

OPNAVINST 1710.7A
Social Usage and Protocol Handbook

NCR TRAINING
STAND-DOWN

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OBJECTIVES

- To explain the standards for guidance on social usage and protocol matters throughout the Navy

Chapter 1: Official Entertainment

Protocol is a code of established guidelines on proper etiquette and precedence which, when followed, lays the foundation for a successful event.

- Precedence

Defined as priority in place, time, or rank

Does not always follow the individual

Active Duty, Reserves, Retired

Chapter 2: Invitations

Vary in style and format depending on the type of occasion, can be formal or informal (official ceremony, receptions, luncheon or dinner, etc).

- Five types of formal invitations

Fully Engraved – most formal and expensive, bears crest

Semi-engraved – partially engraved, less costly

Computer generated – similar to printed, attractive and impressive

Handwritten – formal writing paper, 4x5 in

A phone call followed by a “To remind” card

Chapter 2: Invitations

- Informal Invitations

Unofficial events (unofficial luncheons, dinners, buffets, etc.)

May be issued by telephone or in writing

- Recalling Invitations

Recommended to postpone than to cancel

Use printed forms to notify guests responding to invitations

Chapter 3: Seating Arrangements

Always consider the type of function as well as the guests involved.

Primary concern: ensure all guests enjoy themselves

- General Guidelines

Place of honor is to the right of the host or hostess

Alternate the seating for events involving men and women

Spouses are seated based on the rank of their husbands / wives

Most traditional dinners: Host / Hostess will sit at two ends of the table, or they may sit opposite one another at the center of table

Chapter 4: Formal Dining

Intended to honor a special guest as well as to extend hospitality

- General Guidelines

Black tie (occasionally white tie), generally commence at 8 or 8:30pm

Place cards – heavy, white, rectangular cards w/gold beveled edges

Menu cards – Heavy, white, 4x6 w/gold beveled edges. Flag appears at the center with command name, does not list appetizers, rolls, relishes, candy or coffee.

Order of departure – ranking lady makes initial move

Chapter 5: Toasting

A means of expressing good will toward others on a social occasion

- General Guidelines

Etiquette calls for all to toast, even nondrinkers should raise a glass

The host initiates toasts at a formal occasion, when informal any guest may initiate. Typically during or after dessert wine is served

When formal, the order and subject of toasts is arranged beforehand between the host and his/her ranking foreign guest

Chapter 6: Receptions

Most popular form of official entertainment. They range from formal (starting at 8pm) to less formal (starting at 6pm). Frequently held in honor of a visiting official or in celebration of some event

- General Guidelines

Formal: Black tie (white tie, seldom), dinner dress uniform for military, tuxedo or long formal gown for civilian men/women

Informal: Service dress uniform for military, business or street length or informal long dress for civilian men/women

Chapter 8: Dining-In

A formal dinner function for members of an organization or unit. An occasion for officers to meet socially at a formal military function

- **POW/MIA Table**: Small round table placed in front of mess, 1-4 seats

White Table Cloth

Empty Chair

The Bible

Black Napkin

Single Red Rose

Yellow Candle / Yellow Ribbon

Slices of Lemon / Bread Plate

Wine Glass (upside down)

Chapter 9: Ship Ceremonies

Navy tradition dictates that each ship constructed for service have four historic ceremonial ceremonies

- **Keel-laying**
- **Christening or launching**
- **Commissioning**
- **Decommissioning**

Chapter 10: Retirement / Change of Command

Should be arranged similarly to each other.

- General Guidelines

Seating for the official party should be in keeping with precedence

Retirement: The officer retiring should play a major role in planning

Change of Command: Receiving line at reception typically comprised of aide, outgoing officer as host, spouse, incoming officer, and spouse

Chapter 11: Arranging Visits for Dignitaries

The aide / planning / protocol officer will handle local arrangements.
Coordinates logistics, social and protocol-related problem areas

- General Guidelines

Plan – for every minute

Escort Officer

Honors

Dietary Restrictions

Chapter 12: Forms of Address

- Foreign Ambassador

His / Her Excellency – occasionally abbreviated as “H.E.”

- American Ambassador

The Honorable

Title is retained after retirement from position

Thank you/Questions?