar. Premium cigars are made by hand, not by machine, and they are made from organic materials that retain much of their natural, irregular structure and character. Despite dedicated quality control efforts, a substandard cigar occasionally makes its way to the market. Don't hesitate to bring a badly rolled cigar back to your tobacconist. Most will happily replace it.

#### Choosing Your Flame

Never light a cigar with a flame from a source that will alter the essence of your cigar. Using a candle, for example, is a temptingly theatrical gesture, but the burning candle wax can add an odd flavor to your cigar. So can the fluid from an isobutene cigarette lighter. Many smokers also object to the sulfur used in most match tips.

If you insist on using a candle or a fluid lighter, use it to light a strip of cedar, called a spill, and use that to light the cigar. If you insist on matches, try to get extra-long, wooden sulfurless ones. If you can't find them and are using regular, short matches, be prepared to use a number of them. Be sure to let the sulfur burn off before starting the lighting process and try lighting two at a time, so you get a broader flame.

Cigar lighters are the easiest way to get an even light. What makes a lighter a cigar lighter? A cigar lighter uses odorless gas, and often "fatter" flame, or even two adjacent flame sources, and adjustable flame heights.

Cigar lighters come in a wide range of designs and materials, so it will be easy to find one that's an appropriate accessory for your sense of style. Your first requirement should, of course, be performance. A good lighter, like a good pen, should fit your hand. The cap should open easily, and swing back so the whole flame is available for lighting. \*



#### Drinks that Complement Cigars

Spirits and wine provide an ideal marriage with a premium hand-rolled cigar. Your choice of beverage depends on personal taste, but it can vary according to the occasion. Sometimes

what you want with your after-dinner cigar is the full-bodied, slightly sweet taste of a vintage Port; or maybe you want the palate-cleansing sharpness of an aged Cognac.

### **Port**

Port is a traditional partner for a great cigar. The sweetness and alcoholic power of vintage Port blends perfectly with a full-bodied smoke; even younger vintage Ports are appropriate because their strong tannins stand up to a spicy smoke. No vintage styles such as tawny Port also complement a cigar nicely because of the woody characteristics they acquire during long barrel aging.

### **Cognac**

The most popular traditional drink with fine cigars is Cognac or brandy. French Cognacs have solid cores of vanilla and sweet flavors derived from long years of oak-barrel aging. The crisp, clean flavors of the distilled wine keep the palate alive for the smooth, spicy flavors of a hand-rolled cigar. American brandies are often slightly fruitier, but display the same complex flavors that come with barrel aging. Spanish brandies are usually deeper in color and often have a sweet, smoky component that enhances a cigar.

### **Bourbon/Scotch**

In the world of spirits, small batch and single barrel Bourbons and single malt Scotches are super premium products that have the complexity and depth of flavor to stand up to a cigar. The smoky quality of fine single malt, derived from the smoked peat used to filter the spirit, marries perfectly with a good cigar. The small batch Bourbons is bottled at a higher proof level, which gives them a backbone of strong flavors, and they marry well with medium- and full-bodied cigars. Kentucky straight Bourbons and Tennessee whisky, although often a bit lighter, also mix well with cigars because of the charred wood flavors that turn the liquors dark brown. Aged rums, with their slightly sweet profile and burned molasses flavors, can smooth out a cigar.

### **Wine**

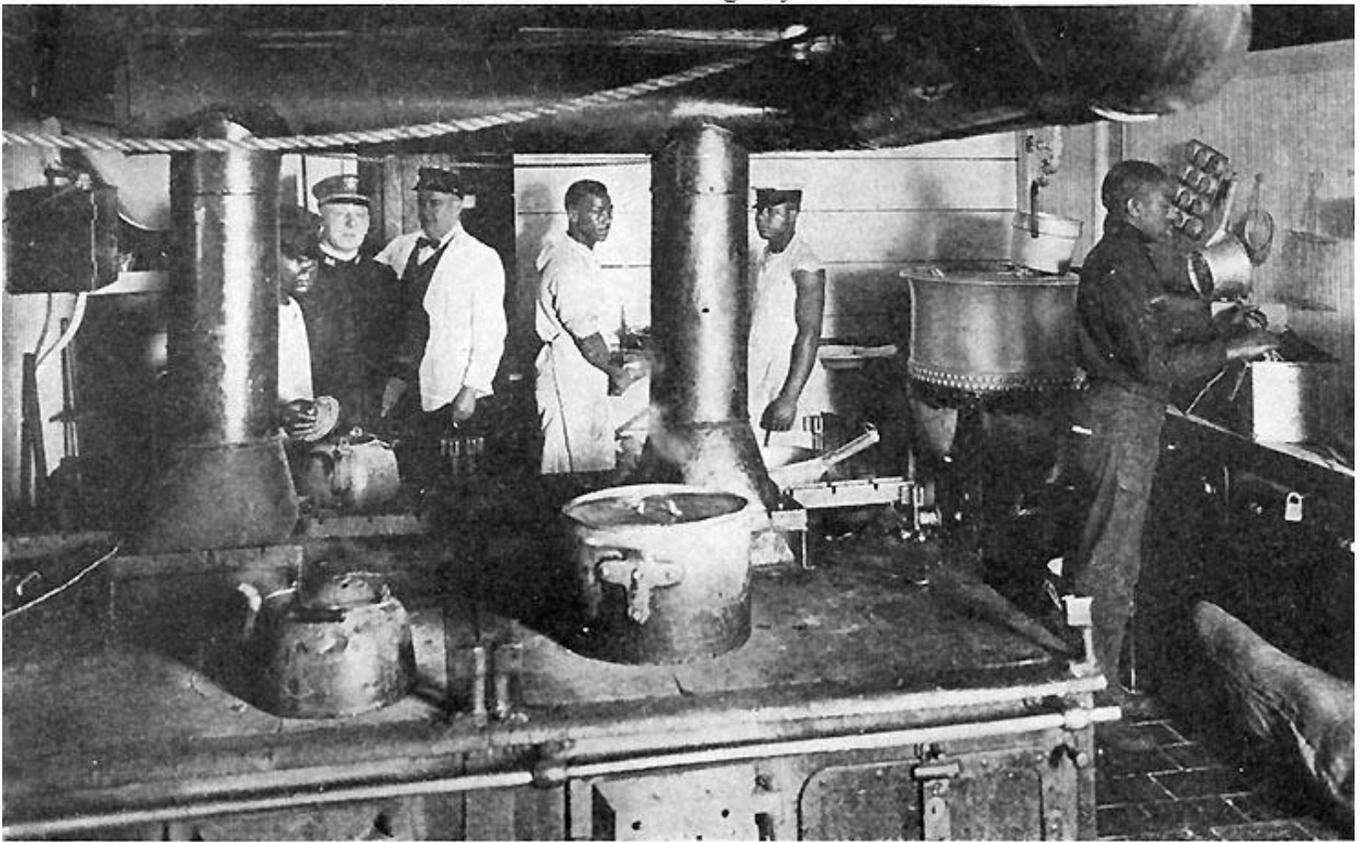
Complementary wines include Cabernet Sauvignon, both from California and Bordeaux, and Rhône varieties such as Syrah.



**USS *Prometheus* (Repair Ship # 3)**

Wardroom Mess table ready for a meal, circa 1919-20.  
Three Stewards are standing by in the background.

*U.S. Naval Historical Center Photograph.*



OFFICERS' GALLEY, U. S. S. Matsonia

**USS *Matsonia*** (ID # 1589)

Halftone reproduction of a photograph of the officer's galley on the ship, taken in 1918-1919.

This image was published in 1918-1919 as one of ten photographs in a "Souvenir Folder" of views of and on board *Matsonia*.

Donation of Dr. Mark Kulikowski, 2006.

*U.S. Naval Historical Center Photograph.*