

# CURRICULUM ON MILITARY SUBJECTS

## Strand 1: Military Courtesy

### Level 11

This Strand is composed of the following components:

- A. Daily Cadet Courtesies
- B. Courtesy to Impress
- C. **Special Event Courtesies**

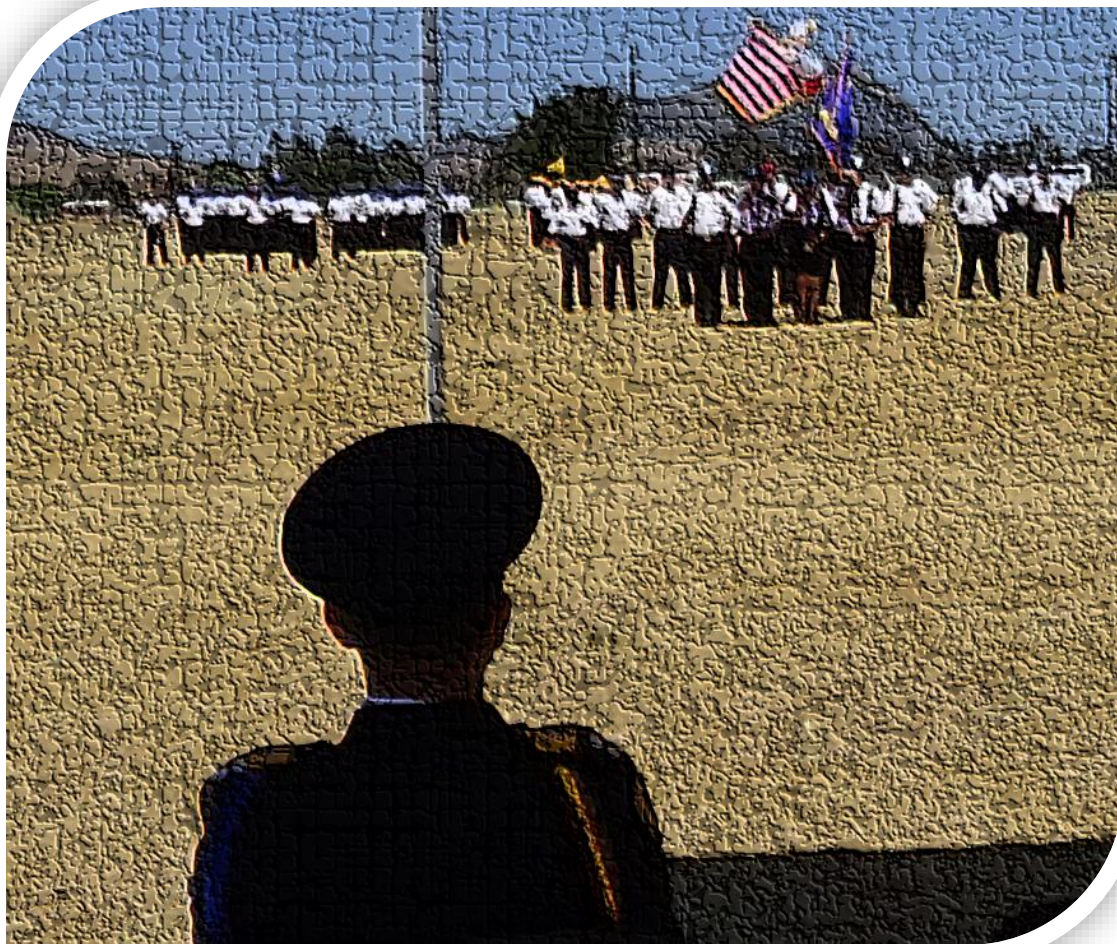


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**C. SPECIAL EVENT COURTESIES****DESIRED OUTCOME 3 (Leadership) / PRACTICUM 3**

*Cadet leaders will plan and execute a Military-style Dining In, Ball, or Funeral Honors to include instructing junior Cadets on how to act courteously at the event.*

1. Differentiate between the Dining In, Dining Out, and Military Ball.
2. Describe the planning requirements for a Unit Dining In/Out/Ball.
  - a. Describe the subcomponents of a Dining In or Dining Out.
  - b. Identify the functions of the Officers of the Mess.
  - c. Identify what a typical Dining In program (sequence of events) looks like.
  - d. Construct an Invitation to a Dining In given the relevant information.
  - e. Plan a menu, table settings, and seating arrangements for a Dining In.
3. Explain how to conduct Unit Dining In/Out/Ball.
  - a. Summarize a Receiving Line process and protocol.
  - b. Describe how to Post and Retire Colors at the event.
  - c. Describe how to conduct a Fallen comrades / Missing man table.
  - d. Understand and follow rules of the mess.
  - e. Properly introduce a VIP Speaker at a Cadet function.
  - f. Properly propose a toast. List the proper responses to toasts at a Cadet function.
4. Identify the funeral honors that may be included in a military funeral.
5. Describe the courtesies given during Taps.
6. Identify ways CACC Cadets can contribute to honor the fallen at National Cemeteries.

**Videos**

-Unit Dining In:

<https://www.youtube.com/watch?v=p-oLYm0aDgo&sns=em>

-History of the 21-gun salute, US Army News, 1:01 minutes:

<http://www.aol.com/video/view/a-brief-history-of-the-21-gun-salute/574a1f3ce4b047119a17e31d/>

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### C1. The Military Dining In and Dining Out: Introduction

The Dining In is a formal dinner function for members of a military organization or unit. It provides an occasion for members of a unit to gather together in an atmosphere of camaraderie, good fellowship, fun, and social rapport. It is important to emphasize that a Dining In celebrates the unique bond or cohesion that has held military units together in battle, rather than just another mandatory social function.

The custom of the “Dining In” can be traced to an old Viking tradition of celebrating their victorious battles and collective feats of heroism with a formal feasting ceremony. It is believed that this tradition later spread to England – possibly carried there with the Norman invasions. The tradition was further passed with the establishment of the Officer’s Mess in British military units. World Wars I and II brought the American and British military close together and exposed U. S. officers to this ancient tradition of the Dining In. Quickly seeing its benefits for the units, we adopted it as our own, and today cadets, officers, and noncommissioned officers in the American Army regularly hold Dining Ins.

The Dining Out is similar to a Dining In. The major difference is that guests are welcome at a Dining Out, whereas the participants in a Dining In are unit members only. Many of the components of the Dining Out are identical to the Dining In, but the atmosphere is more proper, with fewer activities involving sophomoric humor or hazing that are common during a Dining In.

A Military Ball is a formal cadet event, but doesn’t have the same traditions you find in the Dining In/Out. It’s more like a school dance. It may include a dinner, posting of the colors, and even awards. You could even have a guest speaker, but the audience at a Military Ball is primarily couples, not the Officer’s Mess. There’s certainly no grog or rules of the mess, and it is not common to have skits or singing. It’s mostly a formal dinner (optional) dance.

As a cadet, you are charged with the responsibility of assuring the survival of the long-standing traditions and customs associated with the Dining In and Dining Out. Unlike the regiments of the Army, cadet companies have no collective battle heritage, however, the contributions of former cadets to the leadership of American soldiers in battle in this Country’s wars dates all the way back to World War I. This theme of past accomplishments and potential for future contributions should form the unifying theme of a cadet Dining In.

### C2. Planning the Dining In or Dining Out: Considerations and Procedures

#### *Overall Planning Considerations:*

The first stage in planning, and before any specifics can be considered, is to determine the following:

- 1) Purpose & Participants
- 2) Officers of the Mess
- 3) Date and Place

#### *Purpose and Participants:*

To start your planning, you need to consider the purpose of your event and who you want the participants to be. The purpose of the Dining In could be to recognize individual and/or unit achievements or any events which are effective in building and maintaining esprit de corps to include end of semester/year or graduation celebration. The Dining In/Out may also be held to honor one or

more distinguished visitors. Whatever it is, the purpose will have a definite impact on determining the conduct of the Dining In. If, for example, the purpose is to honor a visiting dignitary, the sequence of events for the Dining In would be substantially different from a Dining In that involves the presentation of unit, company, or individual awards. Whatever the purpose, the president of the mess, usually the commander or his/her deputy, has a great deal of latitude as to how the proceeding is conducted. Do you want your unit members to bring guests, or do you want to keep the event exclusive to your cadets and staff? If you want to invite guests, the Dining Out is the appropriate format.

*Officers of the Mess:*

There are two principal officials of a Dining In or Dining Out.

The President, who is usually the Commanding Officer or his/her Deputy Commander. At Cadet Corps events, the Cadet Battalion Commander or Executive Officer usually acts as the President of the Mess.

The President is the central figure of the Dining In. The President sets the date and place of the Dining In, arranges for the guest speaker and other honored guests as desired, such as a Chaplain or person of faith to give the Invocation. He/she also appoints other mess officers to serve as committee chair persons for such things as invitations, table arrangements, food, dining room arrangements and protocol. He/she introduces the speaker and honored guests, proposes the first toast, and presides over the ceremony. The President also appoints the Vice President of the Mess.

The Vice President of the Mess, addressed as Mr., Miss, or Madam Vice (shortened to Mr./Ms. vice in this pamphlet) is usually a junior officer selected for his/her wit and speaking abilities.

The Vice is the person responsible for the evening. He/she is the first to arrive and the last to leave. He/she starts the cocktail period by opening the lounge, sounds the dinner chimes at the appropriate times, delivers the appropriate toasts and keeps the party moving. He/she is also responsible for testing the main course prior to it being served and announces to the members of the mess, that it is fit for human consumption. Mr./Ms. Vice sits at the end of a table or alone at a small table on the opposite side of the room facing the President of the mess.

Other officers of the Mess would include:

- Committee Chairpersons are normally appointed by the President of the Mess and tasked with organizing and executing different aspects of the Dining In. The number and size of the committees vary depending on the purpose of the affair, the extent of formality sought, and the number of individuals available to serve on the committees. Some examples and duties for committees could be:
- A Protocol Committee would prepare invitations, collect responses, provide biographical sketches, brief the hosts or cadet escorts when necessary, prepare the printed program or schedule of events.
- A Mess Arrangements Committee would secure the dining facility, restaurant, or event room of choice for the date and time desired. Make arrangements for the menu, public address system,



awards, flags trophies, photographer. The Mess Arrangements Committee should have an adult mentor involved to handle financial transactions and vendor payment.

- A Table Arrangements Committee would take care of place cards, seating, seating charts, centerpieces, and table decorations.
- An Entertainment Committee could manage scheduled entertainment (music, speeches, videos) and planned ceremonies (posting and retiring colors, fallen comrades).
- A Master of the Punch should be appointed by the president when the Punch Bowl or Grog ceremony is a tradition of the unit. The Master of the Punch will select a number of assistants to equal the number of grog ingredients.
- Hosts or cadet escorts are appointed to contact the invited guest in advance and inform them as to the mess customs, dress, the agenda, and the time allowed for speeches. The hosts or escorts, if unable to arrive with their assigned guests, should be readily on hand to immediately greet them upon arrival, introduce them to other official guests and unit/company members and seat them appropriately. Hosts also arrange for transportation and quarters when needed.
- Gunners, if a tradition practiced by the mess, are usually the junior member of the mess seated at each table. He/she would ensure the beverage decanters on the table are kept full and those members' glasses are charged (filled) throughout the dinner hour. Gunners are not used during the formal toasting. Gunners may be junior cadets invited to the Dining In for the first time, whose participation starts their training process in formal unit events.

#### *Date and Place*

Before listing specifics, it must be decided, exactly when and where the Dining In/Out will take place.

The preferred time for most CACC units is often a Friday or Saturday night and the best place is usually a local military base, community club, or service organization hall such as the VFW hall, as they generally are more familiar with Dining In procedures and are mutually accessible to all parties. Any banquet facility large enough to hold all the guests however will suffice, even your school cafeteria or gym in some cases. In some units a less formal venue is used, with the unit preparing its own food, serving in a buffet system, with use of disposable utensils. The venue doesn't have to be fancy, but should be 'dressed up' to signify the symbolic importance of the formal occasion to the unit.

#### *Program Planning*

The Dining In/Out is generally divided into formal and informal sessions. Pre-and post-dinner activities are usually informal and optional.

The pre-dinner activity is a means of providing flexibility to the Dining In/Out as it gives the president the opportunity to circulate among the guests, enables the Dining In/Out committee to pass on any last-minute changes, and generally lends to a more congenial atmosphere among all participants. The pre-dinner activity is often a receiving line followed by a social period and is conducted in an area separate from the dining room. The length of the period varies, but is seldom longer than thirty minutes.

The formal portion of the Dining In, in addition to the dinner, usually consists of remarks by the president and one event such as an awards convocation for members or guests, a hail and farewell, remarks highlighting the importance of a special occasion, or a lecture by a distinguished visitor. This event should be meaningful, well organized, and be the “highlight” of the evening’s formal activity. Particular care should be taken to ensure that only one event is stressed.

It is essential that the key participants in the program (i.e., the color guard, chaplain, president, and guest speaker) are knowledgeable of the role they will play and are aware of the exact sequence of events.

Once the dinner is adjourned the Dining In may revert to some informal session. Customarily, the president invites the attendees to join him for an informal drink or to participate in some other on-going entertainment as appropriate. After a Dining Out, dancing may be an appropriate informal activity.

### *SEQUENCE OF EVENTS*

The proper sequence of events for the military formal Dining In/Out follows. However, all the events listed are not required for a proper Dining In/Out.

Receiving Line  
Social Period  
Dinner Chimes – Movement to Mess  
Post Colors  
Invocation  
Toasts  
Introduction of Guests  
Toasts – to the guests  
Punch Bowl Ceremony, Entertainment or Awards Ceremony  
Dinner  
Break  
Dessert – Coffee  
Highlight Event – Guest Speaker  
Closing Remarks  
Final toasts  
Benediction  
Retire Colors  
Mess Adjourned

An example of the typical “Schedule of Events” for a Cadet Corps Dining In/Out is:

### SCHEDULE OF EVENTS

|      |                          |
|------|--------------------------|
| 1820 | Arrival                  |
| 1830 | Receiving Line           |
| 1845 | Social Period            |
| 1900 | Mess Call                |
| 1905 | President Opens the Mess |
| 1910 | Post Colors              |

|      |                       |
|------|-----------------------|
| 1915 | Invocation            |
| 1917 | Toasts                |
| 1920 | Punchbowl Ceremony    |
| 1925 | Dinner                |
| 1945 | Break                 |
| 1950 | Dessert Served        |
| 1955 | Guest Speaker         |
| 2010 | Closing Remarks (POM) |
| 2013 | Benediction           |
| 2015 | Retire Colors         |
| 2020 | Mess Adjourned        |
| 2030 | Informal: Dancing     |

## *Invitations*

The Dining In/Out is always a formal affair for all participants, male and female, in the unit and invitations are extended accordingly. Some units limit participation in the Dining In/Out to cadet officers or cadet officers and NCOs. The unit should encourage all personnel who are invited to participate as they would in any unit event. Unlike a purely social gathering, the Dining In/Out depends on participation by all eligible personnel to achieve the desired effects of esprit de corps and unity.

In the cadet unit it is proper to extend invitations to key Cadet Corps staff such as Commandants and Assistant Commandants, Tactical Officers, Brigade Advisor and staff, and possibly school administrators as deemed appropriate by the President of the Mess. Depending on the purpose of the Dining In/Out, invitations might be extended to other persons outside the unit. If an invocation is desired, it might be proper to invite a local military Chaplain, though anyone who volunteers would suffice. A guest invited as a lecturer should receive an invitation from the president which includes a fairly precise idea of what he/she can expect and what is required, e.g., a twenty-minute speech on the history of the unit or company.

The invitation may be hand written, printed or fill in. Email may be used as a delivery tool, but should include a formal invitation and RSVP Card as an attachment, or a link to an on-line form where responses may be registered.

## *Sample Invitations*

Generic:

The Cadets of A Company, Fourth Regiment  
cordially invite you  
to their Dining In  
on Wednesday, the twenty-seventh of September  
at six o'clock in the evening  
Black, Gold, Gray Room  
Washington Hall

R. S. V. P.

Formal



Personal:

The Cadets of A Company, Fourth Regiment  
cordially invite  
Colonel Smith  
to their Dining In  
on Wednesday, the twenty-seventh of September  
at half past six o'clock in the evening  
Black, Gold, Gray Room  
Washington Hall

R. S. V. P.

Formal

*Protocol Rules*

1. Promptly reply to the invitation. Replies should be sent or phoned within three days (72 hours) after being received.
2. The most formal available uniform is appropriate for a Dining In/Out. For cadets, this is generally the Class A Uniform, though Class B is acceptable when that is the most formal uniform issued. The Army Mess Uniform or the Army Service Uniform or the Commandant Service Uniform is acceptable for commandant personnel. Normally, the invitation is extended with the option of wearing either. The Army Service Uniform is usually worn with bow tie and miniature medals. Name tags are not customarily worn. Civilians should wear formal attire or a dark business suit. Ladies' attire is formal. At a Dining Out, female cadets may wear either the cadet uniform or formal civilian attire. At a Dining In, female cadets should wear the same uniform male cadets wear.
3. Arrive on time.
4. Attendees should be time-conscious and prepared to move to dinner without delay.
5. Attendees should introduce themselves to the guest(s) of honor either before or after the formal session. Guest(s) of the organization are introduced to all in attendance as part of the formal portion.
6. Attendees should "take seats" only when directed to do so by the president. They should remain seated until the president and guests have left the head table.

*Menu*

The food served at a Dining In/Out should be of the best quality available for the budget, expertly prepared, and served in an efficient and timely manner. In a low budget event, a buffet or even pot luck might be used. The key is to treat the experience in as formal a way as possible.

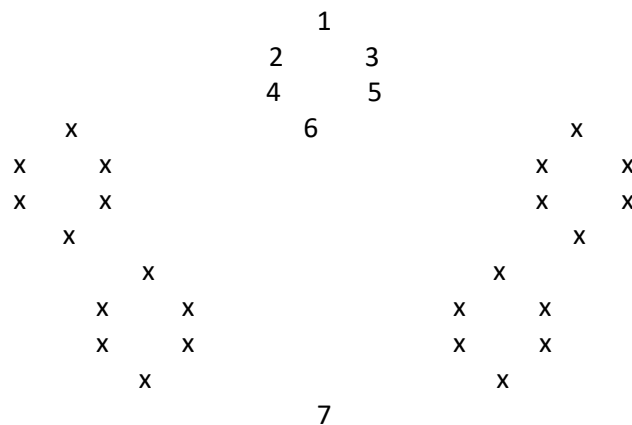
## Table Arrangements and Seating

The number of people attending, coupled with the facility in which the Dining In/Out is being conducted will largely determine the table arrangements.

Tables may be round, square or rectangular and be in any formation, for example, a "T" or "Horseshoe." Regardless of the configuration, a head table is appropriate. The guest of honor, usually the speaker, sits to the right of the president at the head table, with the next ranking guest on the president's left. The members of the mess and other guest are seated throughout the mess according to protocol. Mr./Ms. Vice is seated at the foot of the table or, preferably, at a separate table of his/her own at the rear of the mess facing the president.

## Table Seating

Example 1: Round Tables/Black Gold and Gray Room



### LEGEND:

- |  |   |
|--|---|
| 1. President of the Mess<br>POM (Cadet CO) | 5. Host #3, Chaplain<br>Cadet Escort #3 |
| 2. Honored Guest #1<br>Guest Speaker       | 6. Honored Guest #3<br>TAC, TAC NCO     |
| 3. Honored Guest #2<br>RTO, TAC            | 7. Mr./Ms. Vice<br>Vice (Cdt Act Off)   |
| 4. Host #2, Interpreter<br>Cadet Escort #2 | x. Attendees                            |

EXAMPLE #2: "U" or "Horseshoe" Tables

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 6 | 4 | 2 | 1 | 3 | 5 |
| x |   |   |   |   | x |
| x |   |   |   |   | x |
| x |   |   |   |   | x |
| x |   |   |   |   | x |

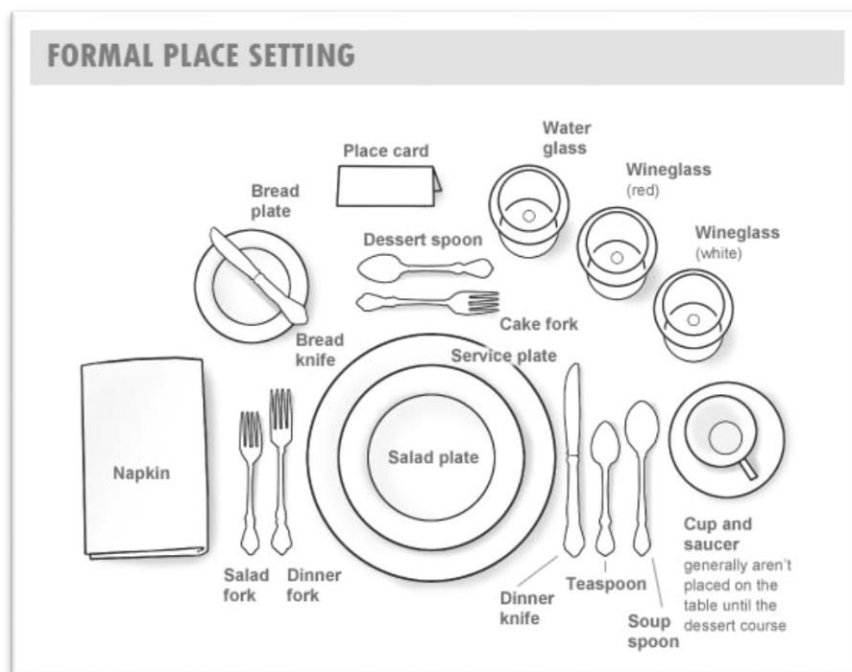
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Neat, easily understood seating diagrams should be prominently displayed in the foyer of the dining room. Seating diagrams should be constructed to indicate assignment to a specific table or to a designated place. One or more copies of the seating diagram may be required based on the number of attendees, entrances to the dining area, etc.

Place cards are used as a manner of convenience in seating guests and should always be placed at the head table. Use of place cards at other tables is desirable but not required. Place cards have a distinct position on the table, as do menus, glasses, and other pieces of dinnerware.

*Place Setting*

A complete place setting is properly set as shown below. Use only what your menu requires. If fewer glasses are needed, move the outer ones in. The water glass always goes at the tip of the first knife. The glass and silverware intended for each course should be removed from the table before the next course is served.



*Practical Exercise*

*Bring in dishes and utensils to make up a place setting as shown above, or Cut out and label paper representations of the different parts to a place setting. Without referring to the diagram, have teams of two cadets lay out the place setting as it should be.*

Generally, there should not be vacant seats at a formal dinner. In the event of last minute cancellations, the entire place setting should be removed from the table, or tables consolidated to keep participants united without gaps.

### C3. Executing a Dining In/Out/Ball

*Receiving Line*

The receiving line is formed from right to left. It is formed in order of rank with the guest or guests of honor immediately to the left of the President of the Mess. The president is on the right of the receiving line with the American Flag directly behind his right shoulder and the guest of honor to his left. The Adjutant (or receiving line manager) is positioned to the right of the President. As you proceed through the line and come abreast of the Adjutant, announce your name but do not shake hands. Never assume that the Adjutant will automatically remember your name. The Adjutant will in turn introduce you to the President of the Mess, whereby you exchange handclasps and greetings. The President will then introduce you to the person to his left and the procedure will be repeated through the receiving line. Should your name become lost in the process, repeat it to the person being greeted. Always face the person being greeted and move promptly to the next person. It's a good idea to disseminate these instructions and the rules of the mess to participants ahead of time, and to potentially have some copies available in the lounge/cocktail area/foyer for inexperienced participants to review before they proceed through the receiving line.

*Practical Exercise*

*Set up a receiving line, with an Adjutant, President of the Mess, CSM, and VIP Guest. Have cadets go through the receiving line, some as individuals, and some as role playing couples ("Captain and Mrs Jones", "Colonel and Mr. Smith".)*

*Procedures*

The formal portion of the Dining In commences with chimes being sounded and the president, guests, and attendees moving to their respective table assignments.

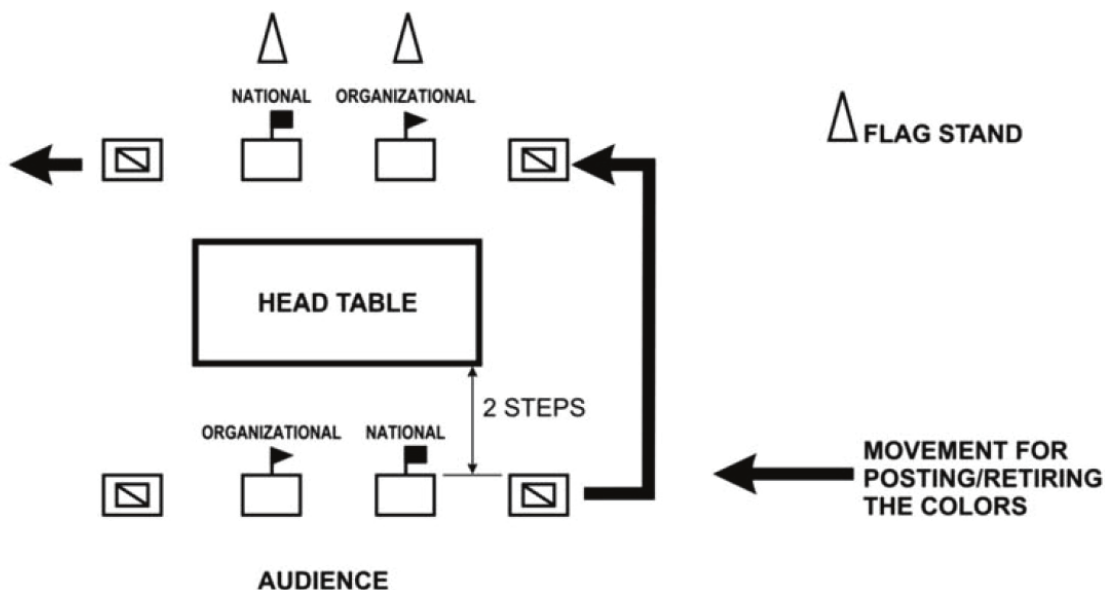
1. The president calls for the Posting of the Colors.
2. The president then asks the chaplain or designated person to give the Invocation. This is optional and may be omitted or tailored as deemed appropriate.
3. Toasts are proposed.
4. The president announces "PLEASE BE SEATED" and all are seated.
5. The president makes appropriate introductory remarks.
6. If guests are present, the president then introduces guests at his/her table. The guests should rise when announced and then be seated. If there are guests at more than the head table, the ranking officer at each table rises and introduces his guests. Guests should stand when announced and resume seats.
7. Once all guests have been introduced, Mr./Ms. Vice then rises and proposes a toast, "TO OUR GUESTS." All unit personnel rise and respond, "HEAR, HEAR."
8. Punch Bowl Ceremony (optional) is introduced.
9. The president then announces, "PLEASE BE SEATED FOR DINNER". All are seated. Dinner is served or participants are released to the buffet tables in an orderly manner.
10. There should be some distinctive break between dinner and the remainder of the formal proceedings. This break serves to highlight the remaining proceedings. There are many ways of doing this. Customarily, the mess is adjourned for a break, and the tables are cleared. Upon return to the mess, the president rises to introduce the evening's events.
11. The presentation, address, or rendition, is made.
12. The president makes concluding remarks.
13. The president then announces, "RETIRE THE COLORS", and the colors are retired.
14. At this point the president bangs the gavel twice, chimes are sounded to indicate movement, and the Mess is adjourned.

*Posting the Colors*

At the Dining In/Out, all flags are initially displayed to the rear of the receiving line. The "flag line" is arranged in order of precedence with the flag of the United States at the right of the receiving line (the observer's left). Upon completion of the receiving line, the officer in charge of the color guard will cause

the flags, except those to be posted by the color guard, to be moved to the rear of the head table in the dining room. Colors to be posted by the color guard are (1) United States colors, (2) California flag, (3) organizational colors in descending order of precedence.

When the participants have convened at their tables, the President directs the colors be posted. The Color Guard forms outside the dining area. The audience is directed to stand for the posting of the colors. The Color Guard enters in a line formation, preferably, or forms in a line as soon as possible with the colors at the carry (in slings if there's sufficient overhead space, or similar to Carry Guidon if space is limited, the guards at right shoulder arms). They march to a point centered on and facing the head table (when marching in line, the American flag is always to the right; in column, the American flag is always in front of other flags). The Color Sergeant commands Present, Arms and reports "Sir/Ma'am, The colors are present." If the National Anthem is to be played, it is done without command at this point. Participants in uniform stand at Attention facing the flag. Participants in civilian attire place their right hand over their heart. At the conclusion of the music (or after the report if no music is played), the President of the Mess returns the salute and directs "Post the Colors". The area should be arranged to allow adequate space for the Color Guard to move between the head table and the flag stands. The Color Sergeant commands Order, Arms; Right, Face; and Forward, March. On the command March, the Color Guard marches to the rear of the head table. Once the Color Guard is centered on the flag stand, the Color Sergeant commands Colors, Halt and Right, Face. The color bearers, without command, place the flags in the stand or holders. The Color Sergeant commands Present, Arms and Order, Arms (guards return to Right Shoulder, Arms). The Color Sergeant then commands Left, Face and Forward, March, and they exit the area. All commands by the Color Sergeant should be at a low tone and directly to the members of the Color Guard. In situations where the Color Guard is limited to tight spaces between people, they may want to put the guards at Port, Arms instead of Right Shoulder, Arms.



*Retiring the Colors*



The audience is directed to stand for the retiring of the Colors. The Color Sergeant marches the Color Guard to the head table and brings them to Present, Arms, and reports to the President of the Mess "Sir/Ma'am, request permission to retire the colors." The President returns the salute and directs "Retire the Colors." The Color Sergeant commands Order, Arms; Right, Face; Forward, March, and moves the Color Guard until they are centered on the flag stands, where they mark time. The Color Sergeant commands Color Guard, Halt; Right, Face; Present, Arms; and Order, Arms. Upon completion of Order, Arms the flag bearers, without command, retrieve the colors and assume the Carry position. The Color Sergeant commands Left, Face and Forward, March. The Color Guard exits the area.

### *Toasts*

Toasting is the ancient tradition of drinking together in honor of someone or some group, in order to show respect or appreciation. It is believed that 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 instant and suffered no ill effects, a degree of mutual trust or rapport was established. Today, toasting is a gesture to honor the person or group being recognized. It is not necessary to drain the glass, or even to sip the contents; a mere touch of the glass to the lips satisfies the ceremony.

Toasts are considered a mandatory part of any Dining In/Out. The format of toasts will vary depending primarily on the purpose of the Dining In/Out. The President should cause all glasses to be charged (filled) prior to the first toast being made. All persons should be informed of the order of toasts and the correct responses beforehand. The printed program works well to convey this information. It is important to make the proper toast in terms of both proposing the toast, and responding to it.

Unless foreign guests are involved, the first toast is to the Commander in Chief. "Mr./Ms. Vice, I would like to propose a toast - TO THE PRESIDENT OF THE UNITED STATES." All respond, "TO THE PRESIDENT". Toasts to respective services or individuals follow; however, it is advisable to have the junior officer propose a toast, "TO OUR GUESTS", thereby holding the toasting proceedings within reasonable limits.

There are two simple rules to toasting etiquette:

1. Do as the toastmaster does. The toastmaster is the person offering the toast. If he stands to propose a toast, then everyone joining in should stand as well. At a Dining In/Out where toasts are a specific part of the agenda, the audience is either directed to stand (or "be upstanding") or they stand automatically when the first toast is presented if the toastmaster is standing. They remain standing for the remainder of the toasts.
2. Never drink a toast to yourself. Since toasting is done to show respect or appreciation, it is inappropriate to drink when a toast has been proposed for you personally. Therefore, even when the toastmaster is standing, if the toast is to you, you should be seated, or stand quietly without raising your glass.

### **TOASTING ORDER:**

The order of toasts at a cadet battalion level Dining In/Out which has no foreign dignitaries in attendance:

| TOAST   | RESPONSE                     |
|---|------------------------------|
| To the President of the United States   | To the President             |
| To the Governor of California   | To the Governor              |
| To the California National Guard  | To the Guard                 |
| To the California Cadet Corps   | To the Corps                 |
| To the 314 <sup>th</sup> Battalion (example)                                  | To the Pirates or Hear, Hear |
| To our Guests (if guests are present, and only after they've been introduced) | Hear, Hear                   |

*Fallen Comrades/Missing Man Table*

Most military organizations customarily pay tribute to those comrades (in a general sense) that aren't able to enjoy the life those present are leading – those missing or killed in action or taken prisoner. This is achieved with the Missing Man Table (also known as the Fallen Comrade Table). Although we don't have Fallen Comrades in the CA Cadet Corps, it is appropriate to honor those who have made the ultimate sacrifice in service to our country, and this is an excellent way of doing that.

The ceremony involving the Missing Man Table involves a Narrator reading a script that can be found on the Internet, and several facilitators usually drawn from the Color Guard. The Missing Man Table, a small table set aside on its own, contains the complete place setting with a blank place card representing all those who can no longer join their comrades. The narrator reads a script that describes the symbology of the items on the table, and the facilitators place items, light candles, etc., to emphasize the script. At the end of the narrative, the narrator usually asks that all present charge their water glass, and proposes a toast "To Our Fallen Comrades". The response to that toast is "Hear, Hear".

*Guest Speaker*

Units often invite a VIP to be the Guest Speaker at a Dining In/Out or Military Ball. Usual custom is that the mess (unit) provides the guest speaker's meal without charging him/her. It is uncommon for a guest speaker to bring a companion to the function, but if he/she does, their meal should be provided as well. The invitation to the guest speaker should be made personally, with a discussion of what an appropriate topic might be and how long the unit would like the speech to be. An escort should meet the guest speaker when he/she arrives and ensure he/she has everything they need. The escort may turn the guest speaker over to the President of the Mess, to the Commandant or senior CACC adult present, or may stay with the guest until they are seated. The guest speaker normally participates in the receiving line. The President of the Mess normally introduces the guest speaker. It is common to refer to the highlights of the guest's biography, especially as they pertain to the Cadet Corps or the topic of the evening. Don't just read the biography – if you think it's important, include it in the written program. It is also common to present the guest speaker a small token gift from the unit in appreciation for their attendance and speech.

*Use of the Gavel*

The gavel, if used, in possession of the President of the Mess, is used to signal members of the mess. Three resounding raps require the attention of all members whether standing or seated. Members will rise and stand in place at two raps of the gavel. "Seats" is signaled by one rap. This should only be used in a Dining In, and only if the command is serious about following it. If the ceremonial aspects of the Dining In are not being strictly followed by the members of the mess, use of the gavel is pointless.

### *Point of Order*

During the dinner, a member of the mess may wish to be recognized for some appropriate reason, usually to report an infraction of the rules by another member of the unit. In such a case, the member will stand and ask to be recognized by saying, "Mr./Ms. Vice, I have point of order." Mr./Ms. Vice responds by calling the individual's rank and name, at which time the member in a polite and forthright manner cites his/her point of order. The Vice may then solicit the recommendation or action of the President, or take appropriate action on his own. Points of Order may be made in a Dining Out, but are rare.

### *Rules of the Mess*

Traditionally, most military units have very specific "Rules of the Mess". The purpose of these rules is to preserve the unique traditions of the unit and to ensure the dignified conduct of the members and guests. Since an infraction of the rules usually results in a fine being levied, it is important that the rules be well established and made available to every member and guest.

### *Sample Rules of the Mess*

- Members of the mess will not be tardy to any proceedings.
- No member will violate uniform regulations.
- All rules of military protocol and etiquette will be in effect throughout the proceedings.
- All members of the mess will be treated with deference and respect, regardless of rank. Rumors and slander of a sexual nature will not be tolerated.
- Members will not discuss business matters not pertinent to the discussion of the mess.
- Members of the mess will not become intoxicated prior to the dinner.
- No member will take his seat or depart the mess until properly opened by Mr. Vice or the POM.
- Members will not drink from the toasting glass until all members' glasses have been charged and the first toast proposed.
- Members will dispense completely with all conversation during comments by the President and Guests and the proposal of toasts.
- Members will pick up their toasting glass and hold it waist high except when responding to the toasts proposed, at which time it will be elevated to eye level.
- Members will not be caught with an uncharged glass.
- Any officer wishing to propose a toast, comment on a point of order, respond to the challenge of another member of the Mess, or in general address the Mess, must first address Mr. Vice. The only exception to the rule is in response to a prior question or comment from the POM.
- Members may eat when served, except for the main course, unless the head table has not been served.
- The main course will not be eaten until approved by Mr. Vice.

- Mr. Vice, acting on behalf of the POM, will coordinate all activities of the Mess. All conversations directed to the members of the Mess will be first addressed to Mr. Vice. This approval or recognition is required prior to any member of the Mess addressing either the entire Mess or specific member.
- Do not rap on a glass for attention or applause.
- All points of order will be directed to Mr. Vice.
- No member will harass or embarrass the guests of the Mess without permission of the POM or Mr. Vice.
- No member will use loud, obtrusive, or foul language, nor will any member make any remarks in foreign languages.
- Additional rules for the conduct of the Mess Will be published at the whim of Mr. Vice and the POM.

### *Fines*

The President of the Mess has the authority to assess and direct the Vice to collect fines for violations of established customs and procedures, leaving the table during the meal without first seeking permission of the President, breaching rules of etiquette or rules of the mess, or violations of uniform regulations. These fines are administered in good spirit and should not be so excessive as to make them otherwise. It is not appropriate to subject guests to this process – as honored guests of the mess, they are excused for making minor violations of often misunderstood rules. For this reason, the Dining Out does not include a grog. The fine should be defined and the members be informed as to its nature. Fines for violations often include having the offensive member of the mess consume a glass of grog, sing or dance to a song for the amusement of the mess, or perform a skit for the entertainment of the mess.

### *Punch Bowl Ceremony Example*

This first example of the Punch Bowl or “Grog” Ceremony is adapted from the 2/11 Infantry Dining in MOI (Memorandum of Instruction). You may choose different ingredients, and use your creative thinking to link them to the history of the California Cadet Corps and your unit or school.

President of Mess (POM): “Mr. Vice, send forth the Master of the Punch and his assistants.”

Mr. Vice: “Yes, Mr. President. Master of the Punch, expose yourself.”

Master of the Punch (MPO): (Master of the Punch moves to the head table). “Sir, I am exposed.”

POM: “Master of the Punch, are you well steeped in the tradition of the California Cadet Corps punch?”

MOP: “Yes, Mr. President, in fact no one could be more steeped in it than I.”

POM: “Then proceed with the preparation.”

MOP: “Yes, Mr. President. The California Cadet Corps punch is a noble beverage. It is the preferred drink of a cadet, it has a truly inspirational bouquet, a taste that is robust, yet smooth and the color is like that of leadership itself, a swirling maelstrom of hues.”

Assistants post to punch bowl table

MOP: "We begin at the birth of the California Cadet Corps".

Assistants state their part in order/MOP adds ingredients.

Assistant #1: The California Cadet Corps was organized before the First World War. The cadets of the schools that gathered to form the California High School Cadets took with them those same qualities that were present in the California National Guard: courage, tenacity, and ingenuity. We use as our base Apple Juice, representing the agricultural traditions in California.

These are the basics of being a cadet. We spice up the punch with Tabasco Sauce, a fluid that represents the lifeblood of the Cadet Corps. This red liquid flows through our veins and makes us stronger than our civilian peers. It gives us the strength to hold ourselves to high ethical standards, support our fellow cadets, and achieve heights of leadership that no one our age should be able to sustain. We add grapes – a total of twelve – for the one, nine, one, and one of 1911 – the year the California Cadet Corps was formed.

MOP: Add the Tabasco Sauce and grapes to the apple juice.

Assistant #2: Cadets of the California Cadet Corps served honorably in all theaters of war during World War II. To honor them, we add Wasabi and rice that harken us back to the dim days of the War in the Pacific, noodles to memorialize the Italian Campaign, and sauerkraut to celebrate our former cadets' participation in the victory over Germany. We add seaweed to recognize the sacrifices made in the Aleutian Campaign, and Curry to honor those who fought in the China-Burma-India theater.

MOP: Add the wasabi, rice, noodles, sauerkraut, seaweed, and curry.

Assistant #3: Cadets of the California Cadet Corps have risen to the occasion in each of the wars after World War Two. They served valiantly in Korea, for which we offer Kim Chee. They provided leadership in Vietnam, for which we offer rice noodles. They volunteered and served with honor in Afghanistan and Iraq, for which we offer Hummus and spinach.

MOP: Add the Kim Chee, rice noodles, hummus and spinach.

Assistant #4: California Cadet Corps alumni have succeeded in every facet of post-academic life. We celebrate their success in every occupation by adding sparkling cider to our glasses in toast to their continuation of the values they learned in the California Cadet Corps: Loyalty, Education, Ambition, Duty, Enthusiasm, Respect, Service, Health, Integrity, Personal Courage.

MOP: Add the sparkling cider.

(The ceremony continues with any remaining ingredients being added by the POM with suitable remarks by the assistant.)

Upon all ingredients added, MOP addresses POM:

MOP: "Mr. President, the punch is prepared. Who shall test it?"

POM: "Mr. Vice, will you taste the punch?"

Mr. Vice: "Yes Mr. President." (tastes punch) "Mr. President this punch has been prepared correctly and is fit for human consumption."

POM: "Thank you Mr. Vice. Master of the Punch, please see that everyone receives their fair share of this punch."

MOP: "Yes, Mr. President."

The punch, or grog, is ladled out to those Mr./Ms. Vice sends to sample it. When reporting to the Punch or Grog Bowl, the unhappy cadet will salute the grog, receive a glass full of punch, drink all the contents, upend the glass over his/her head to show it is completely empty, then return the glass to the Master of the Punch, salute the grog one last time, and return to his/her seat.

*Practical Exercise*

*List some traditions or historical highlights of your battalion or school. Determine how you would incorporate them into the grog ceremony, with appropriate ingredients for the punch!*



**C4. Funeral Honors/Courtesies**

(Extract from FM 3-21.5 Drill and Ceremonies, Chapter 14 Funerals)

**INTRODUCTION**

Funeral services of great magnificence evolved as custom (from what is known about early Christian mourning) in the 6th century. To this day, no religious ceremonies are conducted with more pomp than those intended to commemorate the departed.

a. The first general mourning proclaimed in America was on the death of Benjamin Franklin in 1791. The second was the death of George Washington in 1799. The deep and widespread grief occasioned by the death of the first President assembled a great number of people for the purpose of paying him a last tribute of respect. On Wednesday, 18 December 1799, attended by military honors and the simplest but grandest ceremonies of religion, his body was deposited in the family vault at Mount Vernon, Virginia.

b. Several military traditions employed today have been brought forward from the past.

(1) Reversed arms, displayed by one opponent on the battlefield, signaled that a truce was requested so that the dead and wounded could be carried off and the dead buried.

(2) Today's customary three volleys fired over a grave probably originated as far back as the Roman Empire. The Roman funeral rites of casting dirt three times on the coffin constituted the "burial." It was customary among the Romans to call the dead three times by name, which ended the funeral ceremony, after which the friends and relatives of the deceased pronounced the word "vale" (farewell) three times as they departed from the tomb. In more recent history, three musket volleys were fired to announce that the burying of the dead was completed and the burial party was ready for battle again.

(3) The custom of using a caisson to carry a coffin most likely had its origins in the 1800s when horse-drawn caissons that pulled artillery pieces also doubled as a conveyance to clear fallen Soldiers from the battlefield.

(4) In the mid to late 1800s a funeral procession of a mounted officer or enlisted man was accompanied by a riderless horse in mourning caparison followed by a hearse. It was also a custom to have the boots of the deceased thrown over the saddle with heels to the front signifying that his march was ended.

(5) People who have served in the US Military have the option to be buried in a National Cemetery with full military honors. They may also be buried in a private cemetery and still have military honors during the funeral. Military honors may include military clergy, a military honors team that carries the casket from the hearse to the grave, folding and presentation of the US flag to the family, a firing party that fires a final salute to the deceased, and playing of Taps on a bugle.

**PERSONNEL CONDUCT**

Here are some general rules to follow at funerals with military honors:

a. At a military funeral, persons in military uniform attending in their individual capacity face the casket and execute the Hand Salute at the following times: when honors, if any, are sounded; at any time the casket is being moved (the exception being when they themselves are moving); during Cannon Salutes, if sounded; during the firing of volleys; and while “Taps” is being played.

b. Honorary pallbearers in uniform conform to those instructions when not in motion.

c. Male military personnel in civilian clothes in the above cases, and during the service at the grave, stand at Attention, uncover, and hold the headdress over the left shoulder with the right hand over the heart. If no headdress is worn, the right hand is held over the heart.

d. Female military personnel in civilian clothes hold the right hand over the heart.

e. During the religious graveside service, all personnel bow their heads at the words “Let us pray.” All mourners at graveside, except the active pallbearers, follow the example of the officiating chaplain. If he uncovers, they uncover; if he remains covered, they remain covered. When the officiating chaplain wears a biretta (clerical headpiece) during the graveside service, all personnel, as indicated above, uncover. When the officiating chaplain wears a yarmulke (Jewish skull cap), all personnel remain covered.

#### MILITARY FUNERAL HONORS

a. California Cadet Corps members rarely perform military funeral honors. When they do, it’s important that they use standards from TC 3-21.5, Chapter 14, and/or an approved Standard Operating Procedures (SOP) on military funeral honors. They must train to the point of being able to fully represent the US Military in this solemn ceremony and properly render honors to the fallen.

b. Cadet units may also assist Military Funeral Honors Teams in providing honors to military service members or veterans. It is a great community service project to assist at funerals or memorial ceremonies and honor our fallen comrades. Cadets might participate on the casket team, as a bugler, or in an honor guard. Cadets may assist cemeteries in laying wreaths or flags in front of tombstones for national holidays, or assisting mourners at a funeral.

c. Cadets performing funeral honors duties must exceed uniform standards. The Class A Uniform is the most appropriate uniform for performing funeral honors. Cadets must have caps and proper haircuts. Their behavior must honor the fallen and show respect toward the mourners. There is no room for horseplay during these missions. They must fully understand the customs and courtesies required, and execute them flawlessly.

**B. Special Event Courtesies Vocabulary**

- abreast
- adjourned
- antagonists
- caparison
- caisson
- chimes
- congenial
- decanter
- differentiate
- disseminate
- formality
- harken
- heritage
- hues
- infraction
- invocation
- latitude
- levied
- maelstrom
- pallbearers
- precedence
- protocol
- revert
- sauerkraut
- subcomponents
- symbolic
- symbology
- vacant
- venue

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