



SPOUSE LEADERSHIP DEVELOPMENT COURSE



L909 Protocol and Etiquette

"Leaders Build Lethality, We Develop Leaders"





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This 1-hour lesson on protocol and etiquette is presented by a guest speaker. This lesson will cover Department of Army regulations concerning customs, courtesies, and traditions of the military. As a military spouse, you will attend many social and official occasions that are structured by long traditions. This lesson provides concise guidance and information for those special and challenging situations. As a result of this lesson, military spouses will have a better understanding of the Army's customs, courtesies, and traditions.





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ELO 400-SLDC-L909

Action: Define customs, courtesies, and traditions of the military.

Condition: As a spouse of a senior noncommissioned officer, a member of a problem-solving team, or individually in a classroom small group setting, using other references, class discussions, and personal experiences.

Standard: Understand customs, courtesies, and traditions of the military by-

1. Defining protocol, etiquette and traditions
2. Understanding the role of the Army spouse in formal and informal functions
3. Participating in question and answer session

Learning Domain: Cognitive

Level of Learning: Understanding





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Protocol

The customs and courtesies dealing with diplomatic formalities, order of precedence, and etiquettes.

Etiquette

Conventional requirements pertaining to social behavior; a prescribed or accepted code of conduct in matters of ceremony; implies observance of the formal requirements governing behavior in polite society.

Tradition

The handing down of statements, legends, customs, etc., from generation to generation by word of mouth; the practice of an unwritten body of law and doctrine.





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- Listen
- Call people by their name
- Make eye contact
- Shake hands with a firm grip
- Say something nice
- Smile and appear friendly
- Stay relaxed

Sequence

- The more honored/higher ranking person is stated first
- Gender – woman to man
- Age – older person to younger person
- Position – senior rank to junior rank

“You never get a second chance to make a first impression.”

Will Rogers





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In Conversation (when speaking to the individual):

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





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Who to Invite to Spouses Welcome & Farewell

- Battalion events, spouses of:
 - Brigade Command Team (Commander & CSM)
 - Other Battalion Command Teams within the brigade
 - Battalion officers
 - First Sergeants within the battalion
 - Division Command Team & General Officers (*Optional*)
 - Personal friends & Family of guest of honor
 - Brigade events, spouses of:
 - Division Command Team
 - Colonels & above in the division
 - Other Brigade Command Teams within the division
 - Brigade officers & sergeants major
 - Personal friends & Family of guest of honor
- NOTE: Always have your guest list looked at by approving authority.**





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FORMAL and INFORMAL Invites:

Traditionally, invitations were handwritten and mailed.

With today's technology, EVITE is the best way to go.

Send your invitation through EVITE or create a work document and send it via email.

When using EVITE or EMAIL, this allows you to better track RSVPs

NOTE: Always keep your email traffic/conversations in order to track any questions you might have about whether or not invitations were sent out, and it allows you to back track on RSVPs you might or might not have received.





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The Commandant of
The Noncommissioned Officer Leadership Center of Excellence
requests the pleasure of your company
at a dinner in honor of
CSM Michael Weimer
Sergeant Major of the Army
on Friday, the seventeenth of August, at six o'clock in the evening
Centennial Banquet and Conference Center
Fort Bliss, TX

RSVP by: date

POC: ana.f.rivera3.civ@army.mil

(915) 744-8489

Uniform: Duty

Civilian: Business Casual



Invitations (cont.)

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Other things to think about when planning an event or sending out invitations, are:

“Save the date” – this should be done if you are planning an event that is more than 90 days out so that people can plan/mark their calendars.

Email both the Soldier and the Spouse

Blind Carbon Copy (BCC) all invitees; some people don't like everyone to see their email address's

“Respondez S'il Vous Plait”

Civilians = “Please reply or “Reply requested”

Military – “Reply is mandatory”





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Invitations should go out 4 weeks in advance.

Extend invitations to those who have extended one to you.

Avoid rank, title, etc. abbreviations -- Spell everything out!

An invitation to a married couple must be refused when either one or the other cannot accept:

True or False





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- Usually at the Battalion, Brigade & Division level
- Held on regular basis (monthly, bi-monthly, quarterly)
- Rotates location among the attendees wishing to host the event
- Normally for spouses of senior NCOs & above
- Morning event between 9:00 & 10:00; casual attire
- Plain or fancy refreshments
- Senior spouse may present a “standard” gift to the hostess for the group
- Provides a comfortable & relaxed forum to share information & socialize
- Introduce new arrivals, farewell departures & become acquainted with other spouses
- Provides mentorship to junior spouses





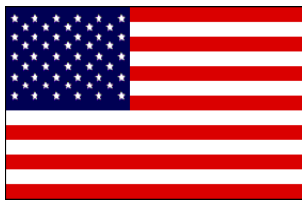
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- Usually at the Battalion, Brigade & Division level
- Normally held in honor of someone arriving or departing
- Most formal of daytime events
- Normally for spouses of senior NCOs & Above
- Afternoon event between 3:00 & 4:00; informal attire
- Coffee, tea, punch, cookies, finger sandwiches are served
- Expect to sign the guest book & go through the receiving line
- Prepare to “stand & mingle” for the entire event
- Requires china, silver service & linens
- Senior spouse or guest of honor should serve coffee & tea (seated)
- Next most senior spouse should serve punch (standing)
- Pouring list may be used to rotate the duties





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ADJUTANT HOST GUEST of HONOR
Guest of Honor

HOSTESS SPOUSE of

NOTE: The Adjutant introduces guest and makes sure the line goes smoothly; does not shake hands or carries a conversation with Guests. Do not generate small talk as you proceed through the line.

DO NOT LEAVE BEFORE GUEST OF HONOR.



Reception/Receiving Lines

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





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





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? *quiz* ?

 ? ? ?





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A gentleman has just been introduced to a lady.

What should happen next?

- a. The gentleman should extend his hand first to shake her hand.
- b. The lady should extend her hand first to shake his hand.
- c. Today, it doesn't matter who offers to shake hands first.





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

- a. Give them a little longer.
- b. Assume they are not coming.
- c. Call and inquire if they received their invitation.





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You and your spouse have planned a party and sent out invitations, when an invitation arrives for another event from the division CSM on the same evening. You should...

- a. Quickly cancel, or postpone your party to accept the CSM's invitation.
- b. Regret the CSM's invitation, explaining that you made prior plans.





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- a. Quickly cancel, or postpone your party to accept the CSM's invitation.
- b. Regret the CSM's invitation, explaining that you made prior plans.
- c. Take your guests to the CSM's party.





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

- a. Write a thank-you note to the spouse.
- b. Write a thank-you note to the CSM and his/her spouse.
- c. Saying thank you as you leave is enough.





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

- a. You and your children should stop and face the flag, or when not visible in the direction the music is played.
- b. Run into the house quickly to avoid making any mistakes.





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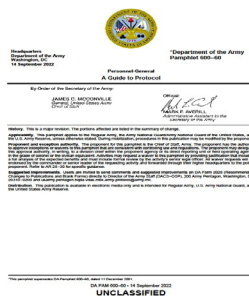




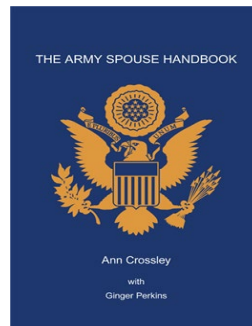
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- DA Pamphlet 600-60 (09/14/2022), A Guide to Protocol
- The Army Spouse Handbook, Ann Crossley with Ginger Perkins
- Service Etiquette, Oretha D. Swartz

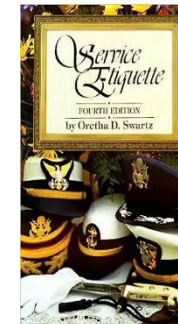
A Guide to Protocol



The Army Spouse Handbook



Service Etiquette



References

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***To our Military Spouses
Thank you for all you do in support of your Soldier
You are truly appreciated and are our Heroes behind the
scene!
You are resilient
“Military Strong”
Mentors
Parents
And leaders in our Military Community!***

***Many Blessings to all of you!
Ana Rivera – Protocol!***



Thank you for what You do!!

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Questions?



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