

NAVY REGION NORTHWEST PROTOCOL

This list contains pertinent references, regulations and information conducive to good event planning and proper ceremony execution. This list is only a starting point. If you have any questions, ask your local protocol office for assistance.

PUBLICATIONS

DoD Directive 1005.10, Table of Honors for Civilian and Military Officials of the Department of Defense

DoD Directive 1005.13, gifts from Foreign Governments

DoD Directive 1005.4, Performance of "The Star-Spangled Banner," Foreign National Anthems, and "Hail to the Chief" by Service Bands

DoD Directive 1005.8, Order of Precedence of Members of Armed Forces of the United States When in Formations

DoD Directive 1300.15, Military Funeral Support

DoD Directive 1310.1, Rank and Seniority of Commissioned Officers

DoD Directive 1334.1, Wearing of the Uniform

DoD Directive 1334.2, Frocking of Commissioned Officers

DoD Directive 1348.33, Military Awards Program

DoD Directive 1403.1, Senior Executive Service and Equivalent-Level Positions and Personnel

DoD Directive 2000.15, Support to Special Events

DoD Directive 5230.20, Visits, Assignments, and Exchanges of Foreign Nationals

DoD Directive 5410.18, Community Relations

DoD Instruction 5410.19 Armed Forces Community Relations

DoD Directive 5500.7, Standards of Conduct

DoD Directive 5500.7-R, Joint Ethics Regulation

Dod Directive 7250.13, Official Representation Funds (ORFs)

Join Federal Travel Regulation (JFTR), Vol 1 - Uniformed Service Members, Chapter 2 - Administration and General Procedures, Para U2010(B)(6)

SUGGESTED READING

Lt Col. John Hawkins Napier III, USAF (Ret.), Air Force Officer's Guide, Revised Continuously, Stackpole Books, 1992, 406.

Ann Crossley & Carol Keller, The Air Force Wife Handbook - A Complete Social Guide, ABI Press, 1992, 316.

Dawn Bryan, The Art of Etiquette and Gift Giving, Bantam Books, Inc., 1987, 368.

Jan Yager, Business Protocol - How to Survive & Succeed in Business, John Wiley and Sons, Inc., 1991

Valerie Grant-Sokolosky, Corporate Protocol - A Brief Case for Business Etiquette, 2nd printing, Honor - A Division of Harrison House, 203.

Charles W. Freeman, Jr., The Diplomat's Dictionary, National Defense University Press, 1994. 603.

Roger E. Axtell, Do's and Taboos Around the World, The Benjamin Company, Inc., 1985, 183.

Roger E. Axtell, Do's and Taboos of Hosting International Visitors, John Wiley and Sons, Inc., 1990, 236.

Elizabeth L. Post, Emily Post's Etiquette - A guide to Modern Manners, 14th ed., Harper & Row Publishers, 1984, 1018.

Marilyn Pincus, Everyday Business Etiquette, Barron's Educational Series, Inc., 1996, 208.

Valerie Sokolosky, the Fine Art of Business Entertaining, Valerie and Company, 1994, 40.

Gourmet, Inc., The Gourmet Cookbook, Volume I and II, 7th printing, Gourmet Books, Inc., 1976, 820/831.

Terri Morrison, Wayne A. Conaway, & George A. Borden, Ph.D., Kiss, Bow or Shake Hands - How to do Business in Sixty Countries, Adams Media Corporations, 1994, 438.

Letitia Baldrige, Letitia Baldriged's NEW Complete guide to EXECUITVE MANNERS, Macmillan Publishing Company, 1993, 590.

Martha Stewart, Martha Stewart's Hors d'Oeuvres - The Creation and Presentation of Fabulous Finger Foods, Clarkson N. Potter, Inc./Publishers, 1984, 165.

William P. Mack & Royal W. Connell, *Naval Ceremonies, Customs, and Traditions*, 5th ed., Naval Institute Press, 1980, 386.

Lillian Eichler, *The New Book of Etiquette*, Garden City Publishing Company, Inc., 1934, 508.

Bibs Reynard, *The Once Over Lightly - A Practical Look at Protocol in the Military Community*, 7th printing, The Printed Image, 1981, 23.

Maura Beatty, *Pizza & The Art of Life Management*, Kendall/Hunt Publishing Company, 1996, 217.

James E. Lott, *Practical Protocol, A Guide to International Courtesies*, Gulf Printing Company, 1973, 198.

Mary Jane McCaffree & Pauline Innis, *Protocol, The Complete Handbook of Diplomatic, Official and Social Usage*, Devon Publishing Co., 1985, 414.

Nan Leaptrott, *Rules of the Game: Global Business Protocol*, Thompson Executive Press, 1996, 347.

Oretha D. Swartz, *Service Etiquette*, 4th ed., Naval Institute Press, 1988, 566.

Hyrum W. Smith, *the 10 Natural Laws of Successful Time and Life Management - Proven Strategies for Increased Productivity and Inner Peace*, Warner Books, 1994, 219.

Charlotte Ford, *21st - Century Etiquette, Charlotte Ford's Guide to Manners for the Modern Age*, The Lyons Press, 2001, 288.