

**Social Customs**

*& Traditions  
of the  
Sea Services*

**FamilyLine  
Guideline Series**

# *The History of Naval Services FamilyLine*

*Naval Services FamilyLine is a volunteer, non-profit organization dedicated to improving the quality of life for every sea service family. Formerly known as the Navy Wifeline Association, the new name was adopted in September, 1999 to reflect the changing face of today's sea services and to emphasize our commitment to the entire sea service community.*

*FamilyLine was established in 1965 by a group of Navy wives who wanted to establish a channel of communication for all Navy spouses. The aim was to provide a welcome and introduction to Navy life and to increase the spouses' understanding of the Navy's mission.*

*This dedicated group established an office at the Washington Navy Yard and published a quarterly newspaper, providing information and assistance to wives who were moving overseas. These Navy wives had the foresight to see the need for spouse and family support and provided the ground work for what has developed into a worldwide family support network.*

*With the support of the Chief of Naval Operations and Navy leadership, and the financial support of the Navy League, Spouses Clubs worldwide, and other Navy, Marine Corps, and Coast Guard organizations, Naval Services FamilyLine has continued to grow and flourish.*

*Admiral Zumwalt established the Ombudsman Program in 1970. In 1985, Naval Services FamilyLine was made a Type I Organization by SECNAVINST 1754.2. The Chairman of FamilyLine was appointed Navy-wide Family Ombudsman-at-Large for the Chief of Naval Operations.*

*In 1988, the organization expanded to include assistance to Marine Corps families and, subsequently, to Coast Guard families. That same year, the first Ombudsman Journal was published and the Navy-wide Ombudsmen Support Network (which has now expanded to include Marine Corps Key Volunteers and Coast Guard Ombudsmen) was established.*

*For more than thirty years, FamilyLine volunteers have maintained a worldwide support network for Navy, Marine Corps, and Coast Guard service members and their families. Today, the spouses of service members work together to continue this fine tradition.*

*Your individual tax-deductible donation makes this publication possible.*

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# WELCOME ABOARD!

This booklet has been written as a guide to social customs and traditions that are distinct to the sea services. It also contains information on the etiquette of everyday social life as it is generally observed today. We've tried to answer some of the "whys" as well as some of the "whats" so that you will be comfortable in a variety of social and military situations and be able to adapt to the variations of these customs. The particular customs and traditions discussed here are especially important because of the nature of sea service careers.

As part of the sea service community, your life will hold many rewarding experiences for you. Some will challenge all your abilities; and some, your sense of humor. You will find that you become as close to military friends as you are to your own family.

You will most likely be making your home in many places, including foreign countries, and will want to have some idea of what to do and what to expect. The social customs of the Army, Air Force, and other uniformed services (and some foreign nations), are similar to our own sea service customs. So wherever you go, you will find military friends and a way of life with which you are familiar. If some things are different, or you are living in a foreign country, once you have your "sea legs," you will easily adapt.

While rules of etiquette are important to follow, always keep in mind that no rules will replace a warm heart, a friendly smile, and the sincere desire to share in the fellowship and camaraderie of the sea services.

We hope this booklet will help make you feel more at home in the service and that you are ready to enjoy this special way of life. Most of all, we are happy to welcome you aboard!

# A SHORT HISTORY OF SEA SERVICE TRADITIONS

Most traditions observed by the sea services today had their origins in early history. Many were borrowed in colonial times from the British Royal Navy. As years passed, early customs gradually became established traditions.

- **Change of Command**

When a British officer received orders to command, he traveled to his new ship, boarded, called the crew together, read his orders and took command. Today's ceremony is basically the same. Before the assembled crew (and guests), the CO and prospective CO read their orders so all will know that the chain of authority and responsibility has passed unbroken to the new commander.

- **Piping Over the Side**

Another tradition which comes down from the days of sail is that of "piping over the side". A dignitary boarding or leaving a ship on an official visit passes through a line of sailors called sideboys accompanied by the shrill whistle of the boatswain's (bo's'n's) pipe. Years ago, the sideboys hoisted the dignitary aboard ship by pulling the line connected to the bo's'n's chair in which he sat. Since senior officers tended to be heavier, more sideboys were needed to lift a senior admiral "over the side" of the ship. Hence, today, the higher the rank of the visitor, the greater the number of sideboys.

Sea service traditions and customs have changed over the years and vary from time to time and from place to place. You will not find every custom and tradition described in this book practiced in exactly the same way at every duty station or within every command. However, in one form or another, they are widely prevalent. We hope the information provided in this booklet will be helpful to you during your association with the military -- and as you go through life.

# INTRODUCTIONS & FORMS OF ADDRESS

## INTRODUCTIONS

Knowing how to introduce other people is a basic part of good manners. Generally, there are no hard and fast rules for introductions, except in military and diplomatic protocol. In the following discussion, there are some tips and guidelines for introductions and introducing people in various situations. Starting on page 43, you will find several handy reference charts for the correct forms of address for officer and enlisted personnel. It is important to be familiar and comfortable with the correct way to introduce and meet people; but remember, a warm, friendly smile is your greatest asset.

### •Introducing Members of the Military

When you introduce members of the military to someone, introduce them by rank or title. When an enlisted person is being introduced to an officer, this is especially important, because professionally they do not address each other by their first names. By giving titles, rates, and ranks, you provide the necessary information to both parties.

Don't worry, sometimes it can be difficult when addressing or introducing military personnel. Your intention to do the right thing will be more than sufficient to make up for any slips you might make through inexperience.

- Chaplain is a proper form of address for military clergy regardless of rank.
- Military doctors and dentists are addressed as Dr. through the rank of commander and then should be addressed by rank.

### •Captain: The Rank or the CO?

Navy and Coast Guard ranks and rates are different from those of other services. One form of address that you may find confusing is when Navy and Coast Guard members call the Commanding Officer of a ship "Captain" regardless of the actual rank of that officer. In other words, a Commanding Officer might be a Lieutenant, but the crew may still address him/her as "Captain."

- **Introducing Military Spouses**

When meeting other military spouses, you should do what comes naturally. A little sensitivity and tact will tell you when it will be comfortable and appropriate to be on a first name basis. However, when first introduced to a spouse older than you, it is best first to address him/her by Mr. or Mrs. If the spouse asks you to be on a first name basis, then feel free to do so.

In the past, there was a direct connection between a woman's social title and her marital status. Many women still follow that tradition, but others prefer to use Ms whether they are married or not. Also it is more common today for a married woman not to take her husband's last name, but rather to continue to use her birth name in both business and social situations. In this case, Ms would be the preferred form of address.

Remember that the most important thing is to be pleasant and courteous.

- **Introducing Individuals to Groups**

- An individual is always introduced to a group.

- A gentleman always stands when being introduced and remains standing until the lady is seated or indicates the man should be seated.

- **Other Practical Tips & Suggestions**

- A lady who is being introduced to a group extends her hand and greets each person. If the group is large, only those nearest the newcomer should rise and say "Hello."

When making introductions, the following list of guidelines generally applies in both military and civilian situations:

- Whether you are a man or a woman, a firm handshake should accompany a greeting. A man usually waits for a woman to offer her hand. When two women are introduced, the older woman should extend her hand first.

- A younger person is always introduced to an older person: "Mrs. Older, may I present Mrs. Younger" or "Mrs. Older, this is Mrs. Younger."

- A gentleman is usually introduced to a lady.
- If in doubt about the need to introduce someone you know to someone standing near you, introduce them. If you are worried about who to introduce to whom, just use common sense.
- It is always proper to include the rate or rank of a military person whom you are presenting:  
“Mrs. Kelly, may I present Petty Officer Jones” or  
“Lieutenant Smith, may I present Mr. Brown.”
- When greeting a person you have met in the past but whom you do not see often, reintroduce yourself as you greet him/her. This puts him/her at ease in case they do not remember your name. Also, by stating your name, he/she will be cued to say his/her name, too, in case you have forgotten as well.
- As a final suggestion, it is helpful if you include in your introduction a brief comment about the person you are introducing. It helps put people at ease and can help new people find common ground.

#### • Reference Charts

Charts for the Correct Forms of Address for United States Military Personnel are located on pages 43-46. The charts will help you to find easily how to address and introduce officers and enlisted personnel in the Navy, Coast Guard, and Marine Corps.

## CORRESPONDENCE

When writing letters, announcements, invitations, thank you notes, etc., to military personnel, it is important to use the correct form of address not only on the envelopes, but also in the note or invitation.

#### • Addressing Envelopes

- When corresponding with military personnel, an address should include the rate/rank, name, corps (if applicable), and branch of service:

Lieutenant William Wilson, CHC, USN.

If the woman is not the service member and uses her birth name, then address correspondence to the couple as:

Lieutenant Wilson and Ms. Jane Doe

- When addressing correspondence to a couple, only the rate/rank is used:

Lieutenant and Mrs. William Wilson.

- If both husband and wife are military personnel, letters addressed to both husband and wife should normally place the title and name of the spouse who is being invited in his/her official capacity first. Where both are invited in their official capacity, the senior spouse is listed first.

Commander Mary Jones, SC, USN

Lieutenant Commander David Jones, CEC, USN

- If the wife is a service member, she is listed first and then her husband beneath on military correspondence:

Commander Mary Johnson, MC, USN

Dr. David Johnson, M.D.

- In civilian correspondence, the civilian husband may be written first, but the wife is still addressed by title on the line below:

Dr. David Johnson, M.D.

Commander Mary Johnson, MC, USN

- **Invitations**

There are several ways to write invitations. For example, a formal invitation to a reception is written as follows:

Captain and Mrs. Thomas Wilson Phillips

request the pleasure of the company of

Commander and Mrs. Smith

at a reception . . .etc.

- **Thank You Notes**

A thank you note is addressed to the hostess with the host mentioned in the body of the letter.

For example:

Dear Mary,

Jim and I thank you and Tom (or Captain Phillips, if he is senior to the service member) for inviting us to your home for dinner. . .etc.

- Address the envelope to Mrs. Thomas W. Phillips. If the spouse uses her birth name, then address the envelope using Ms.

# SEA SERVICE ETIQUETTE

## SHIPBOARD ETIQUETTE

Navy and Coast Guard families will have opportunities to go aboard ships during their service member's active duty life. Always remember that it is a privilege to be invited. Whether your opportunities to visit the ship or unit are many or few, we hope you enjoy them all, for they are a very special part of your military life.

### • Going Aboard Ship

When boarding a ship from the pier, you will use a walkway called a brow. Sometimes a ship is anchored offshore, in which case you will come aboard from a small boat via an accommodation ladder. For safety reasons, it is suggested that the spouse precede the service member up and follow him/her down. When you step aboard the ship, you may face the flag and pause, then quickly move aside so the next person may board.

- When you accept an invitation to go aboard, be prompt and considerate of those for whom the ship is "home."
- One should never go aboard for any occasion without an invitation. This is true even when the ship is returning from a long cruise.

### • What to Wear Aboard Ship

Give careful thought to dressing for an invitation to go on board. You will be doing a lot of walking as you tour the ship and will be going up and down ladders. Low-heeled shoes are recommended, even for changes of command and receptions. Rubber-soled shoes would also be appropriate.

For an informal visit or a cruise, a lady may wear slacks or nice walking shorts. Short shorts, halter tops, and flip-flops are never appropriate. There can be a wide variation in temperatures between the decks and enclosed spaces, so take an extra sweater or jacket. Since it is helpful for hands to be as free as possible for climbing up and down ladders, etc., it is wise for a female guest to carry a purse with a shoulder strap.

### • Visiting Your Spouse On Board Ship

The ship is not only the workplace of the whole crew, but it is also the home of the single service members and married personnel whose families are not in the area. On occasion,

however, you may be invited to visit the ship for dinner when your spouse has the duty.

- It is important to arrive on time.
- After dinner, there may be a movie to which you will be invited.
- If the ship is moored offshore, you must not miss the last boat back to shore.
- You should not remain on board after taps.
- Since the guest of one member is considered the guest of all, exercise your visiting privileges seldom rather than often. You will then be warmly welcomed.
- It is nice to remember that the crew members, who live on board, might enjoy an occasional evening in your home.

### • Family Day Cruises

Sometimes ships schedule cruises for family members called Family Day cruises. They are usually scheduled prior to a deployment, but can be held at any time.

Families of the crew, excluding children under eight, are invited for a day of steaming off the coast. The ship may go through some of her operating procedures to give you an idea of what life on board is like. Families get to see where their spouse or parent works, eats, sleeps, and relaxes. It's all noisier, more crowded, and more impressive than you could have imagined. For these reasons, and because it's fun and interesting, try to attend.

Sailors are good hosts and the cruise will be well organized. You will be informed of what you can and cannot do and where you can and cannot go. Because of safety precautions, some areas may be "off limits." You should always have a military escort when on board. Feel free to ask any questions you wish. The main purpose of the cruise is to learn about the ship and your spouse's or parent's life on board.

### • Marine Corps Events

Marine Corps units often have special days set aside for families. On these occasions, a full range of live and static demonstrations, tours, and entertainment are offered. In this way, family members develop an awareness of the command's function and share in its life. There is also an opportunity for reservists and their families to participate on Annual Family Day. The curriculum at The Basic School includes "Jane Wayne Day," during which spouses can participate in real training exercises.

## FLAG ETIQUETTE

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their hat with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes. During honor ceremonies, respect is shown to flags of other countries with a salute by those in uniform. All others should stand at attention.

### • Colors & Retreat

When driving a car on a military installation and “Colors” or “Retreat” (when the national flag is hoisted at eight o’clock in the morning or lowered at sunset, respectively) is sounded, stop the car and wait until the ceremony has been completed. If walking, stop, turn towards the flag and stand at attention with your right hand over your heart.

## NATIONAL ANTHEM ETIQUETTE

When the flag is displayed during the playing of the national anthem, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their hat with their right hand and hold it at the left shoulder, the right hand being over the heart. Persons in uniform stand at attention and render the military salute at the first note of the anthem and hold their salute until the last note is played. When the flag is not displayed, those present should face the music and act in the same manner they would if the flag were displayed. The same marks of respect prescribed during the playing of the National Anthem should be shown during the playing of a foreign National Anthem.

*For further information regarding Flag, Pledge of Allegiance, and National Anthem etiquette, please refer to the “Flags, Pennants & Customs Chart on page 47.*

## SERVICE SONG ETIQUETTE

It is customary for the service member to stand when his/her service song is played. Family members may also rise.

In the Marine Corps, Marines stand at attention for the *Marines' Hymn* and their family members should also rise.

On some occasions, all service members may stand during the playing of all service songs. Take your cue from those around you. The service songs are:

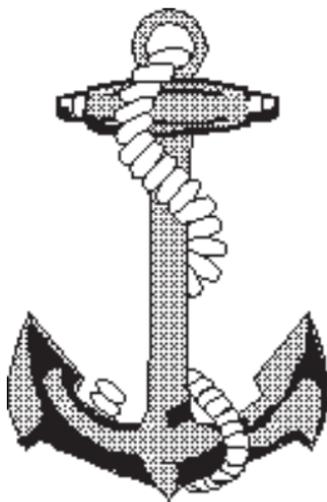
Navy — *Anchors Aweigh*

Marine Corps — *Marines' Hymn*

Army — *The Army Goes Rolling Along*

Air Force — *The U.S. Air Force*

Coast Guard — *Semper Paratus*



# CEREMONIES

## CHANGE OF COMMAND

A Change of Command ceremony is usually held when the leadership of the command is passed from one person to another. It is a privilege to receive an invitation to these ceremonies, and you should accept if possible.

**NOTE:** Members of the Chaplain Corps do not hold “command.” For this reason, the assumption of a leadership position, particularly that of the Chief of Chaplains, is referred to as a change of office.

**Be on time.** Plan to be seated 15 minutes prior to the scheduled start of the ceremony. You will be given a program and shown to a seat. The service member conducting the ceremony will indicate when to sit and stand. A reception often follows the ceremony.

### •What to Wear to a Change of Command

A tailored dress or suit for ladies or a coat and tie for gentlemen is appropriate for the ceremony. Invited guests should dress for the weather if the ceremony is outside. In the summer, ladies will feel comfortable in hats and lightweight dresses; and in winter, warm outerwear will be needed. Regardless of the weather, men should always wear a tie. If the event is outside, you may want sunglasses and sunscreen.

## SENIOR ENLISTED TRANSITION CEREMONIES

It is a privilege to get an invitation to these special occasions and you should accept, if possible. Type of attire and punctuality are the same as for a Change of Command.

### •Navy

The Change of Office ceremony recognizes the unique leadership position held by the Command Master Chief in the Navy.

### • Marine Corps

The ceremony “Posting and Relief of the Sergeant Major” is unique to the Marine Corps.

### • Coast Guard

The Change of Watch is the ceremony in which the title and position of Master Chief Petty Officer of the Coast Guard is passed from one person to another. Coast Guard Command Enlisted Advisors may also have a Change of Watch.

## KEEL-LAYING

This ceremony is conducted by shipyard officials. The program includes suitable remarks by shipyard officials and invited dignitaries. Then the announcement is made: "The keel has been truly and fairly laid." A reception usually follows.

## CHRISTENING OR LAUNCHING

This is the ceremony at which the ship is given her name and committed to the sea. The program is conducted by the shipbuilder. A ship has a sponsor, always a female; and it is she who breaks a bottle of champagne, symbolic of the water from the seven seas, across the bow and says, "I christen thee (name of ship!)." At that moment, the dock hands knock away the last supports, and the ship glides down the ways to her true home, the sea. The designation of United States Ship (USS) is not used with the name at this point because she has not yet been commissioned into naval service.

### • Society of Sponsors

The Society of Sponsors is made up of the women who have been given the honor of christening a ship. There are approximately 500 active members of this distinguished organization that began in 1907.

## COMMISSIONING

Occurring after her sea trials, commissioning is the most important ceremony in the history of the ship. This is an occasion in which the very first crew members become "plankowners." The program includes remarks by distinguished guests and the reading of orders placing the ship in commission in the U.S. Navy or U.S. Coast Guard. Upon commissioning, the ship is called USS or USCG (ship name) and flies her commissioning pennant.

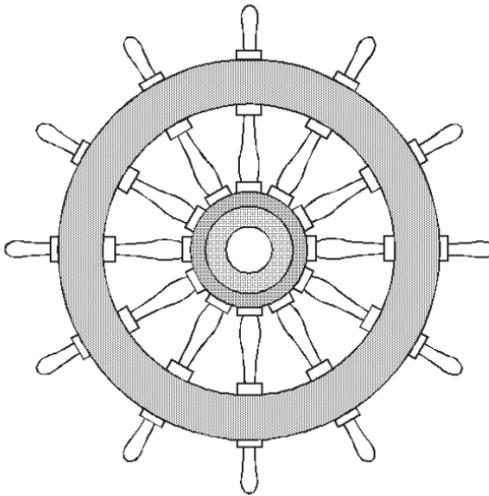
## DECOMMISSIONING

This ceremony marks the end of active service of a ship. Although it is generally a somber and less elaborate occasion, the illustrious history of the ship is highlighted to those invited guests present. Often the previous Commanding

Officers of the ship are in attendance and may take part in the proceedings. The ship is retired when her commissioning pennant is hauled down and her crew departs for the last time.

## RETIREMENT

A retirement ceremony is a special occasion marking the end of a service member's 20 years or more of active military duty and service to the United States. The program often includes remarks by distinguished guests, honors and gifts to the retiring service member, and the reading of retirement orders. A reception often follows the ceremony.



# SOCIAL FUNCTIONS AND TRADITIONS

## RECEPTIONS

A reception is a large party given in honor of a special guest(s) or occasion. Generally, a reception lasts one to two hours.

### • The Receiving Line

Many receptions begin with a receiving line. It will consist of the guest(s) of honor, the host and hostess, and an aide. The order of the persons in the receiving line may vary with the type of occasion and desires of the hosting official, but traditionally a woman is never the last person in the line.

When you arrive, tell the aide, who is first in line, your name. It is not necessary to shake hands with the aide. The service member usually proceeds through the line followed by his/her spouse.

As you go through the line, if no one is behind you, a moment of conversation is permissible. If it is necessary to keep moving, a short comment such as “I’m happy to meet you,” or “It’s nice to see you again,” will be sufficient. You are then free to join the other guests. If there are many people waiting to go through the line, you may get some refreshments and wait until the line shortens.

Remember, dispose of any food, drink, or tobacco products before getting in line.

### • What to Wear to a Reception

The attire for a reception should be specified on the invitation. Attire can range from informal to formal depending upon the time of day and geographic location. If in doubt, call the office responsible for the reception.

### • When the Reception is Over

When the reception is over, find your host and hostess and convey your thanks. If there are many people surrounding them and you must leave, it is acceptable to forego this.

Even though it is generally not necessary to write a thank-you note for large official functions such as a reception, it is always a thoughtful and appreciated gesture.

## HAILS AND FAREWELLS

In service life, someone is always arriving or departing. Arrivals and departures are often acknowledged by social events known as “Hails and Farewells.” Hail and Farewell parties are an opportunity both to say good-bye to friends and shipmates and to provide a generous welcome to those arriving.

There may be an event for the departing spouse, a separate event for the departing service member, and/or a party for both. Try to attend these social events. They are an important and meaningful tradition where we have an opportunity to welcome (hail) new people and bid farewell to those departing.

## WETTING-DOWN PARTIES

This is a party an individual gives when he/she receives a promotion or advancement.

- **The Origin of the Wetting-Down Party**

The custom was to pour a drink over the new stripe, thus wetting it down and making it blend with the older, and presumably more tarnished, stripes. Since it was a celebration, he would also offer his shipmates a drink. Traditionally, the celebration was held on the first payday after the promotion or advancement or at the first liberty port. The invited guests consisted solely of one’s shipmates.

- **Today’s Custom**

Tarnished braid was once considered the salty hallmark of a seagoing man. Today, the newly promoted or advanced individual almost always orders a completely new set of stripes for his/her uniform. Also, the celebration may be held at a later time, although timeliness is considered important. The guest list frequently includes spouses, dates, co-workers and other friends. The celebration can be held in someone’s home, the club, or anywhere the individual(s) wishes to hold it. Often, several people celebrating new promotions or advancements join together as hosts.

## DINING-INS/DINING-OUTS/MESS NIGHTS

- **Dining-Ins**

Periodically, Navy and Coast Guard officers and chief petty officers of a unit, command, or several commands may conduct a Dining-In. This is a formal military dinner. The

attendees wear their dress uniforms and observe a great deal of protocol. A ritual toasting and speeches are the main feature of the dinner which consists of elegant foods and wines. For all its formality, Dining-Ins are usually festive affairs which everyone enjoys. Only military personnel attend a Dining-In. In the Coast Guard, only officers are present.

- **Dining-Outs**

Dining-Outs are a similar type of affair with formal attire required. However, at a Dining-Out, spouses and dates are included.

- **Marine Corps Mess Nights & Dining-Ins**

For the Marine Corps, only officers are invited to Mess Night. At a Marine Corps Dining-In, spouses and dates are included.

- **Coast Guard Chief's Mess Night In/Out**

In the Coast Guard at the Chief's Mess Night In, the guests are Chief Petty Officers, but they may also include officers and military dignitaries.

At a Chief's Mess Night Out, spouses, dates, and other invited guests are usually included.

## ALL HANDS PARTIES

Once or twice a year, a social event may be planned called an All Hands Party. The event might be as casual as a picnic or cookout or as formal as a dinner with dancing. All Hands Parties include everyone in the unit or command and their guests. It is an opportune time to meet the spouses of the active duty members of the unit or command.

When attending a party, make every effort to introduce yourself to everyone. Junior people should seek out senior ones and introduce themselves. This may seem awkward at first, but the gesture will be greatly appreciated.

## CHIEF PETTY OFFICER TRANSITION

The promotion from First Class (E6) to Chief Petty Officer (E7) marks a significant change in a Sailor's or Coast Guard member's professional life. This promotion brings more than just an increase in pay and a change in uniforms; it also includes substantial increases in responsibility, authority, and

prestige which is unique in the Navy and the Coast Guard. A ceremony appropriate to the occasion is held, with attendance by invitation only. This is a meaningful and memorable part of a service member's career.

## LDO COMMISSIONING

Some officers who advance through the enlisted ranks are designated as Limited Duty Officers (LDO) or Commissioned Warrant Officers (CWO). This is a unique achievement, and the transition to the officer ranks is recognized in a special promotion ceremony.

## CALLS

### • The Custom of Calls Made and Returned

Some years ago, officers were expected to call on their Commanding Officer at home, and could expect to receive a return call in their homes. With the passing of the widespread practice of receiving callers at home at a specific time each week, this custom vanished. The "calls made and returned" invitation is a charming reminder of this practice from another time.

### • The Current Custom

It is the current custom for the senior officer in a command to entertain the officers in the activity and their spouses at a party or reception, and to indicate on the invitation or accompanying instructions that the function will cover calls made and returned. If you should receive such an invitation, by all means try to attend. Often this will provide an opportunity to greet not only newcomers to the command, but also to renew old acquaintances.

The reception may be held at the home of the commander or in another facility. The beginning and ending times of the reception will be indicated. The reception will last one to two hours. Do not remain beyond the ending time of the reception unless specifically asked to do so. When the party is over, thank your hosts for their hospitality.

Your spouse will be advised of the appropriate dress for the occasion either on the invitation or by the commander's staff. You can take your cue from his/her dress; or if in doubt, check with another spouse. If the reception is held in the commander's home and there is a tray for cards near the entrance, you and your spouse may leave your calling cards.

## CALLING CARDS

Calling cards, while no longer essential, are a sophisticated addition to your social stationary. Cards may, of course, be used when making calls; but they are equally useful as gift enclosures and as an elegant means to convey short messages. Cards can be ordered with matching envelopes.

Calling cards should be printed on a good grade of white or ivory stock (paper) in a clear and graceful style. The following are recommendations for the size of various (personal) cards:

- Male officers or civilians: 3-1/8"L x 1-5/8"W.
- Female officers: 2-7/8"L x 2"W.
- Married female civilians: 3-1/8"L x 2-1/4"W.

Married female civilians should have only their married name printed on their cards:

Mrs. John Evans Smith

All others should consult a good etiquette book for specific instructions about printing.

### • When Leaving Calling Cards

Traditionally, the officer leaves one card for the service member and one for the spouse, as well as one for each lady in the house over age eighteen. The civilian male follows these same guidelines. The civilian woman leaves one card for each lady in the house over age eighteen. She does not leave a card for a man -- not even the President. Not more than three cards are left by any one person.

## NAVY BIRTHDAY BALL

The traditional Navy Birthday Ball is usually a formal dinner dance held in October to commemorate the original birthday of the U.S. Navy, October 13, 1775. Traditionally, the oldest and the youngest service members in attendance are announced and asked to cut the birthday cake.

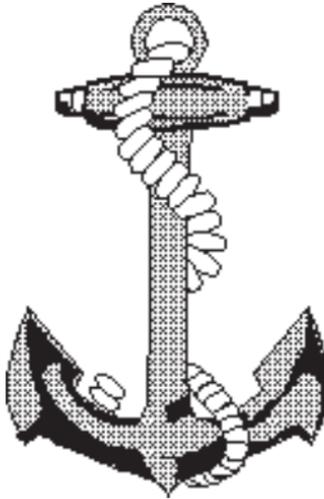
Many of the Navy corps communities hold their own birthday balls as well, such as the Seabee Ball, the Oakleaf Ball and the Supply Corps Birthday Ball.

## THE MARINE CORPS BIRTHDAY BALL

The Marine Corps had its beginning at Tun Tavern in Philadelphia on November 10, 1775. Every year, Marines throughout the world commemorate that day with unit cake cutting ceremonies and/or traditional birthday balls. A birthday message from the Commandant is read at every celebration. There is also a favorite custom of serving the first piece of birthday cake to the guest of honor, the second piece to the oldest Marine present, and the third piece to the youngest Marine in attendance.

## COAST GUARD ALL HANDS PICNIC

The Coast Guard celebrates its birthday every year with an All Hands Picnic. This annual celebration is held in August to bring Coast Guard families together in honor of the founding of the Coast Guard on August 4, 1790.



# ENTERTAINING

## GENERAL GUIDELINES

Entertaining in the Navy, Marine Corps, and Coast Guard is the same as in civilian life. You are free to do as you choose. Your desire to entertain should be purely social and for the pleasure of making friends and enjoying their company.

Entertaining can be informal and simple, such as potlucks and casserole dinners, or formal and elaborate, such as cocktail parties and several course dinners. The important thing is to get together and to make people feel welcome in your home. By entertaining, you will find that you grow and become as close to your service friends as you are to your own family.

### • Tips for Entertaining

- If the entertaining is too complicated, then it's no fun for you and no one feels comfortable.

- Organization is a key to success -- using detailed lists helps a lot.

- The library is a wonderful resource with hosts of books on the subject.

- Limit your entertaining to what you can afford. This includes time and energy as well as money.

- Use the things that appeal to you and your life-style. Whether you use china, pottery, or paper products is not important.

- The more entertaining you do, the easier it becomes. A great way to try something new is to experiment with friends and family.

### • Entertaining Senior Personnel

Couples often wonder if they should entertain senior personnel and their spouses. The answer is yes; however, they certainly neither need nor want to be lavishly entertained. They enjoy the company of younger people and will appreciate your having been thoughtful enough to include them.

## INVITATIONS

When you receive an invitation, it is important to respond quickly. Although it is impolite to wait until the last minute to respond, failure to respond at all is unacceptable behavior! If

you cannot talk to the hostess directly, you may leave a message on the answering machine. If you are uncomfortable with telephoning your response, it is appropriate to answer with a simply written note. Also, be sure that you understand the complete details of the invitation. If you have any questions, feel free to ask them when you respond.

- **R.S.V.P.**

An invitation will include date, time, and place of the event. It may also include appropriate dress and a request for a response. If an invitation reads R.S.V.P. (*Repondez s'il vous plait*) or "PLEASE RESPOND", it is very important that you answer as soon as possible. If you are unsure if you will be able to attend, it is best to call the host or hostess and explain that you have extenuating circumstances that preclude you being able to make a firm decision (Your spouse is on travel, and you cannot verify his schedule; or you have not yet been able to locate a babysitter.). This allows your hostess to continue the plans for the function without wondering why she has not received your reply to her invitation. It is the option of the hostess to extend you extra time if she can, but it should not be expected on the part of the guest.

- **Regrets Only**

Occasionally, you may receive an invitation that reads "REGRETS ONLY." Respond immediately if you are unable to attend. The hostess will expect everyone who has not responded to attend and will plan accordingly.

- **To Remind**

Because people have busy schedules, it is often important to get the date and time of a function confirmed so that the hosts can formalize the guest list. Telephone invitations followed by a "TO REMIND" card are used for this purpose.

- **Club/Restaurant Social Affairs**

Some social affairs involve such large numbers of people that they must be held at a club or restaurant. Each guest is asked to indicate acceptance and to pay his/her own way. It is necessary that you financially honor your reservation. Those in charge of making the arrangements with the club or restaurant will have obligated themselves to the management for a certain number of people and will have to pay for the "NO

SHOWS.” If something happens at the last minute to prevent you from attending an affair for which you made a reservation, contact the person in charge. Explain that you will not be able to attend and, if you have not already paid, indicate that you will settle the money situation as soon as possible.

- **Hostess/Host Gifts**

When a dinner invitation is offered, a small gift is usually presented to the hostess/host. Examples of appropriate gifts include: flowers, candy, a bottle of wine, or some homemade baked goods (cookies, muffins, etc.) for the hosts to enjoy the next day.

- **Thank You Notes**

After being someone’s guest, a thank you note should be sent immediately. The host/hostess will feel his/her efforts were really appreciated by your prompt response.



# ATTIRE GUIDELINES

Frequently, you will receive invitations to various social events, military and civilian. Accept, if at all possible, as this will give you an opportunity to meet new and interesting people. The attire for these invitations is usually specified and can range from informal to formal depending upon the time of day and geographic location.

- **Very Formal Occasions**

Occasionally, a very formal evening event, after 6:00 p.m., will require full dress evening wear specified as “White Tie.” This is very seldom worn except by flag officers or those in the diplomatic corps. When required, white tie is worn to evening dances, weddings, dinners, receptions, and on state occasions.

Military: Formal dress uniform.

Civilian: Gentlemen wear a tail coat with matching trousers, a white waistcoat, wing collared shirt and white bow tie. Ladies wear very formal evening gowns.

- **Daytime Formal Occasions**

For a formal daytime function such as a wedding, the following applies:

Military: Seasonally appropriate Service Dress Uniform.

Civilian: Gentlemen wear cutaways. Ladies wear dresses or suits appropriate to the occasion as styles dictate.

- **Evening Formal Occasions**

The attire specified for a formal evening function is “Black Tie.” This may be worn to formal events after 6:00 p.m. such as dinners, receptions, dances, or weddings.

Military: Seasonally appropriate Dinner Dress Jacket Uniform.

Civilian: Gentlemen wear dinner jackets or tuxedos. Ladies wear formal evening gowns.

- **Ceremonial Occasions**

For occasions of state, ceremonies, and solemnities, parades and reviews, military personnel participating wear the seasonally appropriate ceremonial uniform.

Military: Seasonally appropriate Service Uniform.

Civilian: Gentlemen generally wear dark business suits. Ladies wear dresses or business suits appropriate to the occasion, as styles dictate.

- **Informal Occasions**

Business and informal occasions in the afternoon such as luncheons, receptions, or dinners will call for "Informal Attire" or "Civilian Informal."

Military: Seasonally appropriate Service Dress Uniform.

Civilian: Gentlemen wear dark business suits. Ladies wear afternoon dresses or business suits; or for evening events, dressy dresses, business suits, or long skirts appropriate to the occasion, as current styles dictate.

- **Casual Occasions**

Nowadays, casual functions may include dinner parties, picnics, barbecues, sporting events, etc.

For gentlemen, "casual attire" may range from an open collar shirt or sweater to a sports coat. For ladies, attire may range from slacks or dressy walking shorts to casual skirts. (Shorts and jeans are inappropriate unless specifically indicated by the host/hostess.)

Note: In many areas of the country, dress requirements can vary for the "casual" social occasions. For example, in one part of the country, "casual" may mean shorts and sandals, and in another area it may mean dressy slacks or skirts. When in doubt, inquire as to the local custom or ask your host/hostess.

- **Retired Military Personnel**

Retired military personnel, not on active duty, may wear the prescribed military uniform to military functions as considered appropriate. Such occasions may include commissioning ceremonies, military weddings, or receptions in which military guests are expected to be in uniform.

# SEA SERVICE ACTIVITIES AND ORGANIZATIONS

## CLUBS & COMMAND FAMILY ASSOCIATION GROUPS

Most sea service spouses will tell you that associations with command sponsored groups are among the most valuable and cherished experiences of their lives. From these groups come a lot of the warmth, fun and friendship we all need. In a very real sense, this is our “extended family.”

### • Organized Spouse Clubs

At almost every duty station, you'll find spouses organized into an OWC (Officers Wives' Club), EWC (Enlisted Wives' Club) or NWCA (Navy Wives' Club of America). (Note: The term “wives” is now “spouse” in many clubs.) The size, degree of organization, activities and scope of each club will depend on several factors: number of members, nature of the mission of the duty station, its location and the particular preferences of its members. Regardless of their differences, most clubs have the same goals. Their purpose is fun and fellowship and to provide spouses with ways to meet each other. Also, these various organizations may promote service and charitable projects directed toward military and local civilian communities.

Membership is completely voluntary. The membership roster, newsletter with up-to-date information and schedule of events, and phone tree calls are well worth the price of membership, even if you are not able to attend most of the meetings and social functions.

Even though you might be employed, the command family is important and should not be left off your list of priorities. Clubs offer you a great opportunity to meet other spouses. You may not be able to participate in the daytime, but most clubs have nighttime and weekend activities as well.

As long as your spouse is in the military and you are moving frequently, it is helpful to keep in touch with other spouses who can bridge the gap left by pulling up roots.

### • Family Association Groups

Many commands sponsor Family Association Groups which may include the spouses, children, and parents of each

service member of the same command. The day your spouse reports to his/her new command you are automatically a part of that group until your spouse is detached. The degree to which you become involved and participate, however, is completely voluntary.

Family Association Groups usually meet on a fairly regular basis just to get to know each other, to have fun, and to help support each other in difficult times. A valuable role is played by these groups in helping their members prepare for a deployment and the homecoming. Depending on the size of the membership, the meetings may be held in someone's home or in a large meeting area on the base.

- **If Your Command Does Not Have a Spouse Club**

If your command does not have a club and interest is shown in forming one, you should talk to the spouses of the Commanding Officer and the senior enlisted leaders first. Get their views and support and let them act on a suggestion to form a group. Commanding Officers know from experience that thriving clubs are an important element for morale.

For more information about Clubs and Family Associations, please refer to the Naval Services FamilyLine's guide, *Guidelines for Launching Clubs & Command Family Associations*. All FamilyLine publications are available free of charge. To order publications, please call or write us at the address on page 34.

- **Coast Guard Clubs**

Most Coast Guard commands have a Coast Guard Spouse Club available. Increasingly, this community is witnessing the formation of combined groups of officer and enlisted spouses. This is especially true of the smaller units, as well as those in isolated areas. Male spouses of female service personnel may be members of spouse groups

All formalized clubs, whether officer, enlisted or combined, come under the National Council of Coast Guard Spouse Clubs, headquartered in Washington, D.C.

A Coast Guard Spouse website at [www.cgspouses.net](http://www.cgspouses.net) has an e-mail component, information about specific duty stations, a real-time chat room and current information of use to Coast Guard spouses and families.

## VOLUNTEERING

Volunteering in various organizations, charities, and

service-oriented groups is completely voluntary. However, don't be afraid to volunteer – your special talents can be invaluable to many organizations.

Volunteer workers are always needed at thrift shops, the Navy-Marine Corps Relief Society, the American Red Cross and many other organizations. When giving time to these groups, baby-sitting is usually reimbursed. Many agencies also offer work that you can do at home. If you are stationed in the Washington, D.C. area, you will have the unique opportunity of being able to volunteer for Naval Services FamilyLine.

Should you decide to find a paying job in the future, you will find that the skills you developed while volunteering can later be included in a job resume. Most employers are delighted to have dedicated, experienced volunteers become part of their paid staff.

## SPOUSES OF SENIOR OFFICERS AND SENIOR ENLISTED PERSONNEL

In general, social relationships among sea service spouses are informal and easygoing. However, you will find in many social situations that a certain respect is accorded spouses of the more senior service members which include the spouses of the Commanding Officer (CO), Executive Officer (XO), Command Master Chief (CMC), Chief of the Boat (COB), Command Enlisted Advisor (CEA), Sergeant Major in the Marine Corps, and high-ranking officers. These spouses should be introduced at all command-sponsored activities.

There is little doubt that the spouses of those in positions of leadership have increased responsibilities. The spouse of a senior service member in a command can be a key individual.

These spouses usually have had more experience than spouses of the more junior officers and petty officers. What these more experienced spouses have to offer in the way of suggestions or ideas about how situations might best be handled is well worth noting. Also, senior spouses appreciate the fresh viewpoints of younger spouses, especially newcomers to the military way of life.

Someday, your spouse may be in a senior leadership position. It is a time to look forward to in a sea service career. In such a leadership position, one gains self-confidence, self-discipline, and increased communication and social skills.

For more information and guidelines about the roles of spouses of Commanding Officers, Executive Officers, and Command Senior Enlisted Leaders, please refer to the Naval Services FamilyLine's outstanding booklets, *Guidelines for the Spouses of Commanding Officers and Executive Officers* and *Guidelines for the Spouses of Command Senior Enlisted Leaders*. All FamilyLine publications are available upon request to the address on page 34 of this booklet.

## THE NAVY FAMILY OMBUDSMAN

### • The History of the Ombudsman

The concept of the ombudsman dates back 175 years when the people of Sweden demanded that a position be created for a new kind of public official. This "ombudsman" was able to help the people cut through bureaucratic red tape in order to get things done.

The Navy Ombudsman Program was established in 1970, in response to, and recognition of, the needs of Navy families. Prepared by extensive standardized training programs, today's Navy Family Ombudsman is able to offer guidance to families within the command and to act as an official liaison between the command and its families. The flexibility to evolve with the Navy and to adapt to the uniqueness of each command is the source of strength which allows the Ombudsman Program to fulfill its mission of assisting the command by serving the needs of its families.

In 1993, the Naval Reserve Family Ombudsman Program was established to serve Naval Reservists' families in their unique situation. It is based on, and certified by BUPERS, with all training of Naval Reserve Ombudsmen being done through Commander Naval Reserve Forces in New Orleans.

### • The Role of the Ombudsman

The Navy Family Ombudsman is a volunteer appointed by the Commanding Officer and the Ombudsman Program reflects what the CO believes to be the needs of the command. It is the CO who determines the priorities of the program, the roles and relationships of those involved in it, and the type and level of support it will receive. It is helpful if these roles and relationships are made clear and are understood by all members of the Command Support Team.

The Ombudsman position covers a variety of duties that include:

- Relating to family members the command's policies and wishes
- Keeping the command informed about the families' needs and concerns
- Serving as a source of information and referral
- Being available and ready to help in case of emergencies

Some important things to remember about the position of the Ombudsman and the work he/she does:

- Remember, he/she is a volunteer who has chosen to give of his/her time to the command and its families.
- Confidentiality restrictions prevent the Ombudsman from disclosing the identity of any cases unless specifically instructed by the Commanding Officer.

## THE MARINE CORPS KEY VOLUNTEER NETWORK

The Key Volunteer Network is an integral part of the Commander's official family readiness program, and is the primary communication link between the commanding officer and unit families for the enhancement of mission readiness.

The Key Volunteer Network (KVN) is an official Marine Corps program and a major component of Marine Corps Family Team Building. The KVN is comprised of spouses of Marines within a unit who volunteer to assist the command in its family readiness program. The Key Volunteers and Key Volunteer Coordinator are appointed by the Commanding Officer and receive training in communication, information and referral, and other topics. Reflecting the CO's guidance and policies, the Key Volunteer Network is a communication network formed within a unit to keep families better informed about the mission and tasks of that unit and to assist in establishing a sense of community among the families. It is also a support network, providing information to facilitate problem-solving by the individual Marine Corps family and referral to other resources if needed.

## L.I.N.K.S. (LIFESTYLE, INSIGHTS, NETWORKING, KNOWLEDGE AND SKILLS)

L.I.N.K.S. is an element of Marine Corps Family Team Building. It was developed by spouses for spouses in 1995. The purpose was to create a tool to enhance family readiness within the Marine Corps by providing spouses, particularly those newly married to a Marine, with an orientation to the global Marine Corps.

L.I.N.K.S. is designed to be run and managed by Marine Corps volunteers, supported through Marines Corps Community Services at each Marine Corps installation and partnered with chaplains in the delivery of sessions. L.I.N.K.S. provides participants with an understanding of Marine Corps culture, as well as the skills and resources they need to become self-reliant and resilient members of the community. Family preparedness is important to readiness because it provides peace of mind to Marines by building confidence that their families can manage successfully in their absence, enabling them to focus on their mission.

L.I.N.K.S. can support retention as families learn what benefits and resources the Marine Corps offers, and what to expect from the Marine Corps culture. It also teaches how to network so they develop a sense of belonging to the larger Marine Corps Family.

## THE COAST GUARD OMBUDSMAN

The Coast Guard is concerned that its members and their families are provided with information and assistance to minimize the disruptions of moving and deployment and to access necessary resources. In June 1986, the Coast Guard instituted an Ombudsman Program (Commandant Instruction 1750.4). The Ombudsman, known formally as the Command Family Representative, is a Coast Guard spouse who serves as a liaison between the unit Commanding Officer and the families.

The Ombudsman is a spouse who is designated by and responsible to the Commanding Officer, serving as a link

between the command and families. The Ombudsman assists the command by providing information to families regarding sources of assistance available to them, informing families about Coast Guard and command policies, and providing information about activities of interest to family members. The Ombudsman Program offers several advantages to the unit, its personnel, and the Coast Guard in general.

- First, it provides the unit CO with a valuable advisor, someone who keeps the pulse of the members' families. For the Commanding Officer of a deploying command, it can be especially useful to know the concerns of command families and to be able to deal with these concerns before deployment rather than when the vessel is underway.

- Secondly, the program provides a channel between families and the command. The Ombudsman's role is one of liaison, not that of counselor. The Ombudsman should not substitute for the normal chain of command and must not impede routine unit working relationships. An Ombudsman is a means of two-way communication. This avenue can bring family concerns to the Commanding Officer's attention while allowing him/her an additional means of providing information and reassurance to these families. As a source of morale, its benefits can be very important.

- Thirdly, it provides a real opportunity for Coast Guard spouses to serve "their unit" in a meaningful position. Although this is clearly a volunteer post, it is one which is honored. At its best, this role can facilitate harmony and understanding within the unit and can be a source of considerable individual satisfaction. The Ombudsman Program provides a way of serving alongside the service member spouse.

The Ombudsman Program belongs to the individual command and may vary according to the Commanding Officer's unit priorities and needs.

# SUPPORT & RESOURCE SERVICES

## NAVAL SERVICES FAMILYLINE

Naval Services FamilyLine is a volunteer, nonprofit, tax-exempt organization dedicated to improving the quality of life for every sea service family. Established in 1965 as the Navy Wifeline Association, FamilyLine has now expanded to include single and married service members and their families in the Navy, Marine Corps, and Coast Guard, both active and reserve.

Naval Services FamilyLine volunteers provide assistance, information, and/or referral in all matters pertaining to the military or its life-style. FamilyLine developed the *Ombudsman Journal* and the Ombudsman Network Advisory Committee (ONAC). Its Chairman serves as one of two of the Chief of Naval Operations' Navy-wide Family Ombudsman-at-Large. These volunteers research, compile, write, and edit publications, coordinate educational seminars, and staff the office located in Washington, D.C. FamilyLine has Field Representatives at bases around the world who serve as local points of contact.

The policies and programs of Naval Services FamilyLine are guided by a Board of Advisors which includes spouses of both senior officers and enlisted personnel, active duty personnel and representatives of other service-oriented organizations. Every Navy, Marine Corps, and Coast Guard spouse, family member, or active duty/reserve service member is automatically a member of Naval Services FamilyLine with no membership fee or registration requirement.

Naval Services FamilyLine is financed solely by contributions.

FamilyLine writes, publishes, and provides a variety of informational literature on topics from social customs and traditions to planning and managing financial and personal affairs. For a complete listing of all of FamilyLine's publications, please refer to our list of Publications & References in this book on page 41.

To request our FREE PRINTED MATERIALS, or for more information, please call or write us at the address on the following page:

**Naval Services FamilyLine**

1254 9th Street SE, Suite 104

Washington Navy Yard, D.C. 20374-5067

Phone: (202) 433-2333/Fax: (202) 433-4622

Toll free: 1-877-673-7773

DSN: 288-2333 Email: nsfamline@aol.com

[www.lifelines2000.org/familyline](http://www.lifelines2000.org/familyline)

Office Hours: Monday-Friday, 10:00 a.m.-1:00 p.m. EST/EDT

(Please leave a message if calling after hours. A volunteer will return your call.)

**FLEET AND FAMILY SUPPORT CENTERS**

The Navy Fleet and Family Support Centers (FFSC) are designed to offer a variety of personal support services to single and married service members and families to:

1. Enhance skills for self-sufficiency.
2. Improve personal and family readiness, thereby increasing Navy and Marine Corps readiness.
3. Assist with adaptation to military life.

FFSC staff members and volunteers, both military and civilian, work to coordinate people-oriented training, support, and assistance programs in every area of Navy family life.

Included in its wide range of services are:

- **Information and Referral** – Answers to questions about the Navy, how to access military benefits, etc. and when necessary, referral to services available in the community outside of the FFSC .

- **Personal, Family, and Marriage Counseling** - Provided by licensed, credentialed professionals.

- **Deployment Support** - Predeployment briefings, family, and member support during deployment and return and reunion at the end of the deployment.

- **Personal Financial Management** - FFSCs support Navy Commands' financial specialists in training and counseling and offer basic training in financial skills, as well as providing liaison with Navy-Marine Corps Relief Society, Red Cross, and other resources within the community.

- **Crisis Response** - The FFSC often becomes the coordination point for management of community-wide, command-wide, or personal crises. Support can include counseling of those affected, transportation support for incoming families, coordination of volunteer efforts, and more.

- **Relocation Assistance Program** - Military lifestyle

includes frequent moves and FFSCs provide support in finding housing, spouse employment, settling in, child care, and, where appropriate, cultural and language orientation.

- **Transition Assistance Management Program (TAMP)** - Military members and their families have access to resources at FFSCs and TAMP centers that can make the move into civilian life go more smoothly. Information about employment trends in specific career fields, cost of living in specific areas, and general information about how to succeed as a civilian professional is available.

- **Spouse Employment Assistance Program (SEAP)** - FFSCs offer resources to help military family members write effective resumes and interview successfully, as well as information about local employment opportunities and trends.

- **Volunteer Program** - FFSCs coordinate volunteers within the command and the community for service members and their families who wish to get involved. Volunteer program managers work closely with Spouse Employment managers as well, to help spouses learn more about their community and facilitate networking.

- **Life Skills Education and Support** - Offers training and support in parenting, family dynamics, anger management, stress management and resources that can help with other issues in the family experience.

- **Exceptional Family Member Program** - Navy and Marine Corps families are required to register for this program if they have an exceptional family member. FFSCs can answer questions about the program and who qualifies, and facilitate the registration process.

- **Outreach and Command Representative Program** - Navy FFSCs liaison with the Commands they serve in many ways. The Command Representative Program provides a direct link and personal familiarity between commands and FFSC personnel.

- **Family Advocacy Program** - The Family Advocacy Program is designed to address the prevention, identification, reporting, intervention, treatment, victim services, and follow-up of child and spouse mistreatment.

- **New Parent Support**- This program is an early intervention program designed to promote healthy family functioning, child development, and positive parent-child interactions; and provides advocacy and referral to other services. (Currently not available at all FFSCs).

- **Ombudsman and Key Volunteer Training and Consultation** - FFSCs assist in the training and provide ongoing consultation to command Ombudsman (USN) and Key Volunteers (USMC).

- **Sexual Assault Intervention Services (SAVI)** - FFSCs assist commands in recruiting, training, and supporting volunteers who provide prevention education and victim services for victims of rape and sexual assault.

More information about Navy Fleet and Family Support Centers can be found at [www.persnet.navy.mil/pers66](http://www.persnet.navy.mil/pers66). To locate the FFSC nearest you, click on FFSC Map. Choose CONUS (Continental United States) or OCONUS (Outside Continental United States) to find FFSC locations.

## MARINE CORPS COMMUNITY SERVICES

To enhance the delivery of QOL programs in the Marine Corps, Marine Corps Community Services (MCCS) was developed. MCCS includes Marine Corps Family Team Building, Personal Services, Semper Fit, Business Operations and General Support. Personal Services includes programs, services, and activities that support command readiness and individual well-being such as Personal Financial Management, Information and Referral, Life Skills Management Programs, New Parent Support, Retired Activities and Suicide Prevention. Additionally included are:

- **Counseling Services:** The Marine Corps Counseling Services include individual, marriage and family counseling, clinical counseling, family advocacy and support services, victim advocacy, rape and sexual assault response services and related education, substance abuse assessment, intervention and rehabilitation.

- **Mobility Support:** This program includes services that assist our mobile military lifestyle by providing help during relocation, transition to civilian life, career decision making, job seeking, and adjustments of service members and their families to life in the military.

- **Lifelong Learning:** These programs provide for the personal and professional development of Marines and Marine communities.

- **Children and Youth:** Child Development Centers are located on every Marine Corps installation, providing excellent full, part-day and drop-in child care and referral services. The

Marine Corps Youth Program serves youths between the ages of 6 and 18, offering programs which develop physical, social, emotional and cognitive skills, as well as opportunities to experience achievement and develop leadership potential.

- **The Exceptional Family Member Program:** This is a mandatory program for Marines who have an exceptional family member to assist them in providing for the special needs of their dependent before, during, and after relocation required by a change of duty assignment. An exceptional family member is defined as an authorized family member (spouse, child, stepchild, adopted or foster child, or dependent parent) residing with the sponsor who possesses a physical, intellectual, or emotional handicap and requires special medical or educational services.

For the MCCS nearest you, call 1-800-336-4663 if living east of the Mississippi (within Virginia 703-784-2659), or 1-800-253-1624 for west of the Mississippi and Wisconsin (within California 619-725-5361).

Additional information may be obtained at the MCCS web site ([www.usmc-mcs.org](http://www.usmc-mcs.org)).

## WORK-LIFE

The Coast Guard created Work-Life to provide a network of individuals and organizations to support Coast Guard members and their families. Recognizing that Work-Life issues are critical to the success of the individual service member, the family and the Coast Guard, the Work-Life network supports and enhances the overall Coast Guard mission. Work-Life combines the formal structure of twenty-one service-wide Work-Life staffs with an entire network of providers including volunteers, service members with collateral duties, specialized billets and contracted services. “*The Beneficiary Guide*” introduces the program and its benefits.

Work-Life offers resources to commands, members, and family members. The Work-Life staffs include these providers:

- **Family Programs Administrator:** Professional trained to deal with family violence, crisis intervention, and arrangements for victims, abuser, and other family members.

- **Career Information Specialist:** Provides information concerning a member’s career. It is a method to give the information needed to make an accurate and well-informed decision on what to do with the member’s Coast Guard career.

- **Family Resource Coordinator:** Responsible for the

accessing and marketing of resources for the Special Needs, Child Care, Adoption Reimbursement, Elder Care, and Scholarship programs.

- **Relocation Assistance Manager:** Assists active duty, recalled reserve, recently separated and retired personnel, civilian members, and their families during the relocation cycle.

- **Employee Assistance Coordinator:** Assists in resolving situations in an effective manner. The EAC will assist individuals with personal financial management and civilian career counseling.

- **Health Education Specialist:** Provides information concerning health care issues and education.

- **Wellness Coordinator:** Available to assist individuals and commands in providing information, lectures, and training in the area of health and fitness.

You may contact the Coast Guard Work-Life at the district or unit headquarters or dial 1-800-USCG-WLS (872-4957).

## NAVY-MARINE CORPS RELIEF SOCIETY

The vagaries of the naval service often find sailors, Marines, and their families without the financial resources to handle life's emergencies. The Navy-Marine Corps Relief Society is the naval service's own private, nonprofit, charitable, support organization, established in 1904 to provide emergency financial assistance and counseling service in times of temporary need to active duty and retired Navy and Marine Corps service members, their family members, and survivors. An annual fund drive conducted by the active duty force structure generates revenue to finance the Society's wide-ranging relief activities.

- **Disbursement of Interest-Free Loans and Grants**

This is the principal activity of the Society. Loans and grants are available for emergency transportation; shelter, food, and utilities; medical and dental expenses not covered by government programs; funeral expenses for family members and retirees; essential motor vehicle repairs; and scholarships and interest-free education loans.

- **Volunteers Are the Lifeblood**

The Society also provides visiting nurse services, thrift shops, infant layettes, food lockers, budget counseling services, and Volunteer training classes. The Society is staffed worldwide by about 3,000 Volunteers and a small, professional, paid staff who provide continuity, training, and leader-

ship. Volunteers are the lifeblood of the Society, comprising approximately 90 percent of the work force.

- **Career Opportunities Abound**

The Navy-Marine Corps Relief Society provides professional-quality, on-the-job training and skills enhancement. If a volunteer decides to enter the commercial job market, letters of reference to prospective employers are provided. Opportunities abound for office receptionists, computer operators, client interviewers, layette handcrafters, Thrift Shop merchandisers, volunteer visiting nurses, budget counseling speakers, public relations and/or marketing experts.

- **Training and Child Care Covered**

The Society provides formal orientation and training courses annually at most larger stations and bases. They are

Because knowledgeable family members are a constructive part of the Navy-Marine Corps team, all new military spouses are encouraged to attend. The course provides factual, current information about the intricacies of military pay and benefit package, teaches family financial management techniques, and trains prospective volunteer interviewers in social service skills pertaining to Navy-Marine Corps Relief casework policies and procedures. The Society is blessed with a cadre of enthusiastic, hard-working, and professional Volunteers representing the active duty, family member, and retired segments of the military family. You owe it to yourself to check out the opportunities available to you at the Navy-Marine Corps Relief Society. Their number will be located in your base or station directory, or you can contact the Society at their national office at:

**Navy-Marine Corps Relief Society**

801 North Randolph Street, Room 1228

Arlington, Virginia 22203-1978

(703) 696-4904.

## COAST GUARD MUTUAL ASSISTANCE

The Mutual Assistance Program helps Coast Guard members help each other. This is an independent, nonprofit organization that is funded through tax-deductible contributions. The unit's Mutual Assistance representative is available to help with the following programs:

- **Emergency Loans.** Loans are provided for the following circumstances or needs: sudden financial or personal loss, stranded while traveling during transfer or return from leave, transportation at a time of illness, travel assistance for family members at a time of illness, and when pay is lost, stolen, or delayed.

- **Admiral Roland Student Loan.** Loans are available for undergraduate or postgraduate education, and vocational or professional instruction.

- **Housing Assistance.** If a need exists and if no other home is owned, loans of up to \$5,000 are available to help pay closing costs. Also based upon need, loans up to \$2,250 are available to renters to help pay security deposits.

- **General Assistance.** This program includes counseling and loans for funeral expenses, extraordinary medical or dental expenses, household goods, debt consolidation, and vocational/technical training.

- **Adoption Assistance.** This program provides loans up to \$5,000 to active duty personnel to offset the high cost of adoption.

Their number will be located in the base or station directory.

# PUBLICATIONS & REFERENCES

## NAVAL SERVICES FAMILYLINE PUBLICATIONS

### *Guidelines for the Spouses of Command Senior Enlisted Leaders—Guideline Series*

An excellent resource for prospective and current command senior enlisted leaders' (CSEL) spouses. Filled with information and helpful hints. Written and published by Naval Services FamilyLine volunteers.

### *Guidelines for the Spouses of Commanding Officers and Executive Officers—Guideline Series*

An invaluable booklet for prospective and current CO/XO spouses. Covers everything from Ombudsmen and deployments to support resources and emergency guidelines. Written and published by Naval Services FamilyLine volunteers.

### *Financial and Personal Affairs—Guideline Series*

A booklet to assist and guide families in planning and managing their financial and personal affairs. It will also familiarize individuals with the various resources available which can assist and/or instruct in the management and handling of personal spending, income and expenses, while enabling them to work toward financial stability. Includes handy worksheets. Written by Naval Services FamilyLine volunteers.

### *Guidelines for Launching Clubs & Command Family Associations—Guideline Series*

A booklet containing helpful suggestions on how to start a new club or group. Also, established groups can benefit from the excellent ideas for activities and projects. Written and published by Naval Services FamilyLine volunteers.

### *Navy Wives' Clubs of America*

An informational brochure about the national organization for enlisted spouses only.

### *The Ombudsman Journal*

A quarterly journal for Ombudsmen worldwide, containing the most current resource information as well as articles of general interest. It is available on the Naval Services Family Line website at [www.lifelines2000.org/familyline](http://www.lifelines2000.org/familyline). Click on [ombuds/kvn](#) to see the most recent journal. A limited number of copies is also available in print. Published by FamilyLine.

### *Overseasmanship*

An excellent guide for helping spouses and families prepare for an overseas tour. This booklet is also most helpful to the unmarried service member. Written by Naval Services FamilyLine volunteers, published by the Bureau of Naval Personnel.

### *Sea Legs*

A handbook for Navy spouses. Both the seasoned Navy spouse as well as the newcomer will find useful information on matters such as family support services, rights, privileges or benefits, moving, health and medical care, personal finances, social customs and courtesies, and deployments. History, mission, and structure of the Navy, a naval terms glossary, and a list of resource addresses are also included. Revisions are coordinated with Naval Services FamilyLine volunteers. Published by the Bureau of Naval Personnel.

### *Social Customs and Traditions of the Sea Services*

A concise booklet to acquaint spouses with some of the social customs, traditions, and organizations which are a part of the sea services community. Written and published by Naval FamilyLine volunteers.

## NAVAL SERVICES FAMILYLINE PORTFOLIO

This FREE portfolio is a wonderful resource for new spouses and is excellent for distribution at naval spouse seminars. It includes *Social Customs and Traditions of the Sea Services*, *Financial and Personal Affairs*, *Sea Legs*, *Welcome Aboard* brochure, and various informational brochures about NWCAs, National Military Family Association (NMFA), Navy-Marine Corps Relief Society, and other subjects concerning service family benefits. Portfolios are available in individual or bulk orders from FamilyLine.

# FORMS OF ADDRESS CHARTS

PROPER FORMS OF ADDRESS FOR U.S. NAVY AND U.S. COAST GUARD OFFICER PERSONNEL

Position	Official Envelope	Social Envelope	Invitation	Place Card	Salutation	Close	Introduce	Conversation
Admiral	Admiral James D. Lee, U.S. Navy Position/Title	Admiral and Mrs. James D. Lee	Admiral and Mrs. Lee	Admiral Lee Mrs. Lee	Dear Admiral Lee,		Admiral Lee	Admiral Lee
Vice Admiral	Vice Admiral James D. Lee, U.S. Navy Position/Title	Vice Admiral and Mrs. James D. Lee	Vice Admiral and Mrs. Lee	Vice Admiral Lee Mrs. Lee	Dear Admiral Lee,		Vice Admiral Lee	Admiral Lee
Rear Admiral	Rear Admiral Mary Lee, U.S. Navy Position/Title	Rear Admiral Mary Lee and Dr. John Kay	Rear Admiral Lee and Dr. Kay	Rear Admiral Lee Dr. Kay	Dear Admiral Lee,		Rear Admiral Lee	Admiral Lee
Captain	Captain Mary Lee, U.S. Coast Guard	Captain Mary Lee and Mr. John Lee	Captain Lee and Mr. Lee	Captain Lee Mr. Lee	Dear Captain Lee,	Close for all is Sincerely Yours,	Captain Lee	Captain Lee
Commander	Commander James D. Lee, U.S. Navy	Commander and Mrs. James D. Lee	Commander and Mrs. Lee	Commander Lee Mrs. Lee	Dear Commander Lee,		Commander Lee	Commander Lee
Lieutenant Commander	Lieutenant Commander James D. Lee, U.S. Navy	Lieutenant Commander and Mrs. James D. Lee	Lieutenant Commander and Mrs. Lee	Lieutenant Commander Lee Mrs. Lee	Dear Commander Lee,		Lieutenant Commander Lee	Commander Lee
Lieutenant	Lieutenant Mary Lee, U.S. Coast Guard	Lieutenant Mary Lee and Mr. John Lee	Lieutenant Lee and Mr. Lee	Lieutenant Lee Mr. Lee	Dear Lieutenant Lee,		Lieutenant Lee	Lieutenant Lee
Lieutenant, junior grade	Lieutenant, junior grade Mary Lee, U.S. Coast Guard	Lieutenant, junior grade Mary Lee	Lieutenant, junior grade Lee	Lieutenant, junior grade Lee*	Dear Lieutenant Lee,		Lieutenant, junior grade Lee	Lieutenant Lee
Ensign	Ensign James D. Lee, U.S. Coast Guard	Ensign James D. Lee	Ensign Lee	Ensign Lee*	Dear Ensign Lee,		Ensign Lee	Ensign Lee
Chief Warrant Officer	Chief Warrant Officer James D. Lee, U.S. Navy	Chief Warrant Officer and Mrs. James D. Lee	Chief Warrant Officer and Mrs. Lee	Chief Warrant Officer Lee Mrs. Lee	Dear Chief Warrant Officer Lee,		Chief Warrant Officer Lee	Mr. Lee or Chief Warrant Officer Lee

\*Guest of the Service Member: Mr. or Ms. Last Name

REFERENCE CHARTS

# REFERENCE CHARTS

## PROPER FORMS OF ADDRESS FOR U.S. NAVY AND U.S. COAST GUARD ENLISTED PERSONNEL

Position	Official Envelope	Social Envelope	Invitation	Place Card	Salutation	Close	Introduce	Conversion
Master Chief Petty Officer of the Navy or Coast Guard	Master Chief Petty Officer Karl Lee Master Chief Petty Officer of the Navy U.S. Navy	Master Chief Petty Officer of the Navy and Mrs. Karl Lee	Master Chief Petty Officer of the Navy and Mrs. Lee	Master Chief Petty Officer Lee Mrs. Lee	Dear Master Chief Lee,		Master Chief Petty Officer of the Navy Lee	Master Chief Lee
Command Enlisted Advisor (USCG only)	Command Master Chief Petty Officer Karl Lee, U.S. Navy	Command Master Chief Petty Officer and Mrs. Karl Lee	Command Master Chief Petty Officer and Mrs. Lee	Master Chief Petty Officer Lee Mrs. Lee	Dear Master Chief Lee,	Close for all is Sincerely Yours,	Command Master Chief Petty Officer Lee	Master Chief Lee
Command Master Chief (Navy only)	Command Master Chief Petty Officer Karl Lee, U.S. Navy	Command Master Chief Petty Officer and Mrs. Karl Lee	Command Master Chief Petty Officer and Mrs. Lee	Master Chief Petty Officer Lee Mrs. Lee	Dear Master Chief Lee,		Master Chief Petty Officer Lee	Master Chief Lee
Fleet Master Chief Force Master Chief	Master Chief Petty Officer Gail Lee, U.S. Coast Guard	Master Chief Petty Officer Gail Lee and Mr. Jack Lee	Master Chief Petty Officer Lee and Mr. Lee	Master Chief Petty Officer Lee Mrs. Lee	Dear Master Chief Lee,		Master Chief Petty Officer Lee	Master Chief Lee
Master Chief Petty Officer	Senior Chief Petty Officer Karl Lee, U.S. Navy	Senior Chief Petty Officer and Mrs. Karl Lee	Senior Chief Petty Officer and Mrs. Lee	Senior Chief Petty Officer Lee Mrs. Lee	Dear Senior Chief Lee,		Senior Chief Petty Officer Lee	Senior Chief Lee
Senior Chief Petty Officer	Chief Petty Officer Karl Lee, U.S. Navy	Chief Petty Officer and Mrs. Karl Lee	Chief Petty Officer and Mrs. Lee	Chief Petty Officer Lee Mrs. Lee	Dear Chief Lee,		Chief Petty Officer Lee	Chief Lee
Chief Petty Officer	Petty Officer First Class Gail Lee, U.S. Navy	Petty Officer First Class Gail Lee	Petty Officer First Class Lee	Petty Officer First Class Lee* Mrs. Lee	Dear Petty Officer Lee,		Petty Officer First Class Lee	Petty Officer Lee
Petty Officer First Class/Second Class/Third Class	Seaman Recruit Karl Lee, U.S. Navy	Seaman Recruit Karl Lee	Seaman Recruit Lee	Seaman Recruit Lee* Mrs. Lee	Dear Seaman Lee,		Seaman Recruit Lee	Seaman Lee

\*Guest of the Service Member: Mr. or Ms. Last Name

PROPER FORMS OF ADDRESS FOR U.S. MARINE CORPS OFFICER PERSONNEL

Position	Official Envelope	Social Envelope	Invitation	Place Card	Salutation	Close	Introduce	Conversation
General	General John Kay, U.S. Marine Corps Position/Title	General and Mrs. John Kay	General and Mrs. Kay	General Kay Mrs. Kay	Dear General Kay,		General Kay	General Kay
Lieutenant General	Lieutenant General Sara Kay, U.S. Marine Corps Position/Title	Lieutenant General Sara Kay and Mr. Jim Kay	Lieutenant General Kay and Mr. Kay	Lieutenant General Kay Mr. Kay	Dear General Kay,		Lieutenant General Kay	General Kay
Major General	Major General Sara Kay, U.S. Marine Corps Position/Title	Major General Sara Kay and Mr. Jim Kay	Major General Kay and Mr. Kay	Major General Kay Mrs. Kay	Dear General Kay,		Major General Kay	General Kay
Brigadier General	Brigadier General Sara Kay, U.S. Marine Corps Position/Title	Brigadier General Sara Kay and Mr. Jim Kay	Brigadier General Kay and Mr. Kay	Brigadier General Kay Mr. Kay	Dear General Kay,		Brigadier General Kay	General Kay
Colonel	Colonel Sara Kay, U.S. Marine Corps	Colonel Sara Kay	Colonel Kay	Colonel Kay*	Dear Colonel Kay,		Colonel Kay	Colonel Kay
Lieutenant Colonel	Lieutenant Colonel John Kay, U.S. Marine Corps	Lieutenant Colonel and Mrs. John Kay	Lieutenant Colonel and Mrs. Kay	Lieutenant Colonel Kay/Mrs. Kay	Dear Colonel Kay,		Lieutenant Colonel Kay	Colonel Kay
Major	Major John Kay, U.S. Marine Corps	Major and Mrs. John Kay	Major and Mrs. Kay	Major Kay Mrs. Kay	Dear Major Kay		Major Kay	Major Kay
Captain	Captain John Kay, U.S. Marine Corps	Captain and Mrs. John Kay	Captain and Mrs. Kay	Captain Kay Mrs. Kay	Dear Captain Kay,		Captain Kay	Captain Kay
First Lieutenant	First Lieutenant John Kay, U.S. Marine Corps	First Lieutenant John Kay	First Lieutenant Kay	First Lieutenant Kay*	Dear Lieutenant Kay,		First Lieutenant Kay	Lieutenant Kay
Second Lieutenant	Second Lieutenant John Kay, U.S. Marine Corps	Second Lieutenant John Kay	Second Lieutenant Kay	Second Lieutenant Kay*	Dear Lieutenant Kay,		Second Lieutenant Kay	Lieutenant Kay
Chief Warrant Officer	Chief Warrant Officer John Kay, U.S. Marine Corps	Chief Warrant Officer and Mrs. John Kay	Chief Warrant Officer and Mrs. Kay	Chief Warrant Officer Kay Mrs. Kay	Dear Chief Warrant Officer Kay,		Chief Warrant Officer Kay	Mr. Kay or Chief Warrant Officer Kay

Close for all is Sincerely Yours,

\*Guest of the Service Member: Mr. or Ms. Last Name

REFERENCE CHARTS

# REFERENCE CHARTS

## PROPER FORMS OF ADDRESS FOR U.S. MARINE CORPS ENLISTED PERSONNEL

Position	Official Envelope	Social Envelope	Invitation	Place Card	Salutation	Close	Introduce	Conversation
Sergeant Major of the Marine Corps	Sergeant Major Paul Kay Sergeant Major of the Marine Corps	Sergeant Major and Mrs. Paul Kay	Sergeant Major and Mrs. Kay	Sergeant Major Kay Mrs. Kay	Dear Sergeant Major Kay,		Sergeant Major of the Marine Corps Kay	Sergeant Major Kay
Sergeant Major	Sergeant Major Jane Kay, U.S. Marine Corps	Sergeant Major Jane Kay and Mr. Guy Kay	Sergeant Major Kay and Mr. Kay	Sergeant Major Kay Mr. Kay	Dear Sergeant Major Kay,		Sergeant Major Kay	Sergeant Major Kay
Master Gunnery Sergeant	Master Gunnery Sergeant Paul Kay, U.S. Marine Corps	Master Gunnery Sergeant and Mrs. Paul Kay	Master Gunnery Sergeant and Mrs. Kay	Master Gunnery Sergeant Kay Mrs. Kay	Dear Sergeant Kay,		Master Gunnery Sergeant Kay	Master Gunnery Sergeant Kay
Master Sergeant	Master Sergeant Paul Kay, U.S. Marine Corps	Master Sergeant and Mrs. Paul Kay	Master Sergeant and Mrs. Kay	Master Sergeant Kay Mrs. Kay	Dear Sergeant Kay,		Master Sergeant Kay	Master Sergeant Kay or Top Kay
First Sergeant	First Sergeant Paul Kay, U.S. Marine Corps	First Sergeant and Mrs. Paul Kay	First Sergeant and Mrs. Kay	First Sergeant Kay Mrs. Kay	Dear Sergeant Kay,		First Sergeant Kay	First Sergeant Kay or Top Kay
Gunnery Sergeant	Gunnery Sergeant Paul Kay, U.S. Marine Corps	Gunnery Sergeant and Mrs. Paul Kay	Gunnery Sergeant and Mrs. Kay	Gunnery Sergeant Kay Mrs. Kay	Dear Sergeant Kay,		Gunnery Sergeant Kay	Gunnery Sergeant Kay or Gunnery Kay
Staff Sergeant	Staff Sergeant Jane Kay, U.S. Marine Corps	Staff Sergeant Jane Kay and Mr. Guy Kay	Staff Sergeant Kay and Mr. Kay	Staff Sergeant Kay Mr. Kay	Dear Sergeant Kay,		Staff Sergeant Kay	Staff Sergeant Kay
Sergeant	Sergeant Paul Kay, U.S. Marine Corps	Sergeant and Mrs. Paul Kay	Sergeant and Mrs. Kay	Sergeant Kay Mrs. Kay	Dear Sergeant Kay,		Sergeant Kay	Sergeant Kay
Corporal	Corporal Paul Kay, U.S. Marine Corps	Corporal and Mrs. Paul Kay	Corporal and Mrs. Kay	Corporal Kay Mrs. Kay	Dear Corporal Kay,		Corporal Kay	Corporal Kay
Lance Corporal	Lance Corporal Jane Kay, U.S. Marine Corps	Lance Corporal Jane Kay	Lance Corporal Kay	Lance Corporal Kay* Lance Corporal Kay*	Dear Corporal Kay,		Lance Corporal Kay	Lance Corporal Kay
Private First Class	First Class Paul Kay, U.S. Marine Corps	Private First Class Paul Kay	Private First Class Kay	Private First Class Kay* Private Kay*	Dear Private Kay,		Private First Class Kay	Private First Class Kay
Private	Private Paul Kay, U.S. Marine Corps	Private Paul Kay	Private Kay	Private Kay* Private Kay*	Dear Private Kay,		Private Kay	Private Kay

\*Guest of the Service Member: Mr. or Ms. Last Name

# FLAGS, PENNANTS & CUSTOMS CHART

The flag and the National Anthem are symbols of our Nation. Honoring our national symbols is a duty for members of the Armed Forces and all American citizens.

WHEN TO SALUTE				
	Indoors		Outdoors	
	Civilian Attire	In Uniform	Civilian Attire	In Uniform
<b>FLAG</b> During ceremony of hoisting or lowering flag, position of colors or when flag passes by in parade or review.	Stand at attention (3)	Stand at attention: salute (1) (3)	Salute (2) (3) (4)	Salute (3) (4)
<b>NATIONAL ANTHEM</b>  When flag is NOT displayed face toward music  When flag is displayed, face the flag	Stand at attention (3)	Stand at attention: salute (1) (3)	Stand at attention: (3)	Salute (1)
	Stand at attention (3)	Stand at attention: (1) (3)	Salute (1) (2) (3)	Salute (1) (3)
<b>PLEDGE OF ALLEGIANCE</b> While reciting the Pledge of Allegiance	Salute (2)	Salute	Salute (2) (3)	Salute (3)

(1) Salute is rendered at first note of music and held until last note.

(2) Proper form of salute when in civilian attire: MEN — Remove hats and hold at left shoulder with right hand over heart; without hats, place right hand, palm open, over heart. WOMEN — Place right hand, palm open, over heart.

(3) When in athletic clothing, face flag or music, remove hats or caps, and stand at attention. Hand salute is not rendered.

(4) Salute is rendered when flag is 6 paces from viewer and held until it has passed 6 paces beyond.

\*NOTE: No salute is rendered indoors or outdoors during playing or singing of "America," or singing of the National Anthem.

Foreign Nationals should stand at attention.

# ACRONYMS & ABBREVIATIONS

ADAPT-Active Duty Assistance Program Team  
AOC-Aviation Officer Candidate  
APO- Army and Air Force Post Office  
ASAP-As soon as possible  
AT-Annual Training  
AWOL-Absent without leave  
BAH-Basic Allowance for Housing  
BAS-Basic Allowance for Subsistence  
BEQ-Bachelor Enlisted Quarters  
BUMED-Bureau of Medicine and Surgery  
BUPERS-Bureau of Naval Personnel  
CACP-Casualty Assistance and Calls Program  
CACO-Casualty Assistance Calls Officer  
CEA-Chief Enlisted Advisor  
CHINFO-Chief of Information  
CINC-Commander in Chief  
CMC-Command Master Chief  
CNO-Chief of Naval Operations  
CNP-Chief of Naval Personnel  
CO-Commanding Officer  
COB-Chief of the Boat  
COLA-Cost of Living Allowance  
COMRATS-Commuted Rations  
CONUS-Continental United States  
CPO-Chief Petty Officer  
DEERS-Defense Eligibility Enrollment Reporting System  
DOD-Department of Defense  
DODDS-Department of Defense Dependent Schools  
DVA-Department of Veterans' Affairs  
EAOS-End of Active Obligated Service  
EFMP-Exceptional Family Member Program  
ESGR-Employer Support of the Guard and Reserve  
ETA-Estimated time of arrival  
ETD-Estimated time of departure  
FPO-Fleet Post Office  
FITREP-Fitness Report  
FMF-Fleet Marine Force  
FRO-Family Readiness Officer  
FFSC-Fleet and Family Support Center  
FTTD-Full-Time Training Duty  
HQMC-Headquarters, Marine Corps  
IDT-Initial Active Duty Training  
IRR-Individual Ready Reserve  
JAG-Judge Advocate General (lawyer)  
JCS-Joint Chiefs of Staff  
JNROTC-Junior Naval Reserve Officer Training Corps  
KVN-Key Volunteer Network  
LDO-Limited Duty Officer  
MCAS-Marine Corps Air Station  
MCPON-Master Chief Petty Officer of the Navy  
MEB-Marine Expeditionary Brigade

MEF-Marine Expeditionary Force  
MEU-Marine Expeditionary Unit  
MOS-Military Occupational Specialty  
MWR-Morale, Welfare, and Recreation  
NAS-Naval Air Station  
NAVFAC-Naval Facility  
NAVSTA-Naval Station  
NCO-Noncommissioned Officer  
NLAO-Naval Legal Assistance Office  
NMC-Naval Medical Command  
NROTC-Naval Reserve Officer Training Corps  
OCS-Officer Candidate School  
OMBUDSMAN-Official liaison between a command and its families  
OOD-Officer of the Deck  
OPNAV-Office of Chief of Naval Operations  
OSD-Office of the Secretary of Defense  
OTIS-Overseas Transfer Information Service  
OCONUS-Outside Continental United States  
PAO-Public Affairs Officer  
PCO-Prospective Commanding Officer  
PCS-Permanent Change of Station  
POC-Point of Contact  
POD-Plan of the Day  
POE-Port of Embarkation  
POW-Plan of the Week  
PSD-Personnel Support Detachment  
PXO-Prospective Executive Officer  
RAC-Relocation Assistance Center  
RC-Reserve Components  
RPA-Reserve Program Administrators  
SADT-Special Active Duty for Training  
SATO-Scheduled Airlines Ticket Office  
SBP-Survivors Benefit Plan  
SEA-Senior Enlisted Advisor  
SECDEF-Secretary of Defense  
SECNAV-Secretary of the Navy  
SGLI-Servicemen's Group Life Insurance  
SITREP-Situation Report  
SMCR-Selected Marine Corps Reserve  
SOPA-Senior Officer Present Afloat  
STARC-State Area Command  
TAD-Temporary Additional Duty  
TAMP-Transition Assistance Management Program  
TAR-Training and Administration of Reserves  
TBD-To be determined  
TLA-Temporary Lodging Allowance  
TO-Transportation Office  
TRICARE-Health Care Program for the Uniformed Services  
UA-Unauthorized Absence  
UCMJ-Uniformed Code of Military Justice  
WO-Warrant Officer  
XO-Executive Officer







# *Acknowledgment*

*Social Customs and Traditions of the Sea Services is written and edited by Naval Services FamilyLine in response to requests from Navy, Marine Corps, and Coast Guard spouses around the world.*

*Naval Services FamilyLine is particularly grateful to those spouses who have contributed invaluable assistance and worldwide experience in preparing this booklet.*

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