

GUIDE TO CIVIL AIR PATROL PROTOCOL



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PREFACE

PROTOCOL GUIDE TO CIVIL AIR PATROL ACTIVITIES, FUNCTIONS AND CEREMONIES

NEED FOR PROTOCOL

Protocol is the accumulation of customs and standards that deal with meetings, conferences, ceremonies and etiquette. In Civil Air Patrol this code of accepted practices and procedures has paralleled that of the United States Air Force. This Civil Air Patrol Guide is written to help properly recognize dignitaries (military, CAP, and civilian) who attend and/or participate in CAP activities, functions and ceremonies; to properly recognize recipients of awards, decorations and promotions and give guidance to the presenters; and to create a more professional atmosphere at CAP meetings, activities and ceremonies. Protocol events are meant to provide recognition of personal and unit contributions and successes.

INTRODUCTION

Protocol, as defined by Webster's Dictionary, "is a code prescribing strict adherence to correct etiquette and procedure (as in diplomatic exchange and in the military services)." It not only requires knowledge and awareness of regulations and numerous other references, but good common sense and a lot of flexibility on the part of the protocol officer.

The position of protocol officer is highly visible, stressful, pressure-packed, extremely dynamic, rewarding and exciting. It requires a person who is dedicated to precise adherence to regulations and to doing the job right.

In most cases, the Civil Air Patrol Protocol Officer will focus on the activities of the commander and will be concerned with all ceremonies and special activities such as Wing and Region Conferences, National Board Meetings involving Commanders and visiting dignitaries.

At the end of this guide is a list of references which may be used by the protocol officer for further detailed information and guidance. It is highly recommended that newly assigned protocol officers establish a library or file of those references and add any additional information they may obtain from other sources.

CHAPTER 1

WING/REGION STAFF MEETINGS AND COMMANDER'S CALLS

To provide an atmosphere of formality, Wing and Region Staff meetings and Commander's Calls should be conducted in the following manner:

The Chief of Staff or other designated staff officer will:

- a. Contact the Commander to determine the date, time and location of the staff meeting or Commander's Call.
- b. Assure the conference room has been properly prepared for the appropriate meeting, i.e. name plates in proper places, sufficient seating, cleanliness, etc.
- c. Assure that all attendees are present and in their places approximately five minutes prior to the scheduled meeting time. Make note of new staff members and visiting dignitaries

and provide a list to the Commander for proper recognition.

d. Advise the Commander that the audience is assembled. Then, escort the Commander to the conference room. Precede the Commander and call the room to attention.

Prior to the start of the meeting, the Commander may wish to designate someone to lead the group in the pledge of allegiance and have the chaplain offer a prayer. Upon the conclusion of the opening ceremonies, the Commander will direct the group to take their seats and proceed with the meeting. Upon the conclusion of the meeting, the chief of staff or other designated staff officer will call the room to attention and escort the Commander out.

CHAPTER 2

CEREMONIESTYPES OF CEREMONIES

Commanders and unit members usually are involved in four major types of ceremonies which are addressed in this guide: Awards, Promotions, Retirement and Change of Command activities.

AWARDS CEREMONY

Awards ceremonies recognize significant contributions or acts by an individual, group or unit on a local, wing, region or national level. Presentations may include letters, plaques, medals or other means of recognition. These ceremonies allow unit members to become more aware of the significant past performance by the persons to be honored.

See attachment 1, Checklists for Ceremonies.
See attachment 2, Awards Ceremony Sample Agenda.

PROMOTION CEREMONY

Promotion recognizes an individual's potential for additional responsibility. Past performance obviously is a contributing factor, but is not the only one. As individuals develop their personal skills through training, education and proven performance, they receive added opportunity for advancement. Types of promotion ceremonies vary, but they allow unit members to participate in and observe the important transition from one rank to another for the selected individuals.

See attachment 1, Checklists for Ceremonies.
See attachment 2, Promotion Ceremony Sample Agenda.

RETIREMENT CEREMONY

Retirement ceremonies traditionally highlight individual contributions to an organization for a lengthy period of service. They combine elements of awards and promotion ceremonies. At the end of a career, recognition should be given to the many positive contributions provided. Retirement ceremonies also serve notice to others that the person retiring has ended his or her active affiliation with the unit. Retirement ceremonies sig-

nal a time for someone else to take on the responsibilities vacated by the retiree.

See attachment 1, Checklists for Ceremonies.
See attachment 3, Retirement Ceremony Sample Agenda.

CHANGE OF COMMAND CEREMONY

Change of Command is a time-honored ceremony designed to mark the occasion when the responsibility of command is passed to the incoming commander. It is one of the most formal ceremonies conducted. The Change of Command signifies the end of one era and the beginning of the next. More often than not, it signals a new beginning—a renewal in progress of events and achievements of the organization. (Also, frequently the incoming commander receives a promotion prior to the actual Change of Command sequence.)

See attachment 1, Checklist for Ceremonies
See attachment 4, Change of Command Agendas.

CEREMONY CHECKLISTS

Good ceremonies don't just happen. They must be preceded by quality planning. Then the details must be completed in a timely manner. The more effective planning which goes into an event, the better the event will be. The following checklists have been designed to give any project officer a suitable means of conducting the types of ceremonies mentioned herein. Always remember that you can seldom have too much detailed planning. As long as all of the "glitches" are corrected before the ceremony begins, everyone will be okay. Strive for a perfect ceremony every time. Everyone will appreciate the ceremony more, and the special feeling you create will become a positive lasting memory for all concerned. Many CAP events will honor several individuals and will require additional attention to detail. It is not possible to cover all situations, but most are covered herein. Remember, common sense and courtesy should prevail, and when a problem arises which project officers cannot resolve, they should seek a command decision.

NATIONAL COMMANDER/EXECUTIVE DIRECTOR NOTES

Should the CAP National Commander or Executive Director be a part of these ceremonies, coordination through National Headquarters CAP, National Administrator or Headquarters CAP-USAF is required. For the Executive Director, wing

coordination through the liaison officer or region coordination through the liaison region commander is required. If the National Commander or Executive Director has a role in the ceremonies, a complete narrative package should be available upon their arrival. Provide the point of contact information in the letter of invitation or during telephone coordination.

CHAPTER 3

THE AMERICAN FLAG

THE AMERICAN FLAG

A Civil Air Patrol Protocol Officer will be expected to know flag etiquette and how the flag is to be flown.

GENERAL GUIDANCE

Title 36, United States Code (USC) Chapter 10, established the rules for proper use, display, and patriotic customs to be shown the United States Flag. The U.S. Flag is displayed on an Air Force Base according to these rules and customs. AFR 900-3 and CAPR 900-2 are your most useful guides in this area.

Civil Air Patrol members, in or out of uniform, must always show respect for the flag on or off military installations. Failure to show proper respect while on a military installation may render CAP members subject to exclusion from the facility. The U.S. Flag may be worn on the Civil Air Patrol uniform only as prescribed by appropriate CAP regulations.

Title 36, USC Section 17A authorizes the flag be flown from reveille to retreat (approx 0800 to 1600 local). However, the flag may be flown 24 hours a day to produce a patriotic effect if the flag is properly illuminated during the hours of darkness. On a platform, position the U.S. flag to the speaker's right. Off a platform, position the U.S. flag to the audience's right. Protocol officers must consult CAPR 900-2 to assure proper placement and respect for the flag when used during the ceremonies explained in this handbook.

THE PLEDGE OF ALLEGIANCE TO THE FLAG

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Honors to the flag during the Pledge of Allegiance are similar to those rendered during the playing of the National Anthem or "To the Colors," which will be covered later.

1. You do not recite the Pledge of Allegiance while in military formation or during military ceremonies.

2. At protocol functions, social or sporting events:

a. When in uniform outdoors, you stand at attention, face the flag, remain silent, and salute.

b. When in uniform indoors, you stand at attention, face the flag, but do not salute.

3. When in civilian clothes (indoors or outdoors) you should stand at attention, face the flag, remove headdress with right hand, place your right hand holding the headdress, over your heart and recite the Pledge. If no headdress is worn, place right hand over heart and recite the Pledge.

THE NATIONAL ANTHEM

The National Anthem is a declaration of reverence for and loyalty to the United States. On certain occasions, such as during inclement weather or when a band is not present for a retreat ceremony, "To the Colors" is played instead of the National Anthem. "To the Colors" is a bugle call. Sounded as a salute to the flag and symbolizes respect to the Nation and the United States are thought as being the same. Therefore, anytime the National Anthem or "To the Colors" is played, proper courtesy as described below must be rendered.

1. When in uniform in formation (but not part of a ceremony), the unit commander commands "Present Arms" when the National Anthem or "To the Colors" is played. The unit should be faced before being given "Present Arms."

2. When in uniform, but not in formation:

a. Outdoors at any ceremony where the U.S. Flag is present, come to attention, face the flags in the ceremony and salute. At sport events, if the flag is visible, face the flag and salute. If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. During all other outdoor occasions, the same general principle is followed: come to attention and salute, facing the flag, if visible, otherwise facing the music.

b. Indoors, when the National Anthem or "To the Colors" is played at the beginning or end of a program or sports activity, face the flag, if it is present and take the position of attention. If no flag is present or visible, take the position of attention facing the music. Do not salute.

3. When in civilian or athletic clothing outdoors, take the same action as when in uniform except that the manner of saluting is different. Members remove any headdress with right hand and hold the headdress at the left shoulder with the right hand over the heart. Men without hats and women, salute by standing at attention and placing the right hand over the heart.

4. When in civilian or athletic clothing indoors, stand at attention, but do not salute.

5. While in a vehicle during a flag ceremony, the driver brings the moving vehicle to a stop by the first note of the National Anthem or "To the Colors" The driver and passengers in the vehicle remain seated at attention.

6. Civil Air Patrol photographers and camera operators render appropriate honors outlined in these paragraphs, except when they are specifically assigned to photograph others rendering honors.

7. Flags of friendly Foreign Nations are shown the same respect

CHAPTER 4

INVITATIONS TO CIVIL AIR PATROL AND OTHER DIGNITARIES TO CONFERENCES AND SPECIAL ACTIVITIES

PLANNING

Planning is the Key ingredient for a successful conference or special activity. Although this chapter is addressed primarily to the Wing level, it may be used as a guide by Squadron, Group and Region level as well.

INVITATIONS

a. All invitations will be by personal letter from the inviting Commander as soon as the date of the activity is firmly set. Do it Now as the National and Region calendars are filled rapidly. (See attachment 1 for sample.)

b. The letter of invitation will include:

1. Name of activity.
2. Date and time of activity.
3. Location of activity.
4. Appropriate dress for each phase of the activity.

c. Be sure to list any special information about the activity that would be helpful to the attendee. If a brochure is available enclose it with the letter.

RESPONSE BY INVITED DIGNITARIES

The dignitary normally responds in writing and advises of his or her acceptance or declination. As soon as his or her itinerary is established for the trip, it will be forwarded to the Host Commander.

HOST COMMANDER'S RESPONSIBILITIES The Host Commander is responsible for the following:

a. Make advance hotel reservations for the visiting dignitary.

b. Pre-register the dignitary on the day of arrival. (If complimentary suites are available, be sure to provide one for the visitor).

c. Prepare registration package for the visiting dignitary. The package should include all appropriate information on the activity, meal or banquet tickets and any specific or special information the Host Commander deems necessary. The registration package will be placed in the dignitary's room prior to his or her arrival.

d. Host Commander will always arrange to personally meet his or her superior upon arrival at the airport or at the hotel/meeting place if travel is by vehicle.

e. If the dignitary is traveling by air, the Host Commander will arrange a vehicle and driver to meet the aircraft at the scheduled arrival time. Use clean vehicles! The driver will assist the dignitary with luggage. If the dignitary is traveling by

vehicle, the Host Commander will arrange for personnel to handle the dignitary's luggage upon arrival at the hotel.

f. Provide the dignitary with the key to his or her room or suite so that he/she does not have to stop at the hotel registration desk. (If it is necessary for the dignitary to personally pay for his/her accommodations, simply ask him/her to stop by the registration desk before departing.)

g. If the dignitary is a General Officer, determine if he/she has hand-carried a General Officer flag. If so, secure it for use in the flag ceremonies. (NOTE: Upon acceptance of the invitation, inquire if the General Officer will be bring his/her flag).

h. If the dignitary will be involved in award presentations, the Host Commander should indicate this in subsequent correspondence. A copy of "Citation to Accompany Awards" should be furnished to the dignitary to allow review of the award in advance.

i. If an overnight activity, the VIP's should have the room number, telephone number, etc. of the other VIP's attending. This makes it easier for them to contact each other.

LIST OF DIGNITARIES

Which dignitaries to invite is left to the discretion of the Host Commander, however the following should be considered:

NATIONAL COMMANDER
COMMANDER CAP-USAF (EXECUTIVE DIRECTOR)
NATIONAL VICE COMMANDER
NATIONAL CHIEF OF STAFF
NATIONAL ADMINISTRATOR

REGION COMMANDERS)
REGION VICE COMMANDERS)
LIAISON REGION COMMANDER
LIAISON OFFICERS)
LOCAL MILITARY COMMANDERS

STATE AND LOCAL OFFICIALS (GOVERNOR, STATE LEGISLATORS, MAYOR, ETC.) Include heads of organizations who are or have been of significant assistance to CAP.

SPECIAL NOTE: Normally, when active duty Air Force personnel from National Headquarters attend CAP functions, the Wing or Region Liaison Officer will coordinate their travel and billeting arrangements.

CHAPTER 5

RANK AND PRECEDENCE

RANK AND PRECEDENCE

In Civil Air Patrol, our rank structure is similar to that of the United States Air Force. Our ranks progress from Flight Officer, to Second Lieutenant to Major General. The rank of Major General is reserved for the National Commander. Former National Commanders and Chairmen of the Board retain their rank for life.

Rank in Civil Air Patrol is the relative position or degree of

precedence given a CAP Officer. Rank marks station and confers eligibility to exercise command or authority within the limits set forth by CAP Manual 20-I, ORGANIZATION OF CIVIL AIR PATROL. CAP Regulation 35-5, **CAP Officer and Noncommissioned Officer Appointments and Promotions**, outlines the CAP promotion system.

Consult these regulations to resolve questions concerning rank, precedence, and command

CHAPTER 6

OFFICIAL CIVIL AIR PATROL SOCIAL FUNCTIONS

INTRODUCTION

The protocol officer must keep informed of accepted social procedures, particularly as they are observed in the local community.

PROPER INTRODUCTIONS

Normally, a man is introduced to a woman, such as Irene, I'd like you to meet Colonel Jones. Sir, this is my friend Irene Smith" You honor the woman by saying her name first. For introductions among persons in uniform, both men and women, follow the rule of rank. The senior is named first "Colonel Brown, rd like you to meet Major Valerie Gray, my Deputy Commander. Major Gray, this is Colonel Brown, our Region Commander." Two other general rules are (a) young people are presented to older people (barring rule of rank) and (b) a single person is usually presented to a group.

RECEPTIONS

The reception is a popular social function during Wing, Region and National social activities. Receptions may be large or small, take many forms and serve many purposes. The Host Commander may wish to have an "invitation only" reception to give his or her staff and others an opportunity to meet visiting dignitaries, such as other Wing or Region Commanders and officials from National Headquarters. It is common practice in CAP to hold a "No Host" cocktail party prior to a banquet held at conferences and conventions and other semi-formal and formal occasions. A reception or no host cocktail party is usually held between the hours of 1800 and 1900 followed immediately by a buffet or dinner. If the reception is large, a receiving line is usually in order. The receiving line usually includes from left to right, the protocol officer or aide, the host, the hostess, the ranking honored guest and spouse, the second ranking guest and spouse, etc. There should be no less than three, nor more than six, in the line, excluding the protocol officer/aide. (A greater number tends to create a bottleneck.) The protocol officer/aide announces the guests as they enter. Guests should identify themselves by their last name only, if name tags have not been provided, guests should limit their conversations to "How do you do?" or "Good afternoon" or "Good evening." They should move slowly, shaking hands and greeting each member of the receiving line. It is important for

guests to move immediately from the end of the receiving line to the refreshment area, to make room for the others following them.

DRESS

Usually the host determines which uniform the officer shall wear. The spouse's attire is determined by the formality of the occasion.

INVITATIONS

In Civil Air Patrol, semi-engraved invitations are usually reserved for "invitations only" functions such as a Commander's Social or VIP Cocktail Party.

A telephone invitation may be used for informal social functions, particularly to invite members of the command. When this process is used, a "To Remind card" should be sent upon acceptance. The "To Remind" is simply the semi-engraved invitation with the words "To Remind" written in the lower left-hand corner.

There are certain occasions when the recipient of an invitation should be afforded more information than the semi-engraved card contains. Except for formal occasions, a personal letter of invitation signed by the Commander is appropriate. The letter should specify the function such as General Assembly, Cocktail Hour, Banquet, etc.

All invitations, regardless of form, should be extended two weeks or longer in advance to permit the guest ample time to arrange his/her personal calendar. Also, it affords the protocol officer time to react to declination, if necessary. Conversely, invitations must not be extended so far in advance that the guest is unable to determine whether the schedule will permit attendance. Normally, three weeks is the earliest an invitation should be received, and the latest should be ten days.

SEATING

For official dinners, the protocol officer determines the seating arrangements for the Head Table and other VIP Tables. Prepare a seating chart and coordinate the chart with the host. (This task may also be performed by the Plans and Programs Officer so

that the protocol officer may attend to other matters.) The chart, a diagram of the tables showing location of tables and each guest's seat, is usually displayed in the cocktail lounge so guests may easily refer to it. The head table arrangements will indicate individual guest seating. Other tables will be designated for National Staff, Region Staff, etc. All tables reserved for the general membership will be determined by activity staff personnel.

Just prior to dinner, the head table, host and guests will line up outside the banquet hall in appropriate sequence and march to their seats at the direction of the protocol officer/aide who will call the room to attention. This method of bringing in the head table may also be used at the general assembly.

The first ranking guest will be seated to the right of the host, the second ranking guest to the left of the host, the third ranking guest to the right of the first ranking guest, etc. It is best to limit the number of people at the head table to no more than twelve. Alternate male-female whenever possible.

Other distinguished guests and spouses and/or friends of head table guests should be seated at tables immediately in front of and near the middle of the head table. These people should be escorted to their seats by the activity staff personnel.

NAME TAGS

Name tags are recommended at large official functions to facilitate introductions and conversation. Name tags also serve as an invaluable aid to the protocol officer, since unissued tags identify guests who have not arrived.

If inquiry reveals these guests will not attend, the protocol officer can take action early to rearrange seating. To eliminate empty spaces at the tables, place cards should be placed at the **Head and VIP tables only.**

DININGIN AND DINING-OUT

The Dining-In and Dining-Out represent the most formal aspects of the Civil Air Patrol social life. The **Dining-In** is a formal dinner solely for the officers of a Wing, Unit or other organization. The **Dining-Out** is a relatively new custom which includes spouses and guests. This form is commonly used in Civil Air Patrol.

PURPOSE

The purpose of the Dining-In is to bring together members of a unit in an atmosphere of camaraderie, good fellowship, and social rapport. The basic idea is to enjoy yourself and the company of other unit personnel. This evening event is also an excellent means of saying farewell to those departing and welcome to the newly arrived. Further, the Dining-In provides an opportunity to recognize individuals and unit achievements. The Dining-In, therefore is very effective in building high morale and esprit de corps.

DRESS

The dress must be stated in the invitation. It usually is the Mess Dress for officers and long dress or evening clothes for female guests when attending a Dining-Out. Male guests should wear appropriate black tie dinner attire. At a Civil Air Patrol function, if cadets participate, they may wear a semi-formal uniform of Blue Service Dress without name tags, white shirt, and black bow tie. This is **not author! for Senior Members.** Senior

members who do not have a mess dress uniform will wear the Blazer Combination with white shirt and black bow tie, or a tuxedo or business suit at the discretion of the host.

PLANNING

Start early. Two or three months should be considered a safe time to start. Set a firm date, location and general action plan. It is a good idea to appoint a planning committee. If the Dining-In is to be held on a military installation, make arrangements with the officers' club for room, date, and menu. Make the same arrangements with motel/hotel, restaurant or convention facilities if held off-base. The menu usually consists of four or five courses, with Prime Rib of Beef and Yorkshire Pudding traditional, but not necessary. Two weeks to a month before the time for the dinner, send out invitations to the guests who are not members of the mess. The semi-engraved card is often used for the invitation or they maybe hand-written or printed. Since this is a formal occasion, formal wording is used.

SEATING

At a Dining-In, the guest of honor sits to the right of the "President" at the head table with the next ranking guest to the president's left. Other guests are seated throughout the mess.

The members of the mess are seated according to seniority, with Mr./Mrs. Vice being seated alone at the opposite end of the room. At a Dining-Out, the guest of honor's spouse is seated to the right of the president, and the second ranking woman to his left. The presidents' spouse is seated to the right of the guest of honor.

CONDUCT AND COURTESIES

In an atmosphere of good cheer, each individual is encouraged to enjoy himself/herself to the fullest; however, as in all group gatherings, moderation is the keynote to enjoyment. All members are encouraged to pay his/her respects to the guest of honor and to meet as many guests as time permits without monopolizing the time of any one guest.

PRINCIPAL OFFICIALS

PRESIDENT: This person is the central figure of the Dining-In. The president is charged with responsibility for setting the date and place of the event, introducing the principal speaker and honored guests, proposing the first toast, ensuring the rules of protocol are observed and closing the ceremony.

MR. VICE/MADAM VICE: Usually this person is the most junior officer in the host organization (as recorded on the latest officer roster), or he/she may be selected for his or her wit and speaking ability. He/She assists the president by performing duties prescribed by the president. Members must be prepared to follow instructions given by either the president or Mr. Vice/Madam Vice. This official starts the cocktail party by opening the lounge, sounds the dinner chimes to summon the members and guests into the dining room, keeps the party moving and is the last person to leave.

GUEST SPEAKER: The guest speaker's presentation is the highlight of the evening. By custom, the speaker should be distinguished as a CAP official, military officer, or official of the government. The speaker should be contacted well in advance

and advised of the nature of the evening. Arrangements should be made for him/her as protocol and custom dictate.

CEREMONIES: Members participate in three ceremonies of notable importance:

PRESENTATION OF FLAGS. Flags are normally presented at the beginning of the Dining-In. When the President raps the gavel three times to call the mess to order, the color guard enters and comes to "Present Arms." If desired, a bugler, may sound "To the Colors," or the National Anthem may be played. The color guard then places the flags in their stands and departs. If the ceremony is not observed, the Colors are positioned before the members enter the dining room.

WINE POURING CEREMONY. If the wine pouring ceremony is observed, all members are seated after the invocation. Wine decanters are passed from hand to hand until all glasses are filled never letting the decanter touch the table. When a decanter is empty, the officer holding the decanter hands it to a steward (waiter) and receives a full one. After the initial toast, wine decanters may be placed on the table for subsequent toasts. (This Ceremony is generally too time consuming for a Dining-In of large groups; therefore, wine may be poured prior to convening the mess and decanters placed on the tables).

TOASTING: The custom of toasting is universal. It is believed this custom came into wide acceptance after the effects of poisons were discovered. When two persons, who might be antagonists, drank from the same source at the same time and suffered no ill effects, a degree of mutual trust or rapport was established. With this foundation laid, discussions could continue on a more cordial basis. Today, toasting is a simple courtesy to the person honored. It is not necessary to drain the glass at the completion of each toast or even to sip the wine; a mere touch of the glass to the lips satisfies the ceremonial requirements. Water is an acceptable alternative to wine; as a toast. In our modern day Civil Air Patrol, glasses are definitely not smashed against the fireplace, and drinking is done in moderation.

Toasts should be proposed in sequence and at intervals during the evening program. The president proposes the first toast, Mr. Vice/Madam Vice proposes all other prepared toasts. Officers stand to toast, but guests remain seated to drink the toast unless it is considered a standing ovation. If still in doubt, the guests should take their cue from the president's spouse. The following is recommended:

1. After the invocation, "To the Colors," "To the President of the United States," "To the United States Air Force," "To the Civil Air Patrol." See "Figure A" at the end of this chapter for appropriate responses.
2. After welcoming remarks: the president introduces the head table, and Mr/Madam Vice proposes a toast "To our honored guests," response, "Here, Here."
3. After recognition or awards: as appropriate.
4. After speeches by the Guest of Honor: Mr/Madam Vice proposes a toast, "To our Guest of Honor." Response, "Here, Here."
5. Normally, toasts should be planned and approved in

advance by the president. In order to avoid confusion, the toasts and responses should be printed in the Dining-In booklet placed at the tables. However, if a member does desire to propose a toast, he/she should stand saying "Mr. President, I propose a Toast." Upon being recognized by the president, the member states, "I propose a toast to _____" The president then raises a glass, a signal to members to stand and repeat the toast: "To _____" with a response "**Here, Here.**"

RULES OF PROTOCOL

The following are basic rules of protocol for a Dining-In:

1. Punctuality is mandatory. Each member should arrive at the bar not later than 10 minutes after the opening time to meet the guests before dinner. At the scheduled time or when the chimes sound for dinner, the members enter the dining room and stand at attention behind their chair at their appointed place at the banquet table. Drinks are not carried to the dining room.

2. The guests and the president are the last to enter the dining room. The president formally calls the mess to order and continues according to the agenda. The president's welcoming remarks set the tone for the formal part of the agenda. Following a recess, the president introduces the guest of honor.

3. **SMOKING.** From the time you enter the dining room until the "Smoking lamp" is lit by the president, smoking is not permitted. The president usually lights the smoking lamp after most members have finished the main course. This may or not pertain today considering the number of locations banning smoking in buildings.

4. If there is to be an informal portion of the Dining-In, such as some form of entertainment, there should be a distinct break between the formal and informal activities. This can be readily accomplished by having the mess adjourn to the bar following the president's closing remarks. The dining room can then be cleared for the informal activity.

5. Each time the mess is adjourned or reassembled, the members stand until the persons at the head table have left the room or have been seated.

6. Use of the Gavel. The president gains attention by rapping the gavel **one time** which signifies complete silence. Two raps of the gavel signify a recess or the end of the Dining-In.

7. Once the mess is open, members are not to leave the table or return without permission.

8. After the mess is adjourned, members remain at the Dining-In until the president of the mess and the guest of honor have left. If there is a delay in their leaving, the president may allow members to leave. Some unobtrusive signal, such as having the unit flag cased, is an appropriate means of notifying the members the Dining-In is over. Mr/Madam Vice is the last member to leave the Dining-In.

AWARDS

If awards and unit achievements are presented, an appropriate ceremony needs to be arranged. The ceremony takes place during the formal portion. A convenient time, is immediately preceding the guest of honor's speech. Under no circumstances should any ceremony follow directly after the speech.

SAMPLE DINING-IN AGENDA

Attachment 6 to this chapter provides a sample agenda to help you understand the basic flow of events.

CONCLUSION

Whether attending or organizing a Dining-In, knowledge of the preceding information will be valuable to you. While a Dining-In is a formal dinner for members of a unit and selected guests, a

Dining-Out on the other hand, is a formal dinner attended by spouses and guests of unit members. Attachment 7 is a protocol function checklist which should also prove helpful

CHAPTER 7

HONORS ACCORDED DISTINGUISHED VISITORS (DV)

HONORS ACCORDED DISTINGUISHED VISITORS

Many and varied are the distinguished visitors (DVs) we might have at Civil Air Patrol functions. They may be military or civilian, foreign or domestic, therefore, the honors accorded may also vary.

The Host Commander may delegate the local arrangements for DVs to the Protocol Officer or to the activity Project Officer, or may choose to personally handle the arrangements.

The intent of honors is to render a mark of courtesy to a DV. Honors will be accorded only to a DV and not to a personal representative. If the DV is the head of a committee or delegation, only he/she will be accorded honors.

PROTOCOL RESPONSIBILITIES

1. The Protocol Officer should maintain a file of biographical sketches of the top echelons of CAP and CAP-USAF personnel such as:

- a. National Commander
- b. CAP-USAF Commander
- c. National Vice Commander
- d. National Chief-of-Staff
- e. National Administrator

This biographical information is available through the National Public Affairs Director. When it is known that other civilian, military, foreign or domestic DVs will play a major part in a CAP activity, a biographical sketch of the DV should be requested from that person's office.

The purpose of having this biographical information is that when the DV is a principal speaker at a CAP activity, the biographical information is presented to the audience to acquaint them with the DV's accomplishments.

2. Develop a checklist for the DV's visit to include:
 - a. Name and title of visitor(s).
 - b. Mode of travel.
 - c. Arrival time.
 - d. Length of visit.
 - e. Date and time for departure.
 - f. Arrangements for quarters.
3. Coordinate with the Commander on the composition of the official greeting party meeting the distinguished visitor,
 - a. Notify individual(s) selected.
 - b. Keep them informed of the time and place of arrival of the DV.
 - c. Ensure dignitaries (especially foreign visitors) are met and bade farewell by officers of equal rank if possible. As a general rule, this requires that a General Officer be present at the arrival and departure of a General Officer on an official visit.
4. Note: If arrival on departure of DV or if function

takes place on a military installation, coordinate with host military protocol office. Notify the Public Affairs Officer so news media and photographic coverage can be arranged as appropriate.

5. Contact Hotel to reserve appropriate accommodations for the visitor.

- a. Be sure rooms are in excellent condition including heat, air conditioning, telephone, television, lights, drains (i.e., everything). Inspect rooms yourself.

- b. Coordinate with your Commander and inform him/her of arrangements.

6. Coordinate with the Transportation Officer to schedule transportation.

- a. Ensure all drivers are briefed regarding their schedules.

- b. Provide drivers with specific directions in case they become separated from the other cars in the group.

- c. Dry run the desired route in advance of the arrival party.

- d. Always have an alternate plan in mind in case the primary route becomes unavailable.

7. As appropriate, arrange for honor guard formations, guards, and security police escorts.

UPON ARRIVAL BY AUTOMOBILE

The driver of the lead vehicle should adjust his/her speed to ensure the visitor arrives at the designated area as close as possible to the scheduled arrival time, consistent with safety. After being properly received, the visitor is escorted to his/her quarters to freshen up or taken directly to the activity.

If possible, a Cadet or Senior honor guard might be used to greet the dignitary upon arrival at the activity. If this is done, the dignitary's driver should advise the honor guard commander by radio as to the estimated time of arrival.

VISITORS TRAVELING BY COMMERCIAL AIR

Normally, no formal greeting ceremonies are scheduled at the airport. The protocol officer adapts the plan to the circumstances of the DV's arrival. Usually, an officer of appropriate rank and/or position is designated to meet the visitor at the airport and provide escort to the activity.

PLACE OF HONOR

Traditionally, the right side has been considered the place of honor. Therefore, the person junior in rank always walks, rides and sits to the left of the senior. It is the junior's responsibility to know his/her place and to maneuver into it with as little attention as possible. As a general rule, seniors enter an aircraft, automobile, or boat last and leave first. This procedure may be reversed in entering a car at a left-hand curb. In such cases, the senior may enter first, precluding the senior stumbling over the

junior seated to the left. Since seniors are always accorded the best seats, when three persons are in the back seat, the junior is seated in the middle, with the most senior on the right. In full cars, the junior sits in front, and seniors in back. In boats, a junior sits forward and a senior sits aft. When flying with a senior who is pilot, you should be aboard in your designated position early.

ESCORT OFFICERS

If sufficient personnel are available, an escort officer may be assigned to each DV for the duration of his/her visit. The escort officer accompanies the visitor throughout the visit, except when circumstances indicate otherwise. Officers of all grades, Lieutenant through Colonel, may be selected as escorts. An escort officer is the official representative of the Commander and is expected to reflect the hospitality of Civil Air Patrol. The escort officer extends every courtesy, official and social to make the visitor feel welcome. When the visiting party includes spouses, the spouse of the escort officer is often requested to act as escort for the DV's spouse. Escort officers and their spouses should contact the Protocol Officer for guidance and assistance considered necessary.

PROCEDURES TO BE OBSERVED BY THE ESCORT OFFICER ARE:

1. Prior to the arrival of DV:
 - a. The Protocol Officer briefs the escort officer (and the spouse if acting as escort) on the various phases of the itinerary pertaining to the individual who is to be escorted.
 - b. The escort officer pre-registers the guest at the hotel and obtains keys to the guest's room. The Protocol Officer checks the quarters for readiness and reports any discrepancies to the hotel staff for immediate correction.
2. Upon arrival and during visit:
 - a. The escort meets the DV, introduces himself/ herself and offers assistance for the period of the visit. If the commander is not a member of the greeting party, the senior escort officer extends the commander's greetings and best wishes. Upon completion of greetings, the escort accompanies the visitor to the next scheduled activity or to quarters. If the

visitor is not going directly to his/her quarters, the escort officer will make arrangements to have the visitor's luggage taken to the visitor's quarters. After escorting visitors to their quarters, the escort departs unless circumstances indicate otherwise. Escorts must be sure to brief the visitor on scheduled activities and other social obligations, as appropriate.

b. If the DV's spouse is attending, the escort's spouse should go over the itinerary with the visiting spouse. The escort should inform the visiting spouse of any special activities taking place in the vicinity which might be of interest. The escort should also offer to accompany the visitor on shopping or sightseeing tours, and make other arrangements the guest may desire. If assistance is needed in making arrangements, the Protocol Officer is the point of contact.

c. If the escort officer is invited to a social function in connection with escort duties, the escort reminds the visitor of the time, place, and type of dress for the occasion, and escorts the visitor to the function. Timeliness is important. If the visitor is delayed in meeting a commitment, the escort officer informs the host of the delay. At any official social function, the escort ensures that the visitor meets other dignitaries present. When the visiting dignitary is engaged with other dignitaries, the escort officer should excuse himself/herself gracefully, but remain visible in the near vicinity. (An escort spouse follows similar procedures in assisting a visiting spouse.)

3. Upon and after the visitor's departure:

a. Shortly before the visitor is to depart, the escort officer should contact the hotel front desk to obtain the visitor's bill, (if the visitor is a paying guest) and present the bill to the visitor or the appropriate member of the visitor's party for payment. If the visitor is a non-paying guest, no action is required by the escort officer as charges are usually handled by the host commander.

b. After the visitor has departed, the escort officer briefs the Protocol Officer on any problems encountered during the visit and makes recommendations to improve procedures.

CHAPTER 8

PARTICIPATION IN FUNERAL CEREMONIES FOR DECEASED CIVIL AIR PATROL MEMBERS

CIVIL AIR PATROL POLICY

Because of our close association as Civil Air Patrol members, we are always deeply saddened when one of our members passes away. Naturally, we deem it an honor and a privilege to be able to pay our last respects to a lost associate. Of course, the wishes of the next of kin regarding the extent of CAP participation is paramount. With the exceptions of paying last respects during visiting hours and attending church and graveside services, Civil Air Patrol personnel will not participate in any services unless specifically requested by the next of kin.

GENERAL CONSIDERATIONS

Before examining the different types of funeral ceremonies, consider what should be done upon notification of the death of a unit member.

1. Upon notification, the unit commander or the unit chaplain should contact the immediate next of kin, **first** to offer condolences and **second** to determine if the family desires CAP to take part in the funeral services.

2. If the next of kin desires CAP participation, determine the type of services to be conducted and the extent of CAP participation.

3. A Senior Member in the grade of major or above should be assigned to head the CAP contingent as Officer In Charge (OIC). The OIC should then coordinate all CAP participation through the next of kin, a funeral director, or both.

Based on this information, the OIC will determine the personnel needed and put a team together, briefing the team, as a group as to what is expected of them.

4. If the deceased is a cadet, then cadets may participate at the discretion of the Commander, but under the guidance of a Senior Member OIC.

5. If the deceased is a veteran, determine from next of kin or the funeral director, if there will be any local veterans organizations or military units participating.

TYPE OF FUNERAL CEREMONIES

FUNERAL WITH CHAPEL SERVICES

This ceremony is provided when all required persons and equipment are available and when desired by the next of kin. In most cases, the funeral director will be knowledgeable about the specific protocol to be followed.

FUNERAL WITHOUT CHAPEL SERVICES

For this service, the procession usually forms at, or near, the entrance to the cemetery. The funeral director supervises the transfer of the casket from the hearse or makes arrangements for the hearse to be a part of the procession. While the casket is being transferred, the escort is brought to present arms and the honorary pallbearers uncover or salute as appropriate. The funeral procession then forms and proceeds as prescribed below.

GRAVE SITE SERVICES

CAP representatives (chaplain, if a part of the unit, and pallbearers) participating in the service are in position before the arrival of the casket. Again, there are specific steps to be followed which will be supervised by the funeral director.

MEMORIAL SERVICES

Services are held in a chapel without the remains present. This type of ceremony is usually performed when the funeral service is held elsewhere.

ITEMS OF INTEREST

FIRING PARTY

Civil Air Patrol does not bear arms except as a part of the color guard. If the deceased is an honorably discharged veteran and the next of kin desires a firing party as part of the grave site services, local veterans' organizations or military bases may be contacted. This is usually done by the funeral director.

THE FLAG

If the deceased member is an honorably discharged veteran, the flag is provided by the Department of Veterans Affairs, Washington, D.C. and may be procured from the nearest Post Office. Postmasters require proof of an honorable discharge before issuing the flag for use at funeral ceremonies. Generally, a funeral director will take care of this arrangement for the family of the deceased.

The flag is folded immediately after the sounding of "Taps." The pallbearers hold the flag at the pall over the grave and fold the flag in the accustomed manner. The senior pallbearer hands the flag to the chaplain or officer in charge, who in turn presents it to the next of kin or a representative of the family.

CONCLUSION

A funeral is a sad occasion and it is important that the wishes of the next of kin be honored. Civil Air Patrol personnel may, of course, attend church and grave site funeral services of a fellow CAP member, in or out of uniform. Under no circumstances, will a CAP member participate in the funeral ceremonies unless specifically requested.

CHECKLISTS FOR AWARD CEREMONY

A PRE-CEREMONY CHECKLIST

1. What is the ceremony and what award/promotion will be given? Who will assist in the presentation? Are appropriate rank insignia available? Do clips for medals have to be obtained to make pin-on easier? Have all medal/awards/ certificates/plaques arrived with correct engraving or signatures? All presentation elements should be available three days before the ceremony. Will items be kept by recipient or returned?

2. Who is to be honored and are they available (awardee, promotee; retiree, incoming Commander)?

3. Select participants to be in the ceremony? Will, they be available to participate?

4. Confirm time and date. Reserve room large enough for estimated guests and attendees.

5. Personnel who should attend-key staff members, family, unit members, friends, relatives, others? Notify by letter, follow-up by phone call. Will additional VIPs be invited? Are visitors expected from wing, region or national levels?

6. Schedule a photographer. (Encourage family/friends to bring cameras.)

7. Refreshments maybe served. Select project officer to be in charge. (In some instances, other individuals or the honorees offer to provide refreshments-optional, of course.) Who pays? Who handles cleanup? Consider food, beverage, utensils, tablecloths, napkins, servers, etc.

8. Obtain a short biographical sketch of the honoree. Should include name, rank, duty title, job description, short personal history, career highlights, ultimate achievements, future plans, names of family members who will attend--one or two pages.

9. Select type of format to be followed (conference room, office, auditorium, roast/toast, luncheon, special presentation, etc.)? Where will ceremony take place? How should the room be arranged-theater seating, tables, chairs, flags, microphone, sound system, lighted lectern?

10. Will any special items also be presented. (i.e. pen and pencil sets, paperweights, models, etc?) Who will assist in the presentation? Have they been briefed?

11. Select the narrator (master/mistress of ceremonies).

12. Commander should provide the narrator with copies of all write-ups, letters, citations, etc. Names and units should be written out phonetically so that the narrator can pronounce them correctly.

13. Inform honoree, presenter, and narrator of the uniform combination to be worn.

14. Prepare sketch of ceremony. Determine special seating arrangements, if needed. Prepare agenda (see sample). Get copies to honoree, presenter, narrator, and others as necessary. Brief principals on ceremony details. If needed, prepare a narrative package (award, biographical sketch, agenda, etc.)

15. If appropriate, invite local media, send a news release with ceremony details, and provide point of contact for further details. Have the public affairs officer draft a local story.

B. DAY OF CEREMONY CHECKLIST

1. Make sure ceremony area is clean. Ensure chairs, flags, tables, name tags are arranged properly and according to plan. Set up refreshments, coordinate with hosts or hostesses. Have honoree's and presenter's places been marked with tape on the floor at appropriate ceremony area?

2. Walk/talk through ceremony with commander/honoree/ narrator and others. (Also with family members, if participating.) Have any ranks changed that are not on award recipient paperwork that must be covered by MC during reading of documents.

3. Walk through with photographer-on photo opportunities - suggest types of photos-point out VIPs. Brief media representatives on agenda and story ideas. (Public Affairs can assist.)

4. Be sure narrator has all material needed.
5. Be sure award assistant has all award/items.
6. Establish procedures for congratulations (receiving line) by audience after ceremony.

C. ACTUAL CEREMONY CHECKLIST (see separate sample agendas).

1. At appointed hour, narrator or designee calls room to attention, asks audience to stand, for arrival of commander. Give a brief biographical sketch of honoree. (Presenter/Commander may prefer to do this without notes.) Family and guests recognized.
2. Honoree called to front of audience-reports to presenter.
3. When honoree is properly positioned, presenter asks narrator to read citation, letters, as required.
4. Assistant provides award/promotion/retirement elements to presenter who pins on or hands to recipient. Photos follow (Have persons stand close together, avoid "Grip and Grin," face each other, have them pose for the best possible picture with emphasis on recipient.)
 5. Allow honoree a few personal comments, (Then call family forward for additional photos).
 6. Continue with additional agenda items, as necessary.
7. Presenter concludes the ceremony and invites all to stay for refreshments (if pertinent) after they have offered congratulations to honoree.
8. Return presentation area to normal after ceremony.
9. Follow-up should be done by public affairs for the local media story/coverage. Prepare notice to the Civil Air Patrol News, or other media as necessary.
10. Learn from problems encountered. Keep a record. Prepare for the next ceremony.

AWARDS CEREMONY SAMPLE AGENDA**UNIT XXXX**

Award Ceremony for _____

Time, Day, Date

Place

Uniform for principals and attendees

Time - Guests arrive. Narrator provides overview to audience and any announcements as needed.

- Brief the recipient on who the presenter will be.

Time - Audience asked to stand or called to attention. Presenter arrives-welcome. Audience seated. VIPs introduced. Comments about award and biographical sketch of award recipient. (Family recognized.) Recipient called forward. (Audience asked to stand for awards which are directed by special orders.)

- Narrator asked to read citation/letter/etc.
- Presenter pins or clips on medal, hands plaque, etc. at end of reading. (Assistant hands award items to presenter.) Photos taken. Sequence repeats for ceremonies with several awardees in order of award precedence-highest to lowest.
- Ceremony concludes-congratulations given in short receiving line-refreshments served, if available.
- Items kept by recipient or returned, as required.

PROMOTION CEREMONY SAMPLE AGENDA**UNIT XXXX**

Promotion Ceremony for _____

Time, Day, Date

Place

Uniform for principals and attendees

Time - Guests arrive. Narrator provides overview to audience and any announcements as needed.

Time - Audience asked to stand or called to attention.

Commander or presenter arrives and gives welcome. Audience seated. VIPs introduced. Comments about promotion ceremonies. Promotee called forward. Brief comments on promotee's career/service given and then call forward the person to assist in placement of new rank. New rank pinned on, placed on epaulets, etc. Photo. Promotee's comments.

- Ceremony concludes-Congratulations (receiving fine) refreshments, if available.

RETIREMENT CEREMONY SAMPLE AGENDA

UNIT XXXXX

Retirement Ceremony _____

Time, Day, Date

Place

Uniform for principals and attendees

Time - Guests arrive. Narrator provides overview to audience and announcement as needed.

Time - Audience called to attention or asked to stand for arrival of presenter. Audience seated. Remarks on ceremony purpose and brief biographical/career sketch of retiree. Retiree called forward.

- If medal is presented, audience asked to stand as person to be retired is presented the medal. Narrator reads orders/citation: Medal pinned or clipped on. Photo taken. Audience may be seated.
- Presentation of retirement certificate or orders. Photo.
- Additional plaques, certificates, etc.
- Retiree's comments.
- (If presentation to spouse, spouse called forward. Certificate, letter or plaque presented. Spouse comments, if so desired. Photo.)
- Ceremony concludes-congratulations (receiving line)-refreshments.

**CHANGE OF COMMAND SAMPLE AGENDA
(SAMPLE A)**

(Incoming Commander, Outgoing Commander, Senior Official, Region CC, Past Commander-Senior Official, Flag Bearer)

Master or Mistress of Ceremonies (MC)

The following will be the time-honored ceremony designed to mark the moment where the responsibility of command is passed to the Incoming Commander.

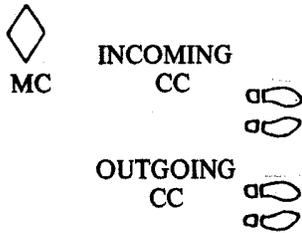
Note: If promotion is required for assumption of Command, a short promotion ceremony precedes the actual Change of Command Ceremony. (Consider use of both outgoing and incoming cadet commander when they are being changed concurrent with change of commander. Suggest the outgoing cadet commander present the flag to outgoing commander who will pass flag to new commander, and in turn give to the new cadet commander.)

MC

Ladies and Gentlemen—Please rise

(Incoming Commander, Outgoing Commander, Senior Official, and Flag Bearer take positions. Senior Official may make remarks before taking his/her position.)

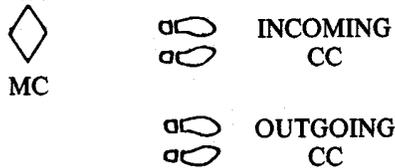
AUDIENCE



Outgoing Commander

“Sir (or Ma’am), I relinquish command,” (Salute, take flag from flag bearer and give to Senior Official.) Outgoing Commander takes two steps back.

AUDIENCE



Incoming Commander

(Steps sideways to the right and positions in front of Senior Official.)

“Sir (or Ma’am), I accept Command”

(Takes flag from Region Senior Official. Incoming Commander passes flag to flag bearer.)



OUTGOING
CC 

 INCOMING
CC

AUDIENCE

 SENIOR OFFICIAL

 FLAG

Senior Official

"Officers Front"

AUDIENCE



OUTGOING
CC 

 INCOMING
CC

 SENIOR OFFICIAL

 FLAG

Note: It is appropriate for Senior Official to make remarks, if not made earlier, as well as remarks from Outgoing or Incoming Commander.)

MC

"Ladies and Gentlemen—This concludes the ceremony. Please join in the receiving line and reception."

**CHANGE OF COMMAND SAMPLE AGENDA
(SAMPLE B)**

(Incoming Commander, Outgoing Commander, Flag bearer.)

Master or Mistress of Ceremonies (MC)

The following will be the time-honored ceremony designed to mark the moment where the responsibility of command is passed to the Incoming Commander.

Note: If promotion is required prior to assumption of command, a short promotion ceremony should precede the actual Change of Command ceremony. (See comment of using cadet commanders on attachment 4, Sample A.)

MC

“Ladies and Gentlemen—please rise.”

Incoming Commander, Outgoing Commander and Flag Bearer take positions. Outgoing Commander may make remarks before taking his/her position.



MC

AUDIENCE



Outgoing Commander

“Sir (or Ma’am) I relinquish Command.” (take flag from Flag Bearer)

Incoming Commander

“Sir (or Ma’am) I accept Command.” (salute, takes flag from Outgoing Commander and passes flag to Flag Bearer) Officers Post.

Incoming Commander faces left. Outgoing Commander takes three left steps, halts, proceeds behind and to the left of the Incoming Commander, halts, faces right and goes forward, and halts to the immediate left of the Incoming Commander.

AUDIENCE



MC



INCOMING CC



Flag
BEARER

MC

(Optional: Remarks by Incoming Commander.)

MC

“Ladies and Gentlemen—This concludes the ceremony. Please join in the receiving line and reception.”

SAMPLE LETTER OF INVITATION

Dear Colonel

You are cordially invited to be our guest at our Annual Wing Conference to be held at the Great Westover Hotel, 235 Adams Street, East Montaugue, New York, on the 16th and 17th of June 19XX.

There will be a general assembly starting at 0900 on the 16th that we would like you to attend. The uniform for this and other activities will be the Service Dress Uniform.

Our Social Hour will be held at 1800 on Saturday evening preceding the banquet at 1900. Mess dress or appropriate civilian attire is permitted.

We hope your schedule will permit you to be with us.

Sincerely

JOSEPH H. TWEED
Colonel, CAP
Commander

SAMPLE DINING-IN AGENDA

- 1900 Lounge opens.
- 1945 Lounge closes. Mr/Madam Vice sounds the dinner chimes. Members and guests proceed to the dining room and stand behind their chairs. The smoking lamp is out.
- 2000 The President calls the mess to order. The Color Guard posts the colors, the National Anthem is played, and the invocation is given.
- 2005 **President:** "Ladies and Gentlemen, I propose a toast to the Colors"
Response: "To the Colors."
- President:** "To the President of the United States." **Response:** "To the President."
- Mr/Madam Vice:** "Mr. President, I propose a toast to the United States Air Force."
Response: "To the United States Air Force."
- Mr/Madam Vice:** "Mr. President, I propose a toast to the Civil Air Patrol." **Response:** "To the Civil Air Patrol."
- Mr/Madam Vice:** "Mr. President, I propose a toast to the Executive Director of Civil Air Patrol."
Response: "To the Executive Director."
- 2010 The President seats the mess, makes welcoming remarks, and introduces the guests.
- 2020 **Mr/Madam Vice:** Mr. President, I propose a toast to our guests. (Members stand; guests remain seated.)
Response: "Here, Here."
- 2021 President invites members of the mess to be seated. Dinner is served.
- 2050 If desired, smoking lamp is lit when directed by the President.
- 2100 President announces recess. (Members stand quietly while head table departs.)
- 2120 Mr/Madam Vice sounds the chime. Members extinguish smoking materials, return to the dining room and remain standing until seated by the President.
- 2125 Coffee and tea are served. Smoking lamp is lit at the discretion of the President.
- 2130 Entertainment - appropriate music.
- 2205 President introduces Guest Speaker.
- 2210 Guest Speaker addresses members and guests. Following the address, **Mr/Madam Vice:** "Mr. President, I propose a toast to our distinguished speaker."
Response: "Here, Here."
- 2230 Closing remarks by the President. Presentation to the Guest Speaker. Colors are cased. The mess adjourns and the lounge opens.

PROTOCOL FUNCTION CHECKLIST

Date: _____ Guests) of Honor: _____

Time: _____ Host: _____

Function: _____ Project Officer: _____ / Phone Place: _____

() Announcement board: _____

() Bar Time: _____ Type of Bar: _____

Food Time: _____

() Sufficient Bartenders and Bars

(depending on the occasion): _____

() Billing: _____

() Candelabras: _____

() Color Scheme and Linen Colors: _____

() Decorations: _____

() Door Openers: _____

() Easel: _____

() Escorts: _____

() Flags: _____

() Flowers: _____

() Guest Book: _____

() Invitations to Guests: _____

() Menu: _____

() Microphone & Podium: _____

() Band/Music Selection: _____

() Name Tags: _____

() Napkins: _____

() Number of Attendees: _____

Estimate: _____ Final: _____

() Parking Arrangements: _____

() Gift for Guest speaker (if appropriate): _____

() Photographer: _____

() Place Cards: _____

() Receiving Line: _____

() Room: _____

() Seating Charts: _____

() Table Set-up: _____

() Transportation: _____

Remarks:

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