

MARINE CORPS INSTITUTE



MARINE AIDES HANDBOOK

MARINE BARRACKS
WASHINGTON, DC



UNITED STATES MARINE CORPS

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IN REPLY REFER TO:

20 Mar 06

From: Director
To: Marine Corps Institute Student

Subj: THE MARINE AIDES HANDBOOK

1. Purpose. The *Marine Aides Handbook* has been published to provide a quick reference of Marine Aides duties, uniforms, entertaining and overall planning, official funds, quarters operations, and first aid procedures.
2. Scope. The *Marine Aides Handbook* identifies the major issues that a Marine aide will face. This guide provides basic instruction and augments the training that aides receive from their formal school. Marine aides must remember that this handbook serves as a guide and that general officers' specific preferences take priority over the instruction from this guide.
3. Applicability. This job aid is intended as a guide only. It is designed for all Marines serving in military occupational specialty 3372.

A handwritten signature in black ink, appearing to read "N. B. Klaus", is positioned above the printed name.

N. B. KLAUS
Deputy

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COURSE INTRODUCTION

MARINE AIDES HANDBOOK

Overview

Purpose This handbook guides you in performing your responsibilities to the general officer served. All information in this handbook is according to regulations.

For clarity, certain points have been re-emphasized to establish appropriate standards and procedures for performing duties related to the general officer's official responsibilities.

Source of Information The tasks presented were generated from

- Subject matter expert reviews
- Marine aides observed on the job
- Exchange of information with resource personnel

Accuracy These tasks are procedurally correct as published and referenced in other documents. Some particularities may differ according to the wishes and desires of each household. Use these tasks as guides; however, always check with authorized individuals in quarters to verify and adjust procedures to meet the particular needs of the quarters you are serving. For example, an enlisted aide should be briefed thoroughly on the general's likes and dislikes, allergic reactions to certain foods, and dietary requirements of members of the particular household.

In This Handbook This handbook contains the following chapters.

Topic	See Page
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Marine Aide Program

Purpose	The Marine Aide Program (MAP) familiarizes general officers' with the selection, training, interview process, and official/unofficial duties of Marine aides.
Scope	The Marine Aide Program was designed to better train Marines for duty at the quarters of a general officer. In the first year of the program, the Marine will attend, at a minimum, 28 weeks of formal MOS and PME schools. The MAP SNCOIC and OSD/JCS Executive Dining Facilities will administer OJT and practical application. Members of the MAP will also support functions in the NCR.
Prerequisites	A Marine must hold the primary MOS 3381 (Food Service Specialist), volunteer in writing, and be recommended by his or her SNCOIC and OIC. In addition, the Marine must have a favorable background, a civilian driver's license, and meet physical fitness and weight standards. He or she must be able to obtain a top secret clearance, be on his or her second or later enlistment, and have at least 2 years before EAS.
Selection	<p>Upon meeting all prerequisites, Marines are sent TAD to the MAP for a 2-week orientation.</p> <p>In the first week, the Marine receives OJT and practical application at the OSD/JCS Executive Dining Facilities.</p> <p>During the second week, he or she will assist the Marine aides at the quarters of the CMC.</p> <p>Upon completion of the orientation, the SNCOIC of the MAP, OSD/JCS messes and Senior Marine Aide of CMC quarters will review notes and decide if the Marine is qualified. With a favorable decision, the Marine will be assigned to the MAP.</p>

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Marine Aide Program, Continued

Training

In the first year of the program, Marines will attend numerous formal and professional schools. These schools include the SNCO/NCO Food Service Course, Advance Culinary Course, Culinary Institute of America, Ice Carving Course, Starkey International Course, and attend resident PME courses.

OJT and practical application will be administered at the MAP and OSD/JCS Executive Dining Facilities. Marines will support yearly functions in the NCR area. These include, but are not limited to, the General Officers Symposium, NATO reception, Executive Offsite Symposium, BGSOC Symposium, Sunset and Evening Parade Receptions, IFTAR, and Birthday Ball Cake support.

Interviews

When a general officer is slated for a position that is authorized a Marine aide and resides in government quarters, it is recommended the general conduct interviews. This way, the general is better able to determine which Marine is best qualified to meet his or her specific needs.

The SNCOIC of the MAP is the occupational sponsor for all Marine aides. The SNCOIC will choose three Marines for the interview. Once the general has made a decision, the Marine will receive PCS or PCA orders.

If at any time a Marine working in quarters feels that he or she is not able to continue the responsibilities of a Marine aide, they may request to be reassigned. After the Marine has spoken with the general and still wishes to step down, the Marine will be reassigned based on the needs of the Corps

Continued on next page

Marine Aide Program, Continued

Official Duties

Marine aides will be utilized by general officers to support official functions only. The general officer has the responsibility to determine if an event is official. Assistance from the general's legal office may sometime be necessary to determine if the function is official.

When a Marine aide performs an official function outside of normal working hours, the general has authority to grant special liberty or time off. When Marine Aides are working during an official function, he or she may not be compensated with money or other form of payment.

Marine aides may be used for unofficial functions under the following guidance:

- Marine must volunteer his or her services
- Function is during off duty time
- Marine is paid for services

Granting time off vice compensation is not authorized since liberty would be during official time for an unofficial function. The amount of payment for services provided should be between the Marine aide and the person in charge of the function.

Additional Information

The Green Letter No. 04-05 found on the next page is not all inclusive of all permissible activities for Marine aides. In addition to the guidance presented in this handbook, additional information may be obtained by calling the SNCOIC of the MAP at 703-614-4468 or DSN 224-4468.



UNITED STATES MARINE CORPS

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WASHINGTON, DC 20350-3000

IN
REPLY REFER TO:
CMC-ACMC
03 OCT 2005

PERSONAL

GREEN LETTER NO. 04-05

From: Commandant of the Marine Corps
To: All General Officers
All Senior Executive Service Members

Subj: GENERAL OFFICER ENLISTED AIDE ASSIGNMENT AND EMPLOYMENT POLICY

Ref: (a) DoD Directive 1315.9, Utilization of Enlisted Personnel on
Personal Staffs of General and Flag Officers, 21 June 1976
(b) SECNAVINST 1306.2C

1. The Commandant of the Marine Corps assigns enlisted aides upon receipt of annual allocations from the Department of Defense (DoD). The Marine Corps is currently authorized up to 24 enlisted aides in support of general officers. A mandatory prerequisite to assignment of an enlisted aide is residence in government quarters by the general officer. Under the provisions of the references, the following general officers are assigned enlisted aides on a continual basis.

<u>GRADE/TITLE/BILLET</u>	<u>NUMBER OF ENLISTED AIDES*</u>
CMC	3
GEN/ACMC	2
GEN/Combatant Commander	2
CG, MARFORLANT	1
CG, MARFORPAC	1
CG, MARFORRES	1
CG, I MEF	1
CG, II MEF	1
CG, III MEF	1
All Deputy Commandants/LTGens	1
CG, Marine Corps Installation East	1
CG, Marine Corps Installation West	1
CG, LOGCOM	1
CG, MAGTF TC	1
CG, MCB Kaneohe Bay	1
CG, MCRD PI	1
CG, MCRD SD	1

*Note: For general officers serving in joint positions, enlisted aide authorizations are provided from a joint pool and are not drawn from the Marine Corps allocation.

2. Annually, upon finalization of the general officer's slate and receipt of the DoD allocation of enlisted aides, the Office of the Commandant will notify MMEA, based on the criteria set forth above and

SUBJ: GENERAL OFFICER ENLISTED AIDE ASSIGNMENT AND EMPLOYMENT POLICY

any additional germane factors to determine if additional aides may be assigned. In such cases, CG, 2d MAW and CG, 3d MAW are next to receive an enlisted aide, barring other unforeseen requirements.

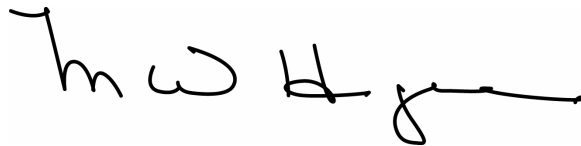
3. Official Functions. Available Marine Corps enlisted aides may be utilized in support of an official function, which means those activities relating exclusively to the business of the United States government. The determination of an event to be an official function rests exclusively with the general officer to whom an enlisted aide is assigned. Guidance on such determination is available in the references and through that general officer's legal advisors. Marine Corps enlisted aides are authorized to work as food service specialists for an official event hosted or sponsored by someone other than the general officer to whom they are assigned, with the consent and permission of that general officer. When Marine Corps enlisted aides are used for official functions, they are on official time, and may not receive additional compensation in the form of money or other payments. However, because they are on official time, it is permissible for their supervisor to grant them special liberty or time off at another duty time to recognize their efforts, especially if the function they are supporting is conducted outside of the normal duty day.

4. Unofficial/Private Functions. Under limited circumstances, available Marine Corps enlisted aides may be utilized in support of an unofficial/private function, subject to the following restrictions:

- a. participation is voluntary;
- b. the services are provided during an off-duty status; and
- c. they are privately compensated for their services.

Compensation must not be in the form of liberty or time off because this would be using official time to compensate for unofficial purposes. Compensation should be in the form of payment from private funds that is reasonable and commensurate with the services rendered and should be acceptable to all parties.

5. Point of contact for information regarding the individual assignment of enlisted aides is MMEA-83B, at DSN 22402344.

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M. W. Hagee

CHAPTER 1

UNIFORMS, TYPES, COMPONENTS, AND REGULATIONS

Overview

Responsibilities You are responsible for maintaining and preparing the general officer's uniform, and trip planning. You must also maintain your uniforms according to regulations.

In This Chapter This chapter covers the following topics.

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SECNAVINST 1306.2C

Overview	The Secretary of the Navy Instruction (SECNAVINST) 1306.2C provides the policies and guidance for enlisted personnel assigned to duty in public quarters and on the personal staff of Navy and Marine Corps officers. The following briefly summarizes the SECNAVINST. Appendix A contains the entire instruction.
Policy	All enlisted personnel assigned to Marine aide duty are volunteers and may only be assigned by the Commandant of the Marine Corps (CMC).
Termination	To terminate voluntary status as a Marine aide, a member must forward a request for reassignment to CMC. Requests will be honored without delay.
Duties	Authorized enlisted aide duties are those that relate to the military and official responsibilities of those officers to whom Marine aides are assigned. This includes assisting in the discharging of official DoD social responsibilities that are inherent in certain flag and general officer positions.
Personal Servitude	No officer may utilize an enlisted member as a servant for duties that have no reasonable connection with the officer's official duties or that contribute solely to the personal benefit of individual officers or their families.

Department of Defense (DoD) Directive

Introduction	In addition to regulations and other directives issued by the Commandant of the Marine Corps, the DoD Directive 1334.1, dated 11 August 1969, outlines regulations for wearing an Armed Forces uniform. Portions of this directive applicable to Marine Corps personnel or Marine Corps uniforms are briefly explained below. Appendix A contains the complete DoD directive.
General	No attempt has been made to excerpt or interpret the laws of any state. Commanders are responsible for becoming acquainted with and publicizing any state law that may affect the administration of their commands.
Authorization	Implementing 10 of the United States Code (U.S.C.) Section 772, the President, by Executive Order 10554, dated 18 August 1954, delegated to the Secretary of Defense the authority to prescribe regulations under which persons may wear the uniform.
Title 10 U.S.C. Section 772	Under title 10 of the U.S.C., a retired officer of the Army, Navy, Air Force, or Marine Corps may bear the title and wear the uniform of his retired grade. Wearing a military uniform by any other person not on active duty is not authorized.

Secretary of the Navy Policy

Introduction	The Secretary of the Navy policy states who is authorized to wear uniforms representing the Navy and Marine Corps. This policy excludes anyone the right to “borrow the inherent dignity, prestige, and traditions represented by uniforms of the naval service to lend weight and significance to privately held convictions on public issues.” Appendix A contains the complete Secretary of Navy policy.
Authorization	Only a commanding officer will grant authorization to wear the Navy or Marine Corps uniform. The commanding officer determines the appearance of a service member in uniform will not be for swaying public opinion or related to controversial public issues.
Military Societies	The Secretary of the Navy policy also prescribes distinctive marks for members of military societies. Military societies are composed entirely of honorably discharged officers and enlisted personnel or instructors and members of duly organized cadet corps.
Distinctive Marks	<p>The distinctive mark is a diamond, 3½ inches long by 2 inches wide. The distinctive mark will be worn as follows:</p> <ul style="list-style-type: none">• White distinctive mark worn on blue, green, or khaki clothing• Blue distinctive mark worn on white clothing• Right sleeve on all outer clothing at the point of the shoulder• Upper tip of the diamond ¼ inch below the shoulder seam

Laws Pertaining to the Uniform

Introduction

This handbook discusses the following laws pertaining to the uniform:

- 10 U.S.C. 771
 - 18 U.S.C. 702
 - 10 U.S.C. 772
 - 10 U.S.C. 773
 - 18 U.S.C. 244
-

10 U.S.C. Section 771

No person, unless otherwise authorized by law or except a member of the Marine Corps, may wear the uniform or a distinctive part of the uniform, which is similar to a distinctive part of the Marine Corps uniform.

18 U.S.C. Section 702

Anyone in the jurisdiction of the United States or in the canal zone wearing the Marine Corps uniform without authority will be fined \$250 or imprisoned for no more than 6 months, or both.

10 U.S.C. Section 772

The Marine Corps uniform may be worn by personnel not on active duty under the following conditions:

- Retired Marine Corps officers may bear the title and wear the uniform of their retired grade.
 - Former Marines who are discharged honorably or under honorable conditions may wear their uniform while going from the place of discharge to their home of record within 3 months after discharge.
 - Former Marines not on active duty who served honorably in time of war in the Marine Corps may bear the title, and as authorized by regulations prescribed by the President, wear the uniform of the highest grade held during that war.
 - While portraying a member of the Marine Corps, an actor in a theatrical or motion picture production may wear the Marine Corps uniform provided the portrayal does not tend to discredit the Marine Corps.
 - While attending a course of military instruction conducted by the Marine Corps, a civilian may wear the uniform prescribed by the commander of the installation conducting the instruction.
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Laws Pertaining to the Uniform, Continued

10 U.S.C. Section 773

A person may wear one of the following uniforms if it includes distinctive insignia prescribed by the secretary of the military department concerned to distinguish it from the uniform of the Marine Corps.

- A uniform prescribed by the university, college, or school for an instructor or member of the organized cadet corps having a regular course of military instruction or having a member of the Marine Corps as an instructor of military science and tactics.

Note: A uniform prescribed above, may not include insignia of grade the same or similar for Marine Corps officers.

- A uniform worn by a member of the Reserve Officers' Training Corps who is permitted to attend a course of instruction and not a member of that corps may, while attending that course of instruction, wear the uniform of that corps.
-

18 U.S.C. Section 244

Anyone wearing the uniform of any U.S. Armed Forces may not be discriminated against because of that uniform by any proprietor, manager, or employee of a theater or other public place of entertainment or amusement in the District of Columbia or in any territory or possession of the United States. A fine of not more than \$500 for anyone found guilty enforces this law.

U.S. Navy Regulations

Introduction The U.S. Navy publishes the following regulations concerning uniforms.

- Article 1161
 - Article 1245
 - Article 1251
 - Article 1286
 - Article 1289
-

Article 1161 Article 1161 states that regulation clothing will not be disposed of except when authorized by proper authority; and no enlisted person will possess, without proper permission, any clothing articles belonging to any other person in the naval service.

Article 1245 & 1251 Articles 1245 and 1251 indicate what uniforms are required in connection with official visits.

Article 1286 & 1289 Articles 1286 and 1289 set forth the requirements for the wearing of the mourning badge.

General Officer Uniforms

Introduction

One of the most important tasks performed as a Marine aide is preparing the general's uniform. This section will cover some of the regulations pertaining to the general's uniform. A complete copy of uniform regulations will be in Appendix A..

White-Strip Collar

Male officers wear the standing white-strip collar with the evening dress and blue dress uniforms. The collar is attached inside the coat or jacket with eyelet fasteners and will have a straight edge high enough to extend not more than 1/4 inch above the uniform collar. It will be long enough to overlap in the front.

Cuff Links Sets (Men)

The officer gold service cuff links set (may include matching tie clasp) will be worn with the French cuff khaki shirt. Officers have superimposed sterling silver, rhodium-finished Marine Corps emblems.

The dress cuff links and stud sets will be plain gold or gold-plated, of concave design. Cuff links and studs will be worn with evening dress uniforms. Dress cuff links will also be worn with the officers' blue dress uniform.

Evening Dress Jacket

The evening dress jacket is an embroidered uniform component with either tarnish-resistant gold embroidery thread or the all-gold bullion. The mixed wear of synthetic and all-gold bullion uniform components is also authorized.

Sleeve ornamentation for the jacket will be worked on dark blue cloth of the same color and texture as the jacket. The rear edge has three points for men and a diagonal edge for women. Forward edges are finished with two rows of gold beading separated by a row of scarlet silk embroidery. Prescribed ornamentation differs by grade. The general officer has one border of zigzag rows of acorns and oak leaves embroidered large and clearly outlined in high relief with gold embroidery thread. The midrib of each leaf will be in gold Jaceron.

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General Officer Uniforms, Continued

Evening Dress Jacket, continued

The evening dress jacket differs between male and female officers.

Gender	Jacket
Male	<ul style="list-style-type: none"> • Round shell design made of dark-blue or black broadcloth • Fully lined with scarlet rayon lining material, including the collar • Front edges of the jacket are slightly curved • Waistline opening is about 6 inches for the average man • Worn open, extends at the sides to the points of the hipbones, then curves slightly to the front and with the point at center of the back • Has a standing collar, about 2 inches high, finished all around, and provided with hook and eye closures • Collar edges are ornamented with two rows of gold beading separated by a row of scarlet silk embroidery • Dress collar insignia worn in the eyelets provided • Embroidered insignia of grade worn on shoulder straps • Edges of the straps finished with two rows of gold beading separated by a row of scarlet silk embroidery • Sleeve embroidery same as above
Female	<ul style="list-style-type: none"> • Black polyester-wool tropical fabric with black rayon lining • Collar is scarlet wool tropical with a row of gold embroidered ornamentation centered along the back seam • Semi-form fitting, waist length with rolled lapels, plain shoulder straps upon with embroidered insignia of grade • Embroidered sleeve ornamentation • Dress collar insignia worn in the eyelets provided.

Insignias

Grade Officer Insignia

Officers will wear only the grade insignia prescribed for their grade. The insignia is made of metal with clutch-type fasteners except for the evening dress uniform, upon which full-size shoulder grade insignia will either be embroidered directly on the shoulder strap, or embroidered on dark blue cloth, stitched to the shoulder straps of the jacket.

Grade Description

Insignias are different by grade.

Rank	Insignia
General	<ul style="list-style-type: none">• Four silver-colored, five-pointed, pyramid-shaped stars.• Shoulder stars are 1 inch in diameter and are either fastened together on a metal holding bar or placed individually with one point of each star in the same line.• Distance between the centers of adjacent stars will be 3/4 inch.• Collar stars are 9/16 inch in diameter and fastened together on a metal holding bar in a straight line with one ray of each star pointing upward and at right angles to the holding bar.
Lieutenant General	Three silver-colored stars of the same type and arranged in the same manner as for a general, except the distance between centers of adjacent shoulder stars will be 1 inch.
Major General	Two silver-colored stars of the same type and arranged in the same manner as lieutenant general.
Brigadier General	One silver-colored star and arranged in the same manner as lieutenant general.

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Insignias, Continued

Shoulder Grade Insignia

Shoulder grade insignias will be placed on each shoulder strap of dress jackets, dress/service coats, the AWC, the tanker jacket, the blue dress sweater, and field coat as follows:

- Spaced equally between the armhole seam and the shoulder strap button or edge of the collar, whichever is closer
 - One ray of each star points toward the collar
-

Collar Grade Insignia

- Collar grade insignia will be worn on both sides of the collar of khaki shirts and the combat utility uniform. When the service "A" uniform is worn by officers, the wear of the collar insignia is required at all times.
 - Collar insignia is worn on women white shirts only when it is anticipated that the blue dress coat may be removed in office spaces. The insignia will be centered between the top and bottom edge of the collar, with the outer edge of the insignia 1 inch from the front edge of the collar.
 - General officers' stars will be worn with one ray of each star pointing toward the top edge of the collar.
 - Generals' stars will be worn with one ray of each star pointing toward the top of the cap, with the long axis horizontal.
-

Identification Badges

Authorized Badges

The following badges are authorized to wear on Marine Corps uniforms.

- Presidential Service Badge (PSB)
- Vice Presidential Service Badge (VPSB)
- Office of the Secretary of Defense Identification Badge (OSD ID Badge)
- Joint Chiefs of Staff Identification Badge (JCS ID Badge)

Marines meeting established criteria for the permanent wear of these badges may wear them after detachment from a qualifying duty.

Distinctive Command

Marines assigned to joint/unified commands may be authorized to wear distinctive command identification badges, but only upon approval from the CMC (MCUB). Requests will originate from the Marine Corps commander or the command's senior Marine Corps representative and will include a photograph, drawing, or sample of the device and local regulations regarding its wear.

Unless otherwise prescribed in the approval letter, command ID badges will be worn in the same general manner as prescribed for the OSD and JCS ID badges. Approved command identification devices will be worn during assignment to that command only.

Maintenance of General Officer Uniforms

Shoes

Perform the following steps when caring for the general's shoes.

Step	Action
1	Remove the sand, dirt, and grit from shoes after each wear.
2	Polish shoes if required.
3	Use saddle soap and a clean cloth to clean shoes.
4	Select and use a good brand of shoe polish for polishing shoes.
5	Place shoe trees in the shoes to retain their shape.
6	Position shoes neatly in appropriate storage area.

Note: Follow the manufacturer's instructions when using commercial show polish.

Marine Corps Combat Boots

Perform the following steps when caring for the general's boots:

Step	Action
1	Clean by using a stiff bristle brush to remove mud and dirt.
2	Rinse with plain water.
3	Allow boots to dry naturally.
4	Do not use waterproofing sealants and wax polishes.
5	Edge dressing is prohibited.
6	Excessive wear may be gently abraded with a wire bristle brush.

Ribbons, Decorations, and Rank Insignia

Replace ribbons, decorations, and rank insignia as required.

- Inspect items for torn, worn, or soiled places.
- Replace torn, worn, and soiled items with new ones.

Note: Always check with the general officer before removing items.

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Maintenance of General Officer Uniforms, Continued

Brass Items

Perform the following steps to clean brass.

Step	Action
1	Select and use a good metal polish.
2	Use proper techniques to clean and shine solid brass items.
3	Clean brass buttons with a solution of ammonia and water. Dry them thoroughly.
4	Rub gently with vinegar if buttons turn green. Rinse with clear water and dry thoroughly.

Note: Read and follow manufacturer's instructions.

Storing Dress Uniforms

Because of less frequent wear, use particular care when storing dress uniforms.

- Gold braid on evening dress uniforms may deteriorate if in close proximity to any substance-containing sulfur, such as rubber and manila or kraft paper.
 - High humidity or sharp temperature changes will also cause tarnishing if the uniform is not adequately protected.
 - An airtight plastic clothing bag with a packet of desiccant (drying agent) enclosed will give greatest protection.
 - Place the uniform carefully on a substantial hanger and store in a dry, cool, well-ventilated closet.
-

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Maintenance of General Officer Uniforms, Continued

Gold Braid/Insignia

An experienced tailor should normally clean gold braid although liquid nontoxic preparations available may be used if applied according to manufacturer's instructions.

Embroidered insignia may be kept bright by occasional scrubbing with a nailbrush and a solution of ammonia and water.

- Do this periodically, or as soon as any signs of tarnish or corrosion appear.
 - In case of severe corrosion, the insignia cannot be restored to its original condition and must be replaced.
 - The synthetic tarnish-resistant gold braided accessory items do not require heavy cleaning.
 - A soft cloth may be carefully used to remove dust.
 - Since temperature changes do not affect these items, store as required to protect the uniform fabric itself.
-

Cleaning Dress Uniforms

According to manufacturer's label instructions, white dress uniforms of polyester or polyester/rayon gabardine may be either professionally dry-cleaned or laundered and pressed. Dry-cleaning has frequently caused the polyester/rayon uniforms to become yellow or gray, hand or machine laundering of these uniforms is preferable.

Hand Laundering

- Hand launder in warm water using mild detergent
 - Scrub soiled areas
 - Rinse thoroughly in clear warm water
 - Dry without wringing
-

Continued on next page

Maintenance of General Officer Uniforms, Continued

Machine Laundering

- Using a mild detergent; complete washing cycle for 30 minutes in 90° to 120° water.
- Rinse thoroughly in clear warm water.
- Set automatic dryer for regular fabrics and dry for 15 minutes.
- If pressing is required, use a cool iron. Do not use iron above rayon setting. Do not use hot iron.

Note: Wool and polyester/wool uniforms are best maintained by experienced dry-cleaning establishments. However, when dry-cleaning facilities are not available, and only as a last resort, wool and polyester/wool uniforms can be hand laundered.

- Hand launder with a neutral soap and fresh lukewarm water 70° to 80°.
- If hard water is used, add a small amount of water softener to the water.
- Do not use chlorine bleach.
- In laundering, thick suds are necessary for best results.
- The soap should be thoroughly dissolved in hot water and added to the cool water to reach a temperature of approximately 70° to 80°.

Note: Medals, insignia, and other accessories should be cleaned and removed from the uniform when not in use to reduce unnecessary strain on the material.

Service Uniforms

Service uniforms use the same care required for dress uniforms. However, due to more constant use, some additional measures may benefit. As heat, friction, and pressure have a deteriorating effect on materials, service uniforms generally show more wear at creased areas. This may be partially offset by periodically pressing out old creases and reforming them slightly to either side of the previous crease. Sleeve cuffs and trousers/slacks/skirt hems should be periodically examined and turned if material permits. Dry-cleaning preserves the original appearance and finish of wool and polyester/wool garments and is recommended over hand laundering.

Uniform items manufactured of polyester/cotton should not be bleached or starched.

Continued on next page

Maintenance of General Officer Uniforms, Continued

Combat Utility Uniforms

- Wash in warm water and mild detergent containing no optical brighteners or bleach. Tumble dry at low heat (not to exceed 130 degrees farenheight). Remove immediately from the dryer and fold flat or place on a rustproof hanger to ensure heat from the dryer does not set wrinkles. To drip dry, remove from the washer/water and place on a rust proof hanger. Do not wring or twist.
 - A hand iron set on low heat may be used to individually press areas such as collar points or pocket flaps to help maintain a neat appearance. Care should be taken when pressing creases, as the uniform is manufactured with permanent creases. Improper pressing may result in multiple permanent creases. No new creases may be created.
 - The use of starch, sizing and any process that involves dry-cleaning or a steam press will adversely affect the treatments and durability of the uniform and is not authorized.
-

AWC/Tanker Jacket

The all-weather coat and tanker jacket should be dry-cleaned only. A water repellency treatment should be applied after four or five dry cleanings.

Button and Insignia

Gold buttons are plated to prevent tarnishing and should not be polished with abrasives or polishing cloths containing chemicals. Use the chart below for cleaning instructions.

Part	Cleaning Method
Gold buttons	Weak solution of household ammonia and water.
Gold-plated buttons that had the plating removed	Rub gently with acetic acid or any substance containing this acid, such as vinegar, followed by thorough washing in fresh water and drying.
Gold-filled parts	Wash with soap and water.
Service insignia	If the black finish wears off, replace the insignia or refinish with USMC approved liquid only.

Continued on next page

Maintenance of General Officer Uniforms, Continued

Green Undershirts

Dyed cotton material used in green undershirts has a strong tendency to fade. Proper laundering and care will eliminate or reduce this possibility. However, fading/discoloration alone does not render the undershirt unserviceable.

Laundering instructions

- Use the permanent press cycle or hand wash in cold or warm water.
- Do not use bleach or detergents which contain bleaching agents.
- Tumble dry on the permanent press cycle, drip dry on a rust-proof hanger, or line dry out of the sun's direct rays.

Note: Allowing the undershirt to come in contact with oxidizing agents, such as benzoyl peroxide, may cause spots which cannot be removed without ruining the shirt.

Khaki Web Belts

When belts are laundered, shrinkage is a normal reaction of untreated webbing. To compensate for shrinkage, the belts are manufactured in two lengths 45 and 50. Belts should be washed at least three times before cutting to normal waist size.

Note: To prevent excess shrinkage after laundering, hand stretch the belts while wet.

Martial Art Utility Belts

The martial arts belt can be hand or machine laundered with out bleach.

Storing Women's Service and Dress Caps

Use the packaging material (tissue paper and chipboard cylinder) as it was originally used for storing. The cap should fit snugly within the box with tissue paper used to prevent shifting of the cap and to support the crown. The chipboard cylinder should be placed flat (not on edge) within the crown to afford additional support.

Continued on next page

Maintenance of General Officer Uniforms, Continued

White Vinyl Covers/Caps

The white vinyl frame cap covers and the women white dress vinyl caps may be cleaned with a soft brush (for light dirt/dust) or with a soft cloth dipped in warm soapy water. Brushing/cleaning motion should be in the direction of the grain of the vinyl.

Cuts in Cloth

For the combat utility uniform only a clean cut in a cloth uniform can be repaired by being rewoven with threads drawn from the material in another part of the garment. This must be done by an experienced tailor and is an expensive process; however, a well rewoven cut cannot be noticed.

Preventing Moth Damage

Frequent brushing and exposure to sunlight and fresh air will effectively prevent moths. If uniforms are to be put away for a long time and left unattended, they should be thoroughly cleaned and packed in an airtight plastic bag or protected from moth damage.

Preparation of General Officer Uniforms

Introduction

Upon request, you must prepare the general officer uniform to include matching cover and shoes. Accessories and rank insignia must be placed in the appropriate places. Reference Appendix A for insignia, ribbons, and medals placement.

Medals, Ribbons, and Rank Insignia

- Attach medals or ribbons to uniform.
- Learn the general's ribbons, decorations, and awards in the sequence earned.

Note: Learn how many rows of ribbons and the general's preference for particular spacing requirements.

- Personal decorations
 - Unit awards
 - Special and commemorative awards
 - Foreign awards
 - Other federal decorations
- Attach rank insignia to uniform.
- Note: General officer will have one ray of each small star pointing toward the top of the cap.
- Hang and display uniform in dressing area.
 - Recheck placement of ribbons and medals to ensure proper placement.
-

Regulations

For assistance in all matters pertaining to uniform regulations, refer to the current edition of MCO P1020.34.

Trip Preparation

Packing	Upon request, pack the items and clothing in quantities necessary for the period of travel required.
----------------	--

Itinerary and Checklist	Check the general's itinerary and determine uniforms, accessories, and clothing items required for the travel period.
--------------------------------	---

Note: Always check with the general officer for specific instructions.

- Select the appropriate uniforms and clothing required.
 - Pack electrical adapters when traveling to a foreign country.
 - Prepare a list of clothing and present it to the general officer for approval. If necessary, make requested changes received from the general officer.
-

Select Luggage	Select the luggage needed. This is usually done by the general officer. Ask for preferences.
-----------------------	--

Staging the Clothing	Lay clothing out in categories (shirts, trousers, shoes, socks, etc.)
-----------------------------	---

- Count items to ensure the appropriate quantities.
 - Check for tears, missing buttons, and worn socks.
 - Replace items if necessary.
-

Continued on next page

Trip Preparation, Continued

Clothing Preparation

- Place shirts, field scarves, and underwear where they are easily attainable.
- Fold or roll clothing neatly to keep wrinkle free.
- Place uniforms separately and number them.
- Place all greens, whites, and tropicals in separate plastic bags.
- Wrap shoes in tissue paper with shoe trees in them.
- Pack articles tightly to prevent them from moving around in the luggage.
- Pack pictures carefully so glass will not break.

Note: **DO NOT** pack glass bottles that contain fluids with clothing. If you must, wrap them very carefully and place them in a plastic bag. Tie or tape the bag well to prevent spills.

- Pack an iron, sewing kit, shoe polish, and brushes.
- Secure the luggage properly.
- Label the luggage with the general officer's name and other specific information required.

Staging the Luggage

Carry luggage to designated area for pickup. If luggage is placed outside of quarters, stay with the luggage until the authorized individual removes it.

Marine Aide Uniform Specifications

Memorandum for Marine Aides

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

10 Mar 97

MEMORANDUM FOR ENLISTED AIDES

Subj: NEW UNIFORM ITEMS FOR ENLISTED AIDES

Ref. (a) MCO P1020.34F

1. The Commandant has approved, effective 1 April 1997, the following standard Navy clothing items to be added to food service clothing issues authorized in paragraph 7007 of reference (a).

Jacket, black, relaxed fit, 1 each (5323144279)

Sweater, black, cardigan, 1 each (45608691649)

2. These items will be issued to all personnel who will be serving as Enlisted Aides and food service personnel in the General Officers' Mess on 1 April 1997, unless it is known that they will vacate these billets within 60 days of the implementation date.

3. The above information will be published by ALMAR in the near future. In the interim the items may be procured by through normal supply channels from: Uniform Support Center, Mail Order Program 1545 Crossways Blvd., Chesapeake, VA 23320, telephone (603) 300-4038.

4. Effective 1 April 1997, civilian outerwear is no longer authorized for wear with food service clothing.

5. Point of contact at this office is Master Sergeant Rensch, comm (703) 614-4468 or DSN 224-4468.

R.E. APPLETON
Colonel, U.S. Marine Corps
Military Secretary to the Commandant

Continued on next page

Marine Aide Uniform Specifications, Continued

Change to Uniform Regulations

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO

1020
cmc
6 Mar 97

From: Commandant of the Marine Corps
To: Marine Corps Uniform Board

Subj: CHANGE TO MARINE CORPS UNIFORM REGULATIONS

Ref. (a) MCO P1020.34F

1. Effective 1 April 1997, change paragraph 7007 to add the following items for both the male and female food service clothing issues:

<u>Item</u>	<u>Quantity</u>
Wind breaker, polyester, black	1
Sweater, v-neck, lightweight, black	1

2. Both items are available through the Navy supply system. They will be worn without rank insignia.

3. These items should be issued to all personnel serving as Enlisted Aides and Food Service personnel in the General Officers' Mess on 1 April 1997, unless it is known that they will vacate these billets within 60 days of the implementation date.

4. Point of contact in this office is Major Kim Foss

Summary

In this chapter, you covered the uniform requirements and some of the Marine aide duties. In the next chapter, you will cover entertaining and overall planning.

CHAPTER 2

ENTERTAINING AND OVERALL PLANNING

Overview

Functions

There are many types of functions you may be required to perform (breakfast, brunch, luncheons, coffee, tea, buffet, dinner, reception, and cocktails). Careful planning will ensure these functions are conducted in a smooth manner.

In This Chapter

This chapter covers the following topics.

Topic	See Page
Menu Planning	2-2
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Table Linens and Coverings	2-31
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Stocking and Setting up a Bar	2-42

Menu Planning

Menu Requirements

The host/hostess should give you specific requirements and instructions on the type of menu required. The type of function will dictate the menu. The important factors are

- How many guests will be attending
- Special dietary restrictions
- Cost

The first step is to plan the menu; check with the host/hostess to ensure the menu meets with their satisfaction; and prepare the shopping list, ensuring a balance of the four basic food groups.

Guide lines

All menus must be prepared from the four basic food groups. The food items must be palatable, pleasing to the senses, and prepared according to the quantities and ingredients specified in the recipe.

- Inventory food items on hand and/or items to be ordered.
- Determine if there are food items that may be changed from one meal or occasion to another.
- Determine if there are items that may not be acceptable to diners.
- Check with host/hostess and previous menus for input to see how many portions need to be planned and prepared (dietary requirements).
- Determine which items are more acceptable than others listed on your menu.
- Ensure that items included on the menu are acceptable according to the climate and/or occasion.
- Determine the quantity of each item required.
- Consider the yield of food items.
- Consult with host/hostess on final menu preparation plans.

Note: A simple, well-balanced and well-prepared meal is preferable to one that is elaborate but poorly prepared.

Continued on next page

Menu Planning, Continued

Guidelines, continued

- Select recipes from reliable sources.
- Review the recipes and compare similar recipes with different sources.
- Determine availability of ingredients.
- Determine if the recipe can be prepared with existing kitchen facilities.
- Convert the recipes to the amount of portions that will best be suited to the operation or occasion.
- Test the recipes.
- Prepare and cook the food items according to the recipe directions.
- Evaluate the preparation capability of the equipment, cooking methods used, and experience of the staff.
- During the evaluation, make necessary notes and corrections in procedures and methods used.
- Determine if the recipe is cost effective in terms of preparation and cooking time.
- Evaluate the prepared food item for desired quality and appearance to determine whether the item can be prepared and served within constraints.

Notes: Acquire alternate or supplemental equipment and facilities when existing kitchen facilities are not adequate.

Ingredients may have to be adjusted to increase or decrease the recipe.

- Determine whether preparation procedures can be simplified.
 - Make a final decision whether or not to use the tested menu item.
-

Set Up

Arrange Seating

- Review the seating arrangements.
- Select appropriate seating arrangements for the particular occasion.
- Arrange seating for the occasion.

Note: Check with host/hostess for preferences.

Set Table

- Select the appropriate table setting.
 - Review the table settings.
 - Select the appropriate table setting for the particular occasion.
 - Select and place appropriate (matching) table linen, place mats, and napkins on the table.
 - Arrange the table setting correctly for the particular occasion.
-

Prepare Decorations

- Ensure that centerpiece conforms with the theme of the occasion.
- Ensure that the colors in the centerpiece or arrangement harmonize with the colors of the table service, tablecloth, and napkins.
- Place the centerpiece where it contributes to the interest and charm of the complete setting.

Note: The size of the centerpiece depends on the size and shape of the table, but it should not be so tall or large that guest cannot see over it.

- The centerpiece or floral arrangement may be placed
 - Against the wall on the table
 - On one side of the table
 - In the center of the table
- Ensure the centerpiece container is as much a part of the picture in quality, texture, and color as the chinaware, crystal, and silverware.

Note: Make the arrangement in proportion to the length and size of the table.

BUFFET TABLE: Use any height arrangement.
SIT-DOWN AFFAIR: Recommend low arrangement.
COFFEE/TEA: Recommend tall arrangement.

Serving and Clean Up

Serve Meal

Follow the correct procedures for serving food items. Rules for service are as follows:

- Formal - Serve from left, remove from left.
 - Informal - Serve from left, remove from right.
-

Clean and Restore Kitchen and Serving Area

- After the services are complete and the guests are finished, clean the area.
 - Remove all tableware to the appropriate area for washing, drying, and storing.
 - Remove linens and napkins to the appropriate location to be laundered and stored.
 - Store leftover foods in proper containers in appropriate storage areas.
 - Wash, dry, and store tableware, serving dishes, pots, pans, and other equipment.
 - Ensure that kitchen, dining, and serving areas are restored to a clean and orderly manner.
 - Reposition furniture to its original location.
 - If necessary,
 - Empty and clean the ashtrays.
 - Dust off the furniture.
 - Clean up food and liquid type spills.
 - Sweep, vacuum, and mop serving areas.
-

Types of Occasions

Brunch

Brunch is similar to any formal luncheon or dinner. It is usually served between 1100 and 1300 and consists of a combination of breakfast and lunch. It is usually held in a home on the patio or terrace, or in a club. Attractive casual dress is worn. Most brunches consist of

- Hot muffins
 - Scones
 - Ham
 - Sweet rolls
 - Pastries
 - Fruit Juice
 - Coffee or Tea
-

Coffee

A coffee is informal entertainment that is popular for wives of a unit and held on a weekday. It provides an opportunity for wives to get acquainted informally. A coffee is usually held between 1000 and 1130 and the menu is similar to breakfast.

EXAMPLE: Coffee, sweet rolls, biscuits, small sausages, a variety of finger foods, coffecake, or a special dessert may be served.

Luncheon

Most luncheons are official occasions frequently held in honor of a visiting dignitary at your base, post, or station.

- Luncheons usually start at noon or 1300.
- Formal luncheons have three or four courses.
- Informal luncheons can only have two courses.
- Cocktails are offered approximately 30 minutes before the meal is served.
- Sherry can be served at the table.
- Menus are simple.

EXAMPLE: A casserole or quiche with a salad, salads and sandwiches, fruit, or a special dessert may be served.

Continued on next page

Types of Occasions, Continued

Tea

A tea is a "get together" given to meet a house guest or a special person. Often a special person is honored and the guests greet that person in a receiving line.

- Teas for a few or many guests usually start at 1600. They may also be held at a time designated by the host; however, any time between the hours of noon and 1600 may be appropriate.
- A tea is usually held in the dining room, and the table is always covered with a lace or an elaborate cloth.
- The food served at a tea varies.

EXAMPLES: Tea, punch, dainty finger foods, sandwiches and small cakes, small rolls or biscuits filled with hot creamed chicken, small doughnuts, tarts, pastries, cake, nuts, and mints.

- One wine is customarily served at the luncheon table if that is the desire of the host. Light wines are usually served at luncheons.

Informal Dinner

The main difference between formal and informal meals is that the host or hostess may wish to serve the table. The food may be passed around "family style." The guests help only if asked to do so. The host may pour coffee while the hostess prepares dessert.

Continued on next page

Types of Occasions, Continued

Formal Dinner Follow all procedures for formal dining.

- Review a formal place setting in an etiquette book, if necessary.
- Designate dinner partners and tables by seating charts or escort cards.
- Put place cards on the tables.
- Serve several courses by stewards, waiters, waitresses, or aides.
- Allow smoking **ONLY** if there are ashtrays and the host or hostess offers cigarettes.
- Serve dinner between 2000 and 2030.

Menu for Formal Dinner Menus for formal dinners vary. The following example provides courses with the wines that accompany each course and may be changed to three-, four-, or five-course menus by omitting certain courses.

Sequence of Courses	
Course	Wine
Shrimp cocktail, oysters or clams on the half shell, or fruit cup	White Burgundy
Soup (usually clear)	Sherry
Fish, hot or cold	White Wine
Main course of meat and vegetables	Claret
Main course of game and vegetables	Burgundy
Salad	No new wine
Dessert (ice cream, sherbet, etc.),	Champagne
Fresh fruit (pears, grapes, etc.)	Champagne

Formal Dinner Examples

- A five-course dinner could be soup, fish, main course, salad, and dessert.
- A four-course dinner could be soup, main course, salad, and dessert.
- A three-course dinner could be soup, main course (with asparagus instead of salad), and dessert.

Note: Red, white, pale, or rust wine is appropriate, depending on main meat entree.

- Serve rolls and after dinner coffee.
- Serve mints after the final course (optional).
- Serve liqueurs, but not at the dining table.

Continued on next page

Types of Occasions, Continued

Buffet

A buffet meal is a favorite form of serving many guests in a small space with or without help. Guests serve themselves from a buffet table and eat at designated locations throughout the house. The host or hostess may choose to pass the foods again or ask the guests to return for seconds. Most often the aide, executive officer, or specific friends assist.

- The time of the buffet varies depending on the desire of the host or hostess.
 - Buffet menus varies, but may include roast beef, turkey, or ham; salad and dessert; a main course of meat and vegetables, with or without salad and dessert; or a casserole, salad, and dessert. The meat dish, such as chicken a' la king or any of the curries that are favored, can usually be prepared in advance.
 - Coffee is passed or served in the dining area.
-

Cocktail Party

This is a type of party to say hail and farewell, to entertain special guests, or just to visit socially. Cocktail parties vary in size from a handful to many people. These parties are customarily held during or near the close of daylight hours as desired by the host or hostess. A choice of drinks should be made available. Finger foods and heavy or light hors d'oeuvres may also be served.

- Drinks may be served from a bar or passed around on a tray.
 - At small cocktail parties, the host usually acts as a bartender.
-

Continued on next page

Types of Occasions, Continued

Reception

Formal and informal receptions are large parties held to honor individuals, couples, or groups. At formal receptions, such as the ones held by the commanding general, guests go through a receiving line.

- Receptions are held at various hours, according to their nature, with less formal affairs frequently held from 1800 to 2000.
 - Foods served at receptions are as simple or as elaborate as the host desires and the occasion requires.
 - One room is usually set aside for food, but more rooms may be needed at large receptions.
-

Tips for Sit Down Meals

When serving, the waiter should always have the plate for the next course in his hand so that he may pick up the used plate, while at the same time placing the unused plate for the next course.

The place setting should not be left empty while the rest of the table is being cleared unless it is the dessert course. This particular place setting may stay empty while the table is being cleared.

When using more than one server, one server starts meal service with the person to the right of the host and the other server starts with the person to the right of the hostess.

Table service may be removed from the left, but glasses should be removed from the right to avoid reaching across or in front of the guests.

Serving a Mess Night

Introduction

Serving a mess night is a very important task that requires detailed coordination between the enlisted aide and the officer in charge (OIC) Vice President. Protocol is a code that dictates strict adherence to correct etiquette and precedence. The performance steps and sub-steps outlined in this task are rather generic and should be used only as a guide. A checklist is provided listing detailed actions to take during the service for mess night. Consider "particular" situations and make changes or alterations according to protocol directives.

Occasion

A Mess Night (Guest Night or Dining-In Night) is a formal dinner in mess by all members or the officers of a particular post or unit. It is an occasion to celebrate and honor a distinguished guest from the unit, service, or country.

Preparation

Step	Action
1	Plan the menu.
2	Prepare the food.
3	<p>Prepare serving utensils and select seating arrangements.</p> <p>Consider the various serving utensils, and use the ones that are appropriate to serve the food.</p> <p>Coordinate seating arrangements with the OIC and host, as applicable.</p> <p><u>Note:</u> The junior lieutenant, who is always designated as the Vice President (Mr. Vice), sits at the foot of the table. Do not sit a guest with his back to the President (field officer).</p> <p>Prepare and use name "place" cards and place them on the table in front of each designated seat.</p>

Continued on next page

Serving a Mess Night, Continued

Preparation, continued

Step	Action
4	<p>Set the table.</p> <ul style="list-style-type: none"> Consider the number of guests that are expected to be served. Coordinate with the OIC, host, or hostess to determine table linens and place setting requirements and preferences.
5	<p>Prepare the decorations.</p> <ul style="list-style-type: none"> Consider the purpose of the affair and ensure that decorations and centerpieces conform to the occasion. The following may be used as a basic guideline for decorations. <ul style="list-style-type: none"> Three-stick candelabra placed equally on tables Single candle sticks Flower arrangements or other appropriate items Guidons (small rectangular flags) and drums Carved ice <p><u>Note:</u> Avoid placing candles where they may create a fire hazard.</p>
6	<p>Serve the meal.</p> <p><u>Note:</u> Mess night service is counterclockwise beginning with the guest of honor and ending with the President.</p> <ul style="list-style-type: none"> Serve the ranking guest, seated to the right of the President, first. Continue counterclockwise until all guests are served. <p><u>Note:</u> All other procedures follow the formal service.</p> <p>Service should be so timed that the President and Vice President will be the last guests to be served (but at the same time).</p>

Continued on next page

Serving a Mess Night, Continued

Seating and Table Arrangements

Review the following seating and table arrangements and select the one that is suitable for that particular occasion. Refer to the illustrations for guidance and assistance on basic serving styles. Stars indicate where port or punch should be placed on the tables.

If guests total	Table arrangement (recommended)
10 to 20	Rectangular
20 to 30	"T" shaped
Over 30	"U" shaped

Rectangular

Seating Arrangement	Serving Style
<p>A rectangular table with 14 seats. The top row is numbered 2, 4, 6, 8, 10, 12, 14 from left to right. The bottom row is numbered 3, 5, 7, 9, 11, 13 from left to right. The 2nd Guest of Honor is at seat 2. The President is at seat 1 (left end). The Vice President is at seat 14 (right end). The Guest of Honor is at seat 3.</p>	<p>A diagram showing the serving path for a rectangular table. The path starts at the top center, goes down the right side, around the right end, down the left side, around the left end, and back up the right side. Stars indicate where to place port or punch. Arrows labeled 'Start' indicate the beginning of the serving path.</p>

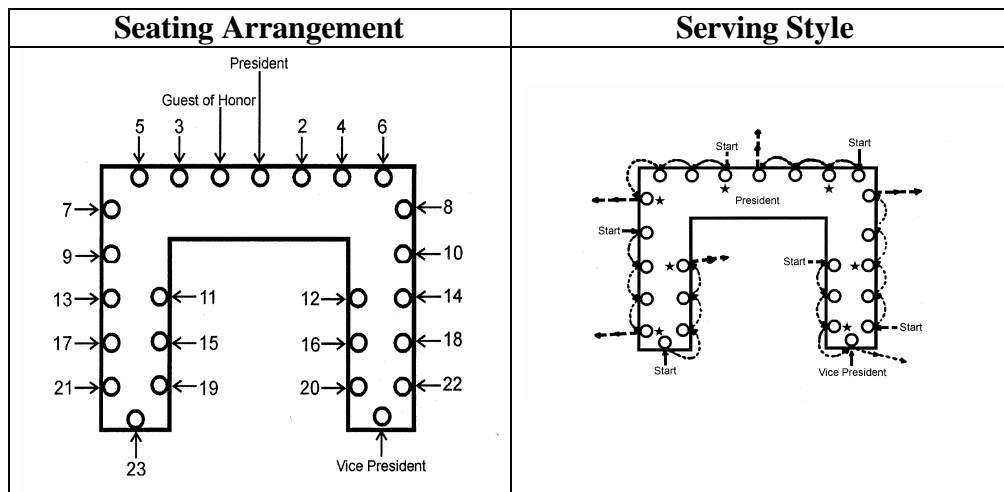
"T" Shaped

Seating Arrangement	Serving Style
<p>A T-shaped table with 20 seats. The top row is numbered 5, 3, 2, 4, 6 from left to right. The bottom row is numbered 9, 11, 12, 10 from left to right. The President is at seat 2. The Guest of Honor is at seat 3. The Vice President is at seat 19. The 7th and 8th seats are at the ends of the top row. The 13th, 15th, 17th, and 19th seats are on the left side of the bottom row. The 14th, 16th, 18th, and 20th seats are on the right side of the bottom row.</p>	<p>A diagram showing the serving path for a T-shaped table. The path starts at the top center, goes down the right side, around the right end, down the left side, around the left end, and back up the right side. Stars indicate where to place port or punch. Arrows labeled 'Start' indicate the beginning of the serving path.</p>

Continued on next page

Serving a Mess Night, Continued

"U"-Shaped



After Grace

- After concluding Grace, clear the table as soon as possible.

Note: Napkins will remain on the table throughout the meal and ceremonies.

- Place proper glasses before each guest.
- Place decanters of port or 1775 punch on the table.

1775 Punch Recipe

Mix	4 parts dark rum 2 parts lime juice 1 part pure maple syrup
Add	Small amount of grenadine to taste Ice, as much as desired
Stir	Well to blend ingredients

Continued on next page

Serving a Mess Night, Continued

Clean and Restore Galley

Ensure the kitchen and serving areas are clean and orderly.

Checklist

Use the example checklist to ensure the mess night runs smoothly.

Checklist of Procedures	
	Place the first course on the tables (appetizer and water) before guests enter dining room.
	Pour sherry as soon as guests are seated.
	Remove appetizer dish as soon as each guest has finished eating.
	Serve consommé in a bouillon cup.
	Remove bouillon cup and sherry glass.
	Serve fish course and pour Chablis.
	Remove fish plate, fish knife, and fish fork.
	Remove Chablis glass.
	Deliver third course (main entree) to the table along with carving implements and stacked serving plates.
	Cut meat entree (may be pre-cut) and place on plates.
	Serve the guest of honor/ranking guest first and the guest to the right of the Vice President.
	Continue counterclockwise, serving the President and the Vice President of the mess last but at the same time.
	Remove the base plate at the same time you place the serving plate with the meat entree.
	Serve vegetable dishes (formal service) after the meat entree.
	Serve the hot au jus last.
	Pour rose wine.
	Remove meat entree from table.
	Remove service plate, service knife, service fork, and rose wine glass.
	Serve fourth course, salad (dressing should be on the salad).
	Pour chablis.
	Remove salad plate, salad fork, salad knife, and chablis glass.
	Place port glass on table.
	Serve dessert with dessert fork or dessert spoon.
	Place coffee cup, saucer, and spoon on table.
	Pour coffee.

Continued on next page

Serving a Mess Night, Continued

Example Checklist, continued

Checklist of Procedures	
	Serve sugar and cream.
	Remove dessert plate and fork, coffee cup, saucer, and spoon.
Place decanters of port on tables at proper locations.	
<u>Note</u> : When the President announces, "The smoking lamp is lighted," the attendants will immediately do the following.	
	Place selection of cigarettes on table in manhattan glasses beside wine decanters.
	Place matches beside each glass of cigarettes.
	Place ashtrays on table (one per two officers).
	Pass cigars.
	Serve liqueurs.
	When the President announces, "The mess has ended," the attendants will commence with cleanup after all members of the mess have departed.

Serving Tips

General

There are two general classifications of entertaining.

- Informal - There may be no aides, therefore no one is serving the table. The host or hostess serves two or three courses, probably buffet style.
- Formal - There is full service at the table with no assistance from the host or hostess. Waiters, waitresses, or aides serve four or five courses.

Serving Utensils

Be selective in choosing the most appropriate items for the meal served. The following is a list of multipurpose serving pieces that complement the place settings.

Utensil	Use
Bon bon or nut spoon	Canapés.
Butter knife	Butter service on the butter dish. For cheeses and hors d'oeuvres.
Cheese server	Cutting and serving solid cheeses and spreads and molded jellies.
Cold meat or buffet fork	Meat, fish, or salads served on platters.
Ladle	Cream or sauce, or mayonnaise.
Flat server	For hard to balance foods like broccoli, asparagus, sliced tomatoes, or pancakes.
Gravy ladle	For stews, soups, creamed dishes, and dessert sauces.
Jelly server	Cutting and serving cheeses and relishes.
Lemon fork	Serving olives, pickles, and butter pats.
Olive or pickle fork	Doubles as a butter pick.
Pie or cake server	Pastries, frozen desserts, fish, and aspics.
Salad or serving spoon	Larger than a tablespoon. For vegetables, berries, salads, puddings, and casseroles.
Sugar spoon	Thick sauces and relishes.
Sugar tongs	For a small ice bucket or candy dish.
Tablespoon	The indispensable, multipurpose spoon.
Pierced tablespoon	Fruits and vegetables served in their juices.
Roast carving set	Slicing and serving large roasts, hams, and poultry.
Steak set	Slightly smaller knives for steaks, small roasts, and poultry.

Continued on next page

Serving Tips, Continued

Serving the Meal

There are two distinct ways of serving the meal (formal or informal). The table below lists the preferred guidelines when serving a meal. Consult with a host or hostess for any preferences or variations of format.

Servers

Formal	Informal
<p>Place one plate at a time in front of the guests.</p> <ul style="list-style-type: none">• Serve from the left.• Never reach in front of the guest.• Two waiters may work as a team in removing used plates.• Plan strategy in advance so service will run smoothly.	<p>Two plates may be placed at a time.</p> <ul style="list-style-type: none">• One plate with the left hand to the left of the guest.• The other plate with the right hand to the left of the next guest.

Plates

Formal	Informal
<p>Remove after each course, when all guests have finished eating. With approval of the host or hostess, plates may be removed at large dinners after each guest has finished eating.</p> <p>To speed service, the waiter removes two plates at a time.</p> <p>After removing two plates, bring back two fresh plates.</p> <ul style="list-style-type: none">• One plate with the left hand to the left of the guest.• The other plate with the right hand to the left of the next guest.	<p>Hold the fresh filled plate in the right hand while removing the used plate from the left of the guest with the left hand. The fresh plate is set down to the left of the guest.</p> <p>Clear the table of crumbs only at the direction of the host or hostess.</p>

Continued on next page

Serving Tips, Continued

Serving Dishes and Platters

Formal	Informal
Offer to the left of the guest with the left hand. The right hand is held close to the side or slightly behind the back. Rest the dish on a folded napkin on the flat of the waiter's hand.	Offer to the left of the guest with the left hand. The right hand is held close to the side or slightly behind the back. Vegetable dishes may be placed on a tray or carried in each hand.
<ul style="list-style-type: none">• If the dish is heavy, it may be held with both hands. Do not grasp the dish by the rim.• Serving dishes and platters are not to be placed on the table during formal meals	<ul style="list-style-type: none">• Offer the vegetable dish in the left hand first, then offer the vegetable dish in the right hand.• Usually potatoes may be placed on the meat platter.

Large Serving Spoons and Forks

Formal	Informal
Place the utensils in each serving dish; face down with the handles toward the guest.	Place the utensils in each serving dish; face down with the handles toward the guest.

Order of Removing

Formal	Informal
<ol style="list-style-type: none">1. Plates2. Butter plates3. Pepper4. Salt5. Crumbs	<ol style="list-style-type: none">1. Plates2. Butter plates3. Serving dishes and platters (if on the table)4. Pepper5. Salt6. Bread tray (if on the table)7. Crumbs.

Continued on next page

Serving Tips, Continued

Who is Hosting If a woman is hosting the occasion, and the seating arrangements are alternating men and women, then serve the woman first to the right of the hostess. If a man is hosting the occasion, then the woman to the host's immediate right will be the first person served and the host will be served last.

One Server For six to eight guests and one complete set of serving dishes

- Serve the woman to the right of the host.
- Serve the host, if a woman is hosting. If the host is a man, serve him last.
- Serve the woman to the left of the host.
- Continue to serve clockwise around the table.

Two Servers For 10 to 16 guests and two complete sets of serving dishes

- First server will serve the woman at the right of the host.
- Second server will start with the guest of honor.
- Continue to serve counterclockwise around the table serving the host last.

Note: When a very important man is the guest of honor at the dinner, the second service may start with the guest of honor to the right of the hostess.

Continued on next page

Serving Tips, Continued

Three Servers

For 18 to 22 guests

- First server starts with the woman to the right of the host, continuing counterclockwise.
- Second server starts where the first server would leave off, or at the sixth guest.
- Third server starts where the second server would leave off, serving the host last.
- All servers must be synchronized so that the food is offered at about the same time.

Note: Always check with the host or hostess for any preferences or variations in the serving order, before the meal service begins.

Special Notes

- At times, it may be better to start one of the servings, but never the first, with a man.
 - If there are 14 guests, the man at the right of the hostess may be the first to serve at that end of the table.
 - If there are 20 guests, a serving may start with a man at the left of the hostess.
-

Foreign Countries

The following custom is observed in some foreign countries.

- Serve all women before serving the men.
 - Serve the woman to the right of the host.
 - Serve the woman to the left of the host.
 - Continue serving clockwise, ending with the hostess.
 - Serve the men in the same manner, ending with the host.
 - Men and women frequently leave the table together to go into the living room for demitasse, liqueurs, and mints.
-

Food and Beverage Procurement and Preservation

General

The purchases of food items must be made with regard to a balance of the four basic food groups to provide various menus and adequate nutrition. Emphasis is placed on seasonal food items. Caution must be taken to avoid food items with high fat, salt, and sugar content.

Obtain Funds

Use one of the following sources to obtain funds.

- Aide-de-camp
- Cash
- Blank check (personal, authorized)
- Pre-signed check (by General or his designee)

Note: Maintain receipts for accountability and records.

Inventory

- Conduct an on-hand inventory of food items and other specific designated items.
- Record and make note of items that are "below" stock levels for planned menus.
- Record these items on your shopping list.

Note: Purchase quality items through base commissary as often as practical before seeking outside retail purchases.

Menu Requirements

- Determine menu requirements.
- Always check with host/hostess for specific requirements and instructions.

Note: This is only a basic guide. Use your own knowledge, training, and discretion to determine additional "unique" and "varying" meals.

Continued on next page

Food and Beverage Procurement and Preservation, Continued

Compile a Purchase List

- Prepare a complete shopping list of items to be purchased.
- Determine and select place to purchase items.
- Maintain an index card listing of particular retailers as a reminder for any future purchases including items purchased, quality, and timeliness of delivery.
- When shopping, compare labels for content, freshness, and quality for the most economical price.

Note: Check with host/hostess for recommendations.

Food and Beverage Storage

- Items must be stored in a manner to avoid deterioration and loss. Storage conditions mostly reflect proper temperatures, adequate ventilation, and proper sanitation. A dry storeroom must be maintained between 50° to 70° F. Height between shelving should be adjusted to 15 inches.
- Food items are arranged alphabetically within categories. Items should be listed on inventory records in the same order in which they occur on the shelves. All items should be stacked on pallets or racks at least 4 to 6 inches off the deck and 4 to 6 inches away from the bulkhead.
- A "First-In and First-Out" (FIFO) policy must be used. Refrigerated items should be stored as follows.

Category	Temperature Range
Meats and poultry	32° -35° F
Fish and shellfish	32° -35° F
Dairy Products	32° -34° F
Fruits and vegetables	32° -35° F
Frozen foods	-10° - 0° F

Continued on next page

Food and Beverage Procurement and Preservation, Continued

Beverages

Wine bottles must be stored on their sides. White wine should not be exposed to sunlight. Storage temperatures for beverages must be maintained as follows.

Beverage	Temperature Range
Spirits	65° - 70° F
Beer	45° - 50° F
Red Wine	65° - 70° F
White Wine	45° - 50° F
Rose Wine	45° - 50° F

Semi-perishable Items

Move the oldest stock from the back to the front of the storage area.

- Remove old stock from shelves.
- Wipe dust and food spillage from the shelves.
- Check availability of storage space.

Place new stock on shelves.

- Date all new stock before storing it.
- Store canned or packaged items on storage shelves.
- Place new stock on shelves first.
- Place items to be used for breakfast, lunch, and dinner on the shelves provided, if available and required.
- Place old stock in front of new stock.

Store cases and large bags in the area provided.

- Ensure that space is available for storage of items.
- Ensure that storage area is clean.
- Store cases or large bags on dunnage that is at least 4 inches above the floor level, if required.

Continued on next page

Food and Beverage Procurement and Preservation, Continued

Semi-perishable Items, continued

Store opened containers of flour and sugar in areas provided.

- Ensure that containers for storage are clean.
 - Place the opened bags of flour or sugar, in their original containers, into the stainless steel or plastic containers, if required.
 - Cover the food containers with tightly fitting lids.
 - Place containers in storage area in a neat and orderly fashion.
-

Perishable Items

- Check the refrigerator and freezer cabinet temperatures.
- Check to see that the air temperature of the refrigerators is 32° to 38° F (0° - 5° C).
- Check to see that the air temperature of the freezer or frozen food cabinet is 0° F or below (-18° C or below).
- Report refrigerator and freezer temperatures that are not within these limits to the authorized individuals.

Notes: The air temperature of frozen food cabinets intended for short term storage up to 7 days may be 0° to -10° F (-18° to -23° C).

Maintain correct temperatures at all times. Keep a refrigerator and freezer temperature log to record temperatures, if necessary.

Storage of Frozen Food Items

- Remove old stock from refrigerator or freezer.
- Place the old stock in a second freezer or refrigerator, if available.

Note: Clean the freezer from which you removed the old stock before replacing food items.

- Date all new stock before placing in storage.
 - Place the new stock to the rear of the clean freezer.
 - Remove the old stock from the second freezer or refrigerator.
 - Place the old stock in front of the new stock, grouped by type, in the clean freezer.
-

Continued on next page

Food and Beverage Procurement and Preservation, Continued

Foods Requiring Refrigeration

- Remove the old stock from the refrigerator.
- Place the old stock in a second refrigerator, if available.

Note: Clean the refrigerator from which you removed the old stock before replacing food items.

- Place new stock to the rear of the clean refrigerator.
- Remove the old stock from the second refrigerator, if required.
- Place the old stock in front of the new stock in the clean refrigerator.
- Avoid odor-imparting and odor-absorbing foods within the same refrigerator.
- Place in separate refrigerators if available.
- Space or stack items to allow air to circulate around them.
- Recheck the refrigerator and freezer cabinet temperatures.
- Ensure the temperatures of refrigerators are 32° to 38° F (0° to 5° C).
- Ensure the temperatures of freezers are 0° to -10° F (-18° to -23° C).
- Report refrigerator and freezer temperatures that are not within these limits to the authorized individuals.

Check the refrigerators and freezers periodically to ensure the proper temperatures are maintained after cleaning and restocking.

Inspection of Food and Beverages

General

You will be able to select items by recognizing leaks, holes, cracks, and swelling in canned goods and grease, moisture, discoloration, and insect or rodent activity in dry storage items. You can identify offensive odors or the slimy condition of meat, fish, and poultry. Molded or rotten fruits and vegetables must be removed. Press frozen items to check firmness and check the container for frozen blood to determine if thawing has occurred. Expiration dates on dairy products must be checked. Beverages are checked for proper position, color, and environmental temperature.

Inspection of Perishables

Perishables consist of meats, fruits, vegetables, poultry, seafood, milk, butter, cheese, eggs (fresh, frozen, or cured meats, and fresh or frozen fruits and vegetables).

Check perishable items for signs of spoiling.

- Check meat, poultry, and fish to make sure they are not slimy and do not have an offensive odor.
- Check fresh fruits and vegetables to make sure there is no mold or rot.
- Inspect frozen foods for signs of thawing and refreezing.
- Press the package with your fingers to ensure that it is firm.
- Make sure that the package is not hard on one side and soft on the other.
- Check frozen meat products to make sure that there is no frozen blood in the containers.

Check the expiration date on dairy products to ensure it has not expired. If expired, notify authorized individuals and follow instructions given.

Look for signs of insect or rodent infestation. Report all damage, spoilage, and expired dates you find during inspection to authorized individuals.

Note: NCOIC should contact authorized individuals, veterinary technician, or an assigned preventive medicine corpsman for assistance.

Continued on next page

Inspection of Food and Beverages, Continued

Inspection of Semi-perishables

Semi-perishables consist of dried fruits and vegetables, canned goods, and packaged goods such as sugar, flour, or pasta products.

Check containers or packages of dry storage items for discoloration that indicates

- Exposure to greasy substances
- Exposure to moisture
- Evidence of insect or rodent activity

Inspect canned goods for leaks, holes, cracks, rust, or swelling. Check the expiration dates on items. Look for signs of insect and rodent infestation around items.

Report all damage, spoilage, and expired dates to authorized individuals. Discard or retain according to instructions given.

Note: Slight swelling of cans of coffee, syrup, or molasses is considered to be normal.

Temperatures

The correct storage temperature of an item will allow a longer life cycle. The table below lists the correct temperatures.

Items	Refrigeration Temperature Range	<u>Notes</u>
Chilled or Precooked Meat products	36° to 38° F	
Fruit or Vegetable products	36° to 38° F	Potatoes and onions do not require refrigeration. They keep best stored at 70° F.
Dairy products	32° to 34° F	
Frozen foods	0° or below	Frozen foods received at 30° F or above are partially thawed and should not be refrozen. The menu should be adjusted to use them promptly whenever possible.

Inventory of Food Items

General

You will have to conduct an inventory of on-hand food items to reconcile records and/or maintain established par levels (requirements) as identified by authorized individuals. Any food stuffs, except spices, will be surveyed for expiration dates and possible disposition or use.

Recording Items

Use the form provided on the next page or another authorized form for maintaining inventory records. Follow the steps in the table below to conduct your inventory.

Step	Action
1	Study the form provided to become familiar with its contents and layout.
2	Read all instructions carefully to complete the form properly.
3	Record items on inventory sheets.
4	Date form in column provided for each transaction.
5	Count each item in the order as listed on inventory sheets.
6	Match inventory with menus if necessary.

Par Levels

To determine the amounts above or below par level, follow the steps listed below.

Step	Action
1	After counting each item by category, record number of items on hand in proper place on the form. Do this for each item listed or establish on inventory sheets.
2	Check expiration dates. <u>Note:</u> If expired, mark for identification and report to authorized individuals at end of inventory.
3	Check quantity par level for each item.
4	Subtract "on hand" item total from "total required" to determine amount "required to purchase."
5	Determine proper use/disposition of excess or expired items. Report shortages, overages, and expirations to authorized individuals.

Continued on next page

Table Linens and Coverings

General

The traditional formal dinner table is covered with a white or ivory damask tablecloth. The modern white or pastel colored cloth of damask, lace, linen, or polyester may be used. Place mats of the same materials may also be used.

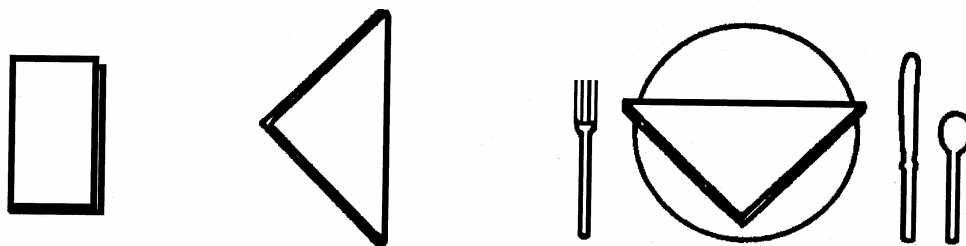
The tablecloth should never hang over the table more than 18 inches, nor less than 12 inches. A silence pad should fit the top of the table, flush to the edges, with the table cloth placed over the pad. Ensure the tablecloth hangs evenly on all sides.

Matching napkins should be between 18 and 22 inches square or 24 inches square for the very formal dinner table. Napkins should be placed for each guest.

A lace, linen tablecloth or placemats may be used for the formal luncheon table. Luncheon napkins are from 14 to 16 inches square and are of matching materials. Cocktail napkins are used before the luncheon or dinner and may be cloth or paper.

Formal Napkin Fold

Fold the napkin into a rectangle, and then fold opposite corners together to form a three-sided shape. Place on plate as pictured below.



Informal Napkin Fold

Informal napkins are 14 to 16 inches square and are used for breakfast, luncheon, tea, informal dinners, or buffet suppers. They are usually placed to the left of the forks. The open edges may be placed toward the plate and the table edge or toward the left as illustrated above. They are customarily placed 1 inch from the edge of the table on a line with the plate and the table silver.

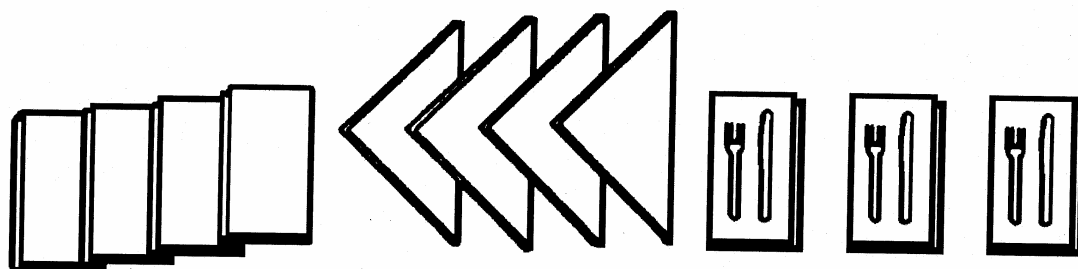
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Table Linens and Coverings, Continued

Informal Napkin Fold, continued

There are several ways to fold napkins for the informal table.

- Fold the napkin into a square, then fold it in half again.
- Fold a smaller napkin from corner to opposite corner to form a triangle. Place it beside the place setting with the triangle pointing out from the plate.
- Napkins for buffets are folded into triangles or rectangles and are placed near the stack of plates or on each plate when a first course is not on the plate. Napkins may be folded into rectangles and placed on the buffet table with silver for each guest laid on each napkin as pictured below.



Occasion

The table below lists the most preferred linens and coverings.

Note: Always check with host or hostess for preferences and recommendations.

Occasion	Linens and Coverings
Breakfast	<ul style="list-style-type: none">• Silence pad under tablecloth linen• Tablecloth• Colored placemats
Luncheon/Dinner (Informal)	<ul style="list-style-type: none">• Silence pad under tablecloth linen• Linen or lace placemats• Damask tablecloth (always over silence pad)• Sheer tablecloths laid directly over the table top• Placemats with matching napkins• Attractive table runners suitable for the occasion

Continued on next page

Table Linens and Coverings, Continued

Occasion,
continued

Occasion	Linens and Coverings
Formal Dinner	<ul style="list-style-type: none">• White damask tablecloth over a silence pad• Linen tablecloth over a silence pad• Lace placemats with matching napkins
Buffet	<ul style="list-style-type: none">• Tablecloth over a silence pad• Placemats with matching napkins
Teas	<ul style="list-style-type: none">• Floor length tea cloth on a small round tea table (This represents a graceful appearance for formal teas.)• Tablecloth with matching napkins, matching or harmonizing with the tea cloth

Table Settings

General

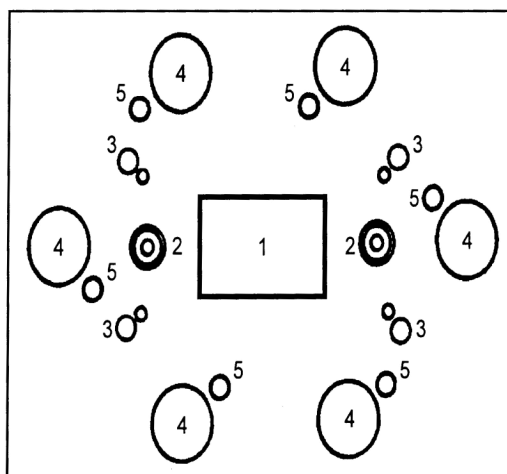
The basic rule in setting any table, formal or informal, is to avoid crowding.

- There should be at least 24 inches of table space for each person.
- Everything on the table must balance.
- Place the centerpiece in the middle of the table and balance the other decorations around it, unless the table is against the wall.
- For a buffet, when space is necessary, place the buffet table against the wall and place the centerpiece closer to the wall.

Note: This traditional table arrangement may be adapted for 6, 8, or 18 guests.

Six Guests

The diagram below is the preferred setting for six guests.



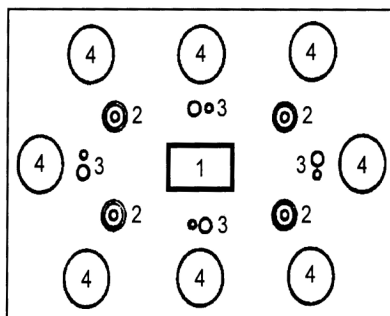
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|--------------------|----------------|
| 1 - Centerpiece | 2 - Candelabra |
| 3 - Salt & Peppers | 4 - Plates |
| 5 - Water Goblets | |
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Table Settings, Continued

Eight Guests

The diagram below is the preferred setting for eight guests.

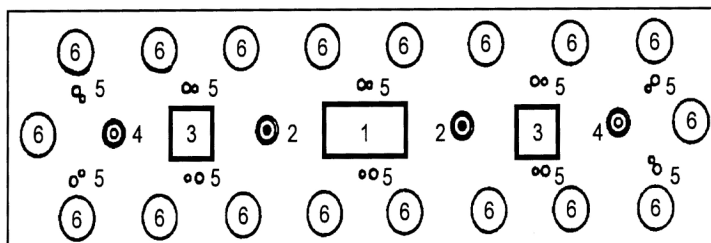


1 - Centerpiece
3 - Salt & Peppers

2 - Candlesticks
4 - Plates

Eighteen Guests

The diagram below is the preferred setting for 18 guests.



1 - Centerpiece
2 - Tall Candelabrum
3 - Matching flowers or fruits

4 - Candlestick or Small Candelabra
5 - Salt & Peppers
6 - Plates

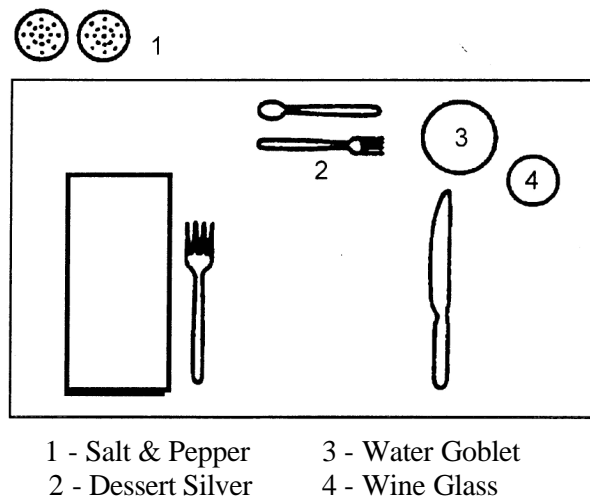
Place Settings

General

The place settings are as important if not more important than the table settings. The diagrams will show the preferred method for the place settings for most occasions. As always, check with the host/hostess for their preferences.

Sit Down Buffet Setting

The diagram below is for the sit down buffet.



Finger Bowls

Finger bowls may match the glass at the table. Bring the finger bowls to the table in one of two ways:

- On the dessert plate, with the dessert spoon at the right and the dessert fork at the left of the plate
- On the fruit plate, when fruit is the final course served

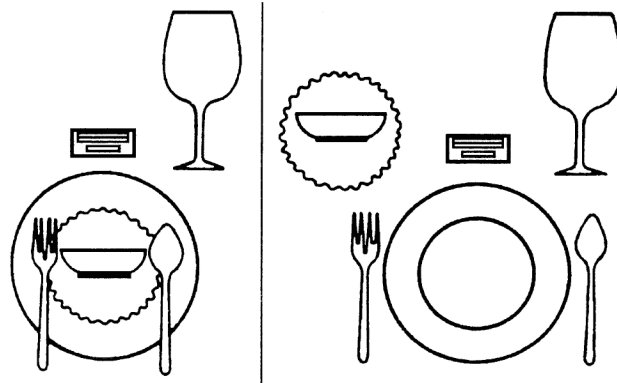
Note: Finger bowls may be brought in at any meal, but are most frequently offered at formal meals, or after the serving of lobsters or clams or any greasy food that must be handled. The finger bowl is 3/4 filled with cool water. Warm water may be used for greasy or finger food.

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Place Settings, Continued

Finger Bowls, continued

The diagram below depicts the correct placement of the finger bowls.

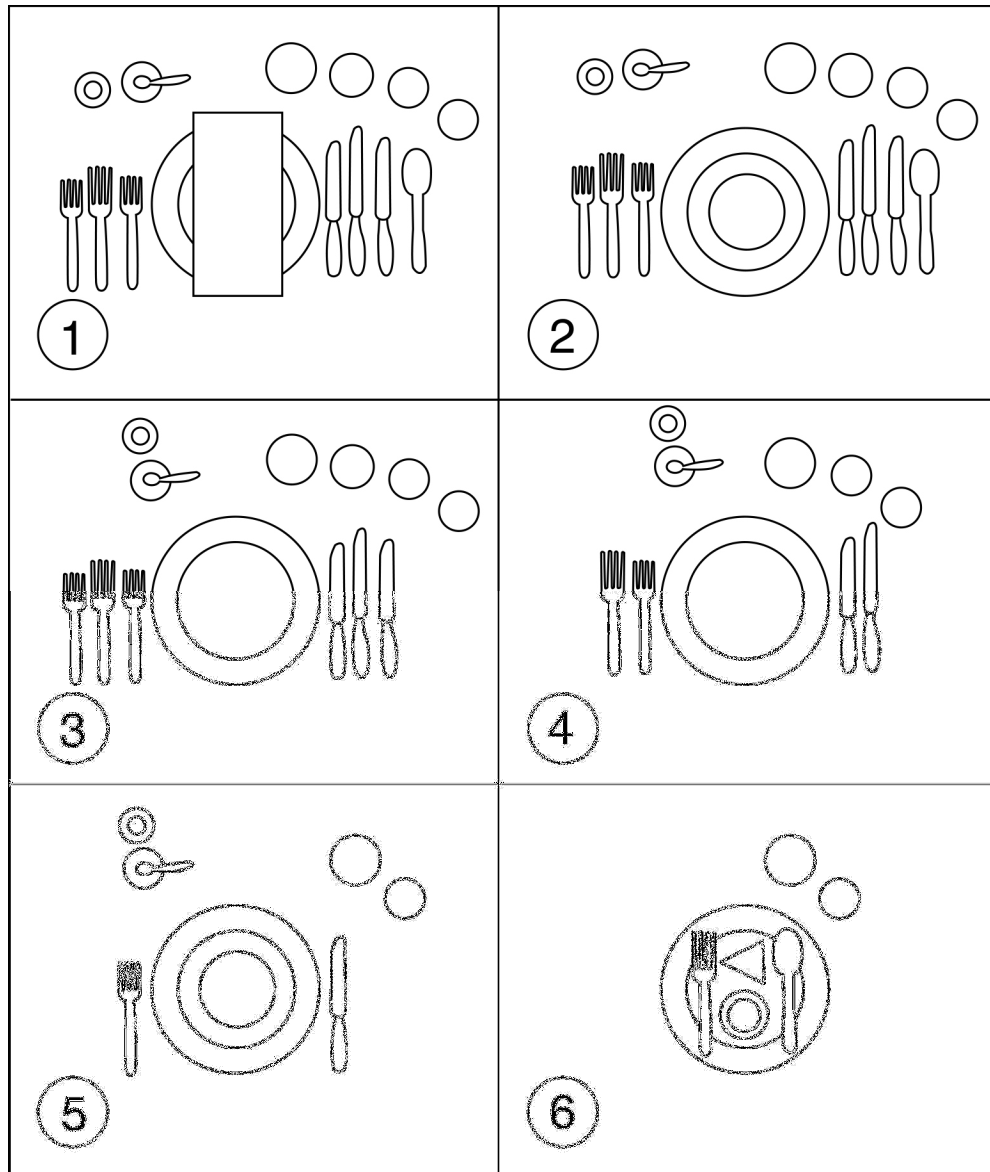


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Place Settings, Continued

Formal Meal Service

The formal meal service is the most important of all the table arrangements. The diagram below depicts the correct place setting for each course at a formal dinner.



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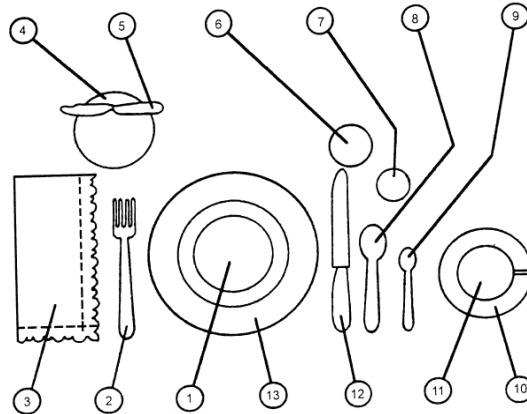
Place Settings, Continued

Formal Meal Service, continued

Step	Action
1	Complete place setting: Dinner is served.
2	Soup course: Rimmed soup plate is placed on service plate.
3	Fish course: Fish plate has been exchanged for soup and service plates.
4	Meat course: Meat plate has been exchanged for the fish plate and wine glass.
5	Salad course: Salad fork and knife are placed.
6	Dessert course: Table has been cleared; dessert plate fork and spoon are placed.
Note: The small spoon in the upper left in the salt cellar is not part of the silver service.	

Informal Breakfast

The diagram below depicts the setting for an informal breakfast.



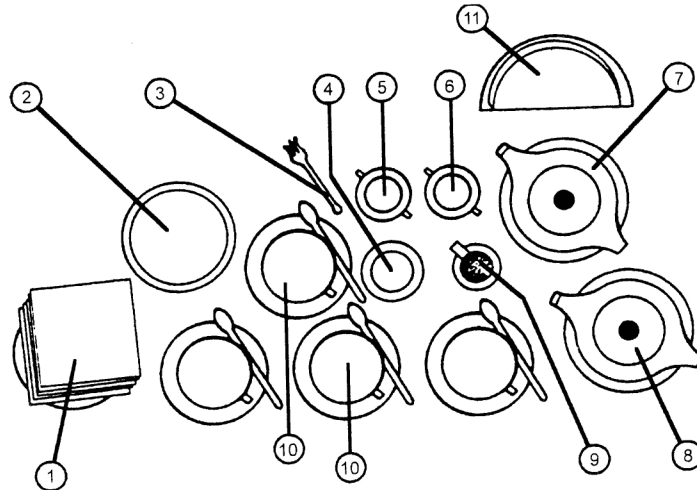
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|---------------------------|-----------------|
| 1. Cereal dish | 8. Cereal spoon |
| 2. Fork | 9. Teaspoon |
| 3. Napkin | 10. Saucer |
| 4. Bread and butter plate | 11. Cup |
| 5. Butter spreader | 12. Knife |
| 6. Water glass | 13. Place plate |
| 7. Juice glass | |

Continued on next page

Place Settings, Continued

Tea Tray

The correct way to set up a tea tray is depicted below.



- | | |
|---------------------------|----------------------------------|
| 1. Napkins | 7. Spirit kettle (for hot water) |
| 2. Large Bowl (tea dregs) | 8. Teapot |
| 3. Lemon fork | 9. Tea strainer |
| 4. Lemon wedges | 10. Cups and saucers with spoons |
| 5. Sugar bowl | 11. Tea caddy |
| 6. Cream pitcher | |
-

Table Decorations

General

Table decorations are an essential part of the table setup. The decorations, if proper, will add to the table setup. The table below is a quick guideline for centerpieces and decorations.

Occasion	Centerpieces and Decorations
Breakfast	<ul style="list-style-type: none">• Simple arrangements of fresh cut or artificial flowers, fruits, vegetables, or a combination of these in attractive containers• Figurines suited for the occasion• Small live potted plants
Luncheon/Dinner (Informal)	<ul style="list-style-type: none">• All of the items above may be considered for centerpieces• Balloons to fit the occasion• A small bowl or cup of artistically arranged plants• Ice carvings suited for the occasion for dinner meal only
Formal Dinner	<ul style="list-style-type: none">• Candelabra with candles (15 to 18 inches high)• Ornaments that blend with the table setting• Centerpiece of a china, silver, or porcelain bowl or tureen filled with flowers; flanked by silver candelabra placed midway down each side of the table. Both sides must look the same.
Tea	<ul style="list-style-type: none">• One candelabrum is sufficient• Arranged flowers in bowl or vase. The height of the flower arrangement may be at the discretion of the host or hostess.
Buffet	<ul style="list-style-type: none">• Flowers, fruits or vegetables in bowls, vases, or baskets• Attractive ornaments• Candelabra with lighted candles for evening activities

Candles

If candles are chilled for several days before use, they will drip less and burn longer.

Stocking and Setting up a Bar

General

The purpose of this section is to give you the knowledge to stock and set up the bar.

Equipment

It is very important that not only do you know what items are required to stock a bar, but that you know something about them. It is a good idea to set up the bar in the order the items are listed.

Item	Use
Bars	<p>There are two types of bars. The first is the “Indoor” bar. It is a wooden bar with a varnish and has pads around the top outside edges. It is used primarily for indoor receptions.</p> <p>The second type of bar is the “outdoor” bar. They are also wooden, but have been painted. Some have been specially cut to fit inside a gazebo. It is used primarily for outdoor receptions.</p>
Tables	Small, square tables are used for placing ice chest, sodas, and extra supplies on. Always cover the table with a tablecloth before putting supplies there. Remember that eye appeal is everything.
Flooring	These are wooden and pallet-like. They only have one side for use. They are essential in keeping the grass from being damaged. A spilled drink is able to go through the slats, whereas if they were not there, it would get trampled into the ground, destroying the grass.

Glasses

Since every drink requires a special glass, there are a variety of glasses used.

Glass	Description
Wine Glass	Usually tall and stemmed
Highball	Small, cylindrical, non-stemmed glass, used for basic drinks (Soda, Rum and Coke, Gin And Tonic)
Rocks Glass	Small and have a wide rim and used for single order drinks on the rocks
Pilsners	Tall and have a round pedestal for a base and used solely for beer

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Stocking and Setting up a Bar, Continued

Liquor These items consist of, but are not limited to, liquor, wine, and beer. There are seven basic liquors used at a bar.

- Whiskey
 - Scotch
 - Bourbon
 - Rum
 - Gin
 - Tequila
 - Vodka
-

Wine The two types of wine used are red and white.

- Red wine should always be kept and served at room temperature.
 - White wine should always be kept chilled.
-

Beer Beer should be placed in an ice chest and iced down at least 4 hours prior to the start of the function.

Non-Alcoholic Beverages Non-alcoholic beverages consists of

- Sodas- Coke, Diet Coke, Pepsi, etc.
 - Juices- Orange, Grapefruit, Pineapple, and Tomato
 - Club Soda
 - Tonic Water
 - Sparkling Mineral Water
-

Garnishes Garnishes are vital to flavor and eye appeal of the drink. Generally the kinds of garnishes used are lemon and lime wedges, cocktail onions and olives for martinis, and cherries. Cut the lemon or lime in half lengthwise. Cut into 1/8-inch slices, then cut those slices in half.

Continued on next page

Stocking and Setting up a Bar, Continued

Maintenance and Service Items

You should have the following items when maintaining your bar and serving your guests.

- Bar towels
- Trash cans
- Trash bags
- Beverage napkins
- Bar spoon
- Measuring devices
- Ice scoop
- Bottle opener, corkscrew, and can opener

Placement of Items

The trick to running a smooth bar operation is the placement of the items being used. The table below lists the items and placement for a smooth operation.

Item	Placement
Bar	Centered but out of the congested area
Tables	Directly behind the bar, but leave enough walking space
Flooring	On the ground in front of the bar
Glasses	Wine glasses – On the top shelf inside the bar Highball – On the second shelf inside the bar Rock glasses – Next to the highball glasses inside the bar Pilsners – On the third shelf, inside the bar
Liquors	Place on top of the bar, to the left or right
Wine	Place in pitchers, on top of the bar opposite the liquors
Beer	Place in ice chest with ice, set on table behind the bar
Sodas	Place on table behind the bar and place one can of each soda on the top of the bar to allow guest to see the selection
Juices, club soda, tonic water, and mineral water	Place one of each on top of the bar, then place the extra supplies on the table behind the bar
Garnishes	Place on top the bar next to the liquors
Service Items	Place on top the bar, in an area where they are accessible
Trash cans with Bags	Place on both sides of the bar, with a tablecloth wrapped around it.
Scoop	Place with ice.

Continued on next page

Stocking and Setting up a Bar, Continued

Stocking the Bar

If required to stock the bar, always check with the OIC, host, or hostess to determine preferences. The following checklists are a basic guide to follow in determining specific bar needs. The location of the bar must be taken into consideration; it should be accessible to the guests but away from the food table. It should not be so large for the room that it dominates the area.

Bar Equipment

The checklist below is only a guide; items may be added or deleted to suite your needs.

BAR EQUIPMENT			
Cocktail shaker with top		Lemon-lime squeezer	
Bottle opener		Stainless-steel knife	
Corkscrew		Ice bucket	
Set of ice tongs		Long handled mixing spoon	
Bar strainer		Cutting board	
Large mixing picture		Coasters	
Jigger (1 ½ ounces)		Stirrers	
Muddler (stir sticks)		Napkins	

Continued on next page

Stocking and Setting up a Bar, Continued

Glassware

A minimum of eight glasses by type must be stocked. The glasses should be of a style that matches the host's taste or is in keeping with the bar theme or surroundings. The table below will assist you with this job.

Bar Glassware	Size	Inventory
Cordial	2 oz.	
Brandy	3 oz.	
Cocktail	3 or 4 oz.	
Sherry	4 oz.	
Rock or Old Fashion	4 or 6 oz.	
Champagne	5 or 6 oz.	
Sour	5 or 6 oz.	
Wine	6 oz.	
Highball	6 or 8 oz.	
Collins	12 oz.	
Julep	10 or 12 oz.	
Pilsners	16 oz.	
Beer Mugs	16 oz.	

Continued on next page

Stocking and Setting up a Bar, Continued

Liquor Inventory

A minimum of liquor must be stocked. The liquor stocked will depend on the host's taste or desires. The table below will assist you with this job.

Liquor	Amount	Notes and Changes
Gin	1 Liter	
Scotch Whiskey	1 Liter	
Bourbon Whiskey	1 Liter	
Vodka	1 Liter	
Rum (light)	1 Liter	
Rum (Dark)	1 Liter	
Tequila	1 Liter	
Vermouth (Sweet)	1 Bottle	
Vermouth (Dry)	1 Bottle	
Brandy	1 Bottle	
Sherry (Dry)	1 Bottle	
Sherry (Cream)	1 Bottle	
Cordials	3 Bottles	
Triple Sec	1 Bottle	
Rose's Lime Juice	1 Bottle	
Aromatic Bitters	1 Bottle	
Grenadine	1 Bottle	
Wine (White)	3 Bottles	
Wine (Rose)	2 Bottles	
Wine (Red)	3 Bottles	
Wine (Port)	1 Bottle	
Crème de menthe	1 Bottle	
Crème de cacao	1 Bottle	
OTHER:		

Summary

In this chapter, you covered many types of functions, menu planning, and types of occasions. In the next chapter, you will cover official entertainment.

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CHAPTER 3

OFFICIAL ENTERTAINMENT

Overview

Introduction

Members of the Marine aide field will find that at some point of their careers they will be involved in some type of planning and execution of official ceremonies and social events. Protocol is a code of established guidelines on proper etiquette and precedence which, when followed, lays the foundation for a successful event.

The most important consideration in planning should always be the comfort of one's guests. A clever host/hostess is able to reach a proper mixture of protocol and common sense that enables guests to enjoy themselves completely.

In This Chapter

This chapter covers the following topics.

Topic	See Page
Official Representation Funds	3-2
Record of Expenditures	3-4
Seating Arrangements for Functions	3-9
Head Table Seating Arrangements	3-14
Seating Plans and Precedence	3-17
Guests	3-22
Flag Arrangements	3-23

Official Representation Funds

Description	The Official Representation Fund (ORF) is an appropriated fund that has been established to support the Commandant's official representational responsibilities. The fund is governed by SECNAVINST 7042.7. Its purpose is to maintain the standing and prestige of the United States and the Marine Corps.
--------------------	---

General Guidance	<p>The fund can be used to pay for official entertainment and gifts for</p> <ul style="list-style-type: none">• Distinguished citizens, military officers, and government officials of foreign countries• Prominent non-DoD U.S. government officials• Distinguished citizens who have made a substantial contribution to the United States• Evening and Sunset Parade receptions
-------------------------	--

DoD/non-DoD Ratio	For social functions such as dinners or receptions of less than 30 guests, at least 20 percent in attendance must be non-DoD. For functions larger than 30 guests, at least 50 percent in attendance must be non-DoD. The Commandant is authorized to waive this restriction under unusual circumstances.
--------------------------	---

Restrictions	<p>The fund may not be used for</p> <ul style="list-style-type: none">• Expenses that are chargeable to another fund• Gifts that exceed \$200.00 in value• Printed material such as Christmas cards• Personal items for guests• Expenses in conjunction with routine meetings and conferences• Regularly recurring social functions such as the Birthday Ball except to cover the expenses of a special guest who meet the requirements under the general guidance section• Change of command receptions unless waived by SECNAV
---------------------	--

Continued on next page

Official Representation Funds, Continued

Disbursing Procedures

Although an advanced payment may be made when using the fund, it is generally easier to claim reimbursement after the purchase or function. Disbursements are requested by submitting NAVCOMPT Form 2277 with receipts to disbursing. Payment is made within 5 to 7 working days. The Commandant must personally sign each NAVCOMPT 2277.

To obtain an advanced payment, submit NAVCOMPT 2277 requesting the required amount. After the purchase or function, submit a second NAVCOMPT 2277 detailing the expenses and resubmitting any residual funds.

Budget Process and Records

The ORF fiscal year runs from 1 October to 30 September. Budget requests for the upcoming year and estimated unobligated balances for the closing year are due to the Office of the Assistant for Administration to the Under Secretary of the Navy (AAUSN) in mid-September. The budget requests and unobligated balances for all Marine Corps commands authorized to use ORF are consolidated in the Office of the Commandant and forwarded in one memorandum to the AAUSN.

The fund is subject to audit at any time. Fiscal Division maintains the official record of all of CMC's transactions, including copies of all paperwork, covering the Commandant's entire term.

Record of Expenditures

General

You must maintain official records and receipts of expenditures for official events or functions, and petty cash funds for personal and household needs related to the general's official duties. Record entries accurately in a ledger and annotate required forms to show proper use of funds. Balance petty cash funds regularly to verify accountability.

Record Keeping

To request a purchase for an official function, complete the required form and/or ledger.

Note: Adhere to the categories established by the general and his spouse. The categories might include food, beverages, flowers, and miscellaneous.

Record all essential information concerning the particular function or event.

Note: An example of the Party Expense Sheet is provided later in this chapter.

- Date of the function
- Number of persons expected
- Name of function or event
- Name of person preparing form

The table below assists you in maintaining the expenditure records correctly.

Step	Action
1	Record expenditures for Food. <ul style="list-style-type: none">• Check number• The store or place where the check was written• The amount of the check• If necessary, the amount you received from the general's personal account• Total amount of all checks to get a subtotal for the category
2	For each store purchase and check, itemize the purchases using the store receipts, shopping list, and a form similar to the one on the next page. Write in the name of each item purchased, cost, quantity, and total cost.

Continued on next page

Record of Expenditures, Continued

Record Keeping, continued

***** COMMISSARY AND/OR STORE PURCHASE ITEMIZED LIST *****							
ITEM	COST	QTY	TOTAL	ITEM	COST	QTY	TOTAL

Step	Action
3	<p>Record beverage expenditures.</p> <ul style="list-style-type: none"> • If any beverages are used from the official inventory, write the amount and annotate the inventory list. The money amount is not included in the beverages' subtotal. • For new charges, write in the store or place of purchases and the amount. • Maintain original receipts and make a duplicate copy for your files. • Add amounts for new charges to get a subtotal for the category.
4	<p>Record flowers expenditures.</p> <ul style="list-style-type: none"> • Write in the place of purchases and the amounts. • Add amounts to get a subtotal for the category. • Maintain original receipts and make a copy for your files.
5	<p>Record miscellaneous expenditures.</p> <ul style="list-style-type: none"> • Write in the place of purchases and the amounts. • Add amounts to get a subtotal for the category. • If necessary, itemize purchases. • Maintain original receipts and make a duplicate copy for your files.

Continued on next page

Record of Expenditures, Continued

Example

An example party expense sheet is provided below.

PARTY EXPENSE SHEET		
Date: _____	Number of Persons: _____	
Event: _____		
Prepared By: _____		
EXPENDITURES		
<u>FOOD:</u>		
1. Check No. _____	Paid To: _____	Amt: _____
2. Check No. _____	Paid To: _____	Amt: _____
3. Check No. _____	Paid To: _____	Amt: _____
4. Check No. _____	Paid To: _____	Amt: _____
5. From CMC Personal Account (Check or cash)		Amt: _____
		Sub-Total: _____
<u>BEVERAGES:</u>		
1. Used from OFFICIAL Inventory (Not included in Sub-Total)		Amt: _____
2. New charges from: _____		
3. New charges from: _____		
<u>FLOWERS:</u>		
1. From (Charges or paid to): _____		Amt: _____
2. From (Charges or paid to): _____		Amt: _____
		Sub-Total: _____
<u>MISCELLANEOUS:</u>		
1. From: _____		Amt: _____
2. From: _____		Amt: _____
		Sub-Total: _____
Total: (Add all Sub-Totals)		=====

Receipts

Submit official expense records to designated office for accountability. Organize the official expenditure documents, party expense sheet, store receipts, and commissary and/or store purchase itemized list.

- Add each subtotal on the party expense sheet to get a total.
- Attach all originals, copies, and receipts of purchases.

Continued on next page

Record of Expenditures, Continued

Receipts, continued

Recheck all figures to ensure the total on the Commissary and/or Store Purchase Itemized List (including purchase tax) equals the total check amounts for the food category.

Assemble completed documents in logical order and annotate for clarification and justification as necessary. Forward documents to designated office or individual as required.

Official Records

- Maintain duplicate copies of all official expenditures and receipts.
 - Establish files according to directives received from the general, spouse, or NCOIC.
 - Files may be set up using one of the following systems:
 - Chronological order by date of function
 - Name of function or event
 - Categories of purchases
-

Petty Cash Fund

The general and spouse will establish the amount of cash to be maintained in the quarter's petty cash fund. These monies are for family personal needs that include laundry, dry cleaning, and related personal household items.

Keep monies in a secure lock box in a designated location. When requested by the general or spouse to make specified purchases from petty cash, make a note of instructions given. Remove the appropriate amount from the cash box.

Record essential information in a ledger or fill out required forms.

- Date of transaction
 - Items to be purchased
 - Amount of money taken from the box (withdrawal) to make purchases
 - Amount of money subtracted from the balance
-

Continued on next page

Record of Expenditures, Continued

Petty Cash Fund, continued

After purchases are made, refer to ledger and record essential information.

- Record any changes in items that were substituted.
- Record the amount of each item.
- Add the cost of each item and record the total cost of the purchase.
- If necessary, record the "change" received from the purchase and add it to the balance.
- Maintain purchase receipts in designated file or ledger.

Place change in the lock box and secure it.

- On a regular basis, count the cash in the lock box to ensure the ledger balance and the lock box monies are equal.
 - Upon request from the general or his spouse, provide the current balance of the petty cash fund.
 - Replenish petty cash fund upon instructions from the general or his spouse.
-

Seating Arrangements for Functions

General Information

To arrange seating for functions, follow the prescribed military protocol. The place of honor must be to the right of the host, if the guest is a woman, and to the right of the hostess if the guest is a man. The seating chart should be prepared according to the rank of the guest; spouses will be seated according to the rank of their husbands or wives. For official instructions in matters pertaining to protocol, refer to OPNAVINST 1710.7.

Guest List

Receive guest list from host, hostess, or OIC.

Note: Adhere to instructions given by the person in charge. In many instances, the general's office staff prepares a guest list in advance and sends it to the quarters for the aide.

Review the guest list to determine the number of seating places required.

Prepare the Guest List by Rank

Consider the following when determining rank.

- Rank
- Date of Rank
- Length of active Federal Commissioned Service, if civilian
- Position on the USMC lineal list

Seat the guest of honor to the immediate right of the host.

Gentlemen Only

If the affair is for all gentlemen, place the second seat of honor to the left of the host and the third seat of honor to the immediate right of the guest of honor.

Note: Place the highest-ranking officer in the seat of honor, generally. Give precedence according to rank of foreign officers over U.S. officers of equal rank.

Continued on next page

Seating Arrangements for Functions, Continued

Guest Chart

For each guest listed, number according to rank beginning with "1" for the highest ranking individual.

Note: Seat the odd numbers (1, 3, 5, 7, etc.) to the right of the host and the even numbers (2, 4, 6, 8, etc.) to the left of the host.

If a guest of higher rank is present, arrange seating by the following guidelines.

- The highest ranking officer may be asked to waive his right of precedence.
 - Seat the highest ranking officer according to precedence, no matter how far down the table you seat the guest of honor.
 - Ask the senior guest to co-host.
-

Place Cards

If necessary, prepare place cards to designate positions on the table.

Note: By custom, place cards on top of the napkin, in the place plate, or lay flat on the table above the plate.

Write the name of the guest on the card neatly, using black or dark blue ink, or use an acceptable computer graphic program, if available.

Use script for formal occasions.

"Mrs. Kelley"

"Major General Smith"

"The Ambassador of Norway"

Continued on next page

Seating Arrangements for Functions, Continued

Precedence of Rank Order

The list below is in the correct order for precedence of rank order.

- The President of the United States
- The Vice President of the United States
- The Speaker of the House of Representatives
- The Chief Justice of the United States
- Former Presidents of the United States
- The Secretary of State
- The Secretary General of the United Nations
- Ambassadors of Foreign Powers
- Widows of Former Presidents of the United States
- Associate Justices of the Supreme Court of the United States
- The Cabinet
 - The Secretary of the Treasury
 - The Secretary of Defense
 - The Attorney General
 - The Secretary of Interior
 - The Secretary of Agriculture
 - The Secretary of Commerce
 - The Secretary of Labor
 - The Secretary of Health and Human Services
 - The Secretary of Housing and Urban Development
 - The Secretary of Transportation
 - The Secretary of Energy
 - The Secretary of Education
- Counselor to the President
- Director, Office of Management and Budget
- Director, Central Intelligence Agency
- The United States Representative to the United Nations
- United States Trade Representative
- President pro Tempore of the Senate
- The Senate
- Governors of States
- Former Vice Presidents of the United States
- The House of Representatives
- Assistants to the President

Continued on next page

Seating Arrangements for Functions, Continued

Precedence of Rank Order, continued

-
- Charges d'Affaires of Foreign Powers
 - The Executive Secretaries and Deputy Secretaries of the Executive Departments, when listed as the second person
 - Administrator, Agency of International Development
 - Director, United States Arms Control and Disarmament Agency
 - Director, United States Information Agency
 - United States Ambassador at Large
 - Secretaries of the Army, Navy, and Air Force
 - Chairman, Board of Governors of the Federal Reserve System
 - Chairman, Council on Environmental Quality
 - Chairman, Joint Chiefs of Staff
 - Chiefs of Staff of the Army, Navy, Air Force, and Commandant of the Marine Corps (ranked according to date of appointment)
 - The Secretary General, Organization of American States
 - Representatives to the Organization of American States
 - Director, Office of Personnel Management
 - Administrator, National Aeronautics and Space Administration
 - Administrator, Federal Aviation Administration
 - Administrator, General Services Administration
 - Chairman, Merit Systems Protection Board
 - Administrator, Environmental Protection Agency
 - Deputy Assistants to the President
 - Deputy Under Secretaries of the Executive Departments
(See Cabinet for order)
 - Commandant of the Coast Guard
 - Chief of Protocol
 - Assistant Secretaries of the Executive Departments
 - Special Assistants to the President
 - Members of the Council of Economic Advisers
 - Active or Designate United States Ambassadors and Ministers
(Career rank, when in the United States)
 - The Mayor of the District of Columbia
 - Under Secretaries of the Army, Navy, and Air Force
 - (Four-star) Generals and Admirals
 - Assistant Secretaries of the Army, Navy, and Air Force
 - (Three-star) Lieutenant Generals and Vice Admirals
-

Continued on next page

Seating Arrangements for Functions, Continued

**Precedence of
Rank Order,
continued**

- Former United States Ambassadors and Ministers to Foreign Countries
 - Ministers of Foreign Powers (Serving in Embassies, not Accredited)
 - Deputy Assistant Secretaries of the Executive Departments
 - Deputy Chief of Protocol
 - Counselors of Embassies or Legations of Foreign Powers
 - (Two-star) Major Generals and Rear Admirals
 - (One-star) Brigadier Generals and Commodores
 - Assistant Chief of Protocol
-

Head Table Seating Arrangements

General Information

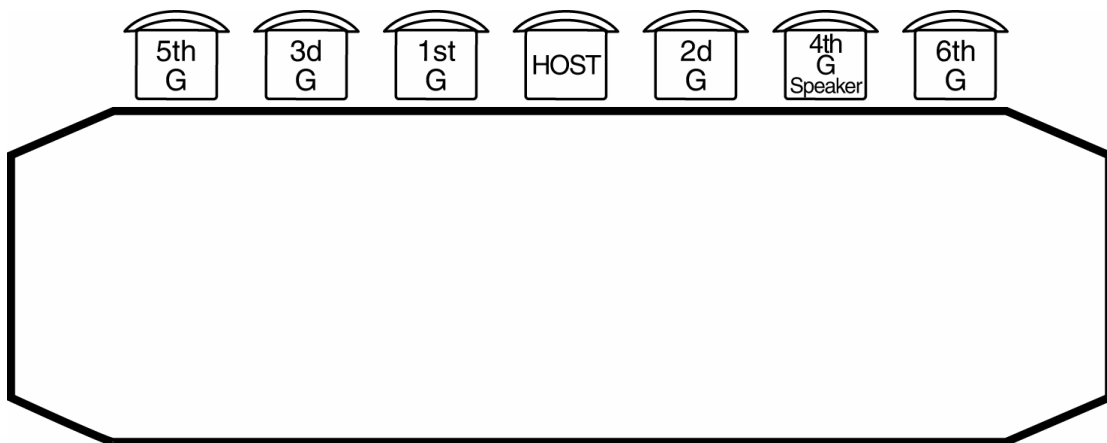
Follow the prescribed military protocol to arrange seating for the head table. Prepare a seating chart for a head table. The speaker or guest of honor who is outranked by others present must **not** be seated in seat 1. Important civilians are seated between the guests of official rank after the guest of honor and second official guest. Use this as a basic guideline; always check with the OIC, host, or hostess for preferences and changes.

Seating

Using the following illustrations, select the arrangement suitable for the particular occasion.

Straight Line

G = Gentleman



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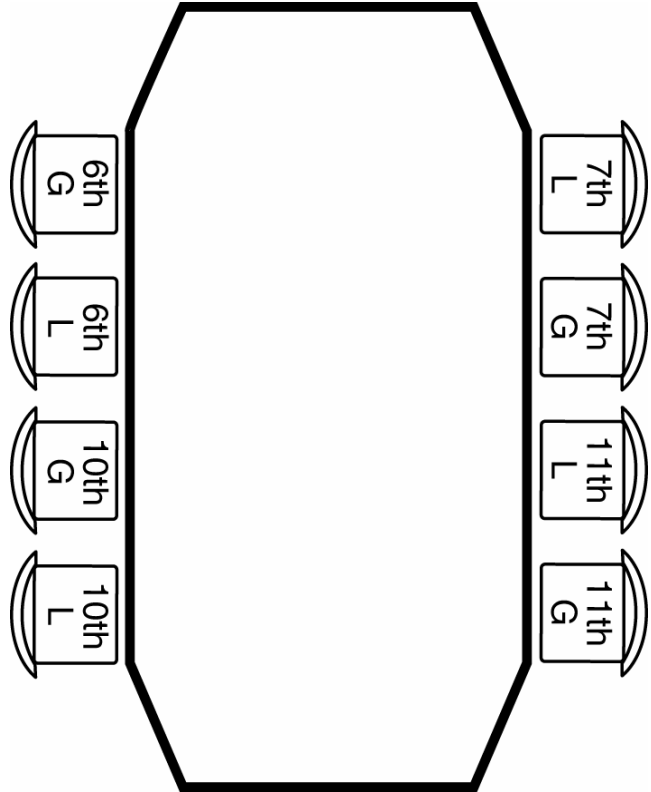
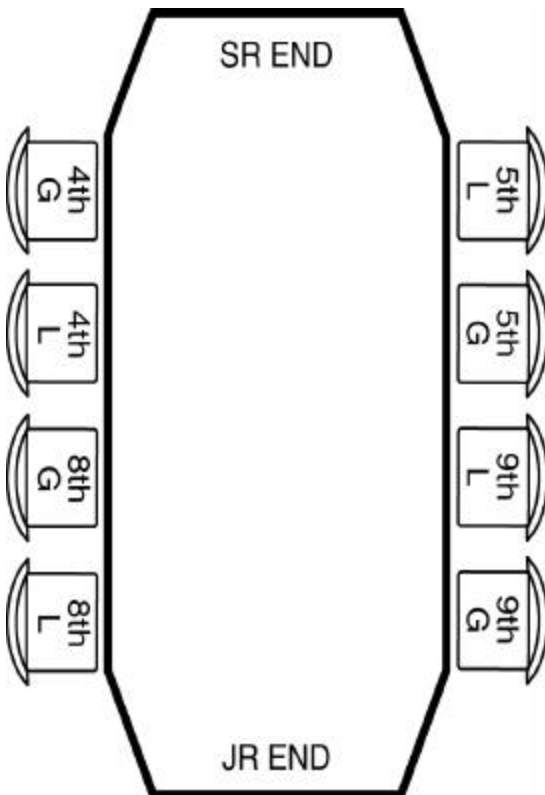
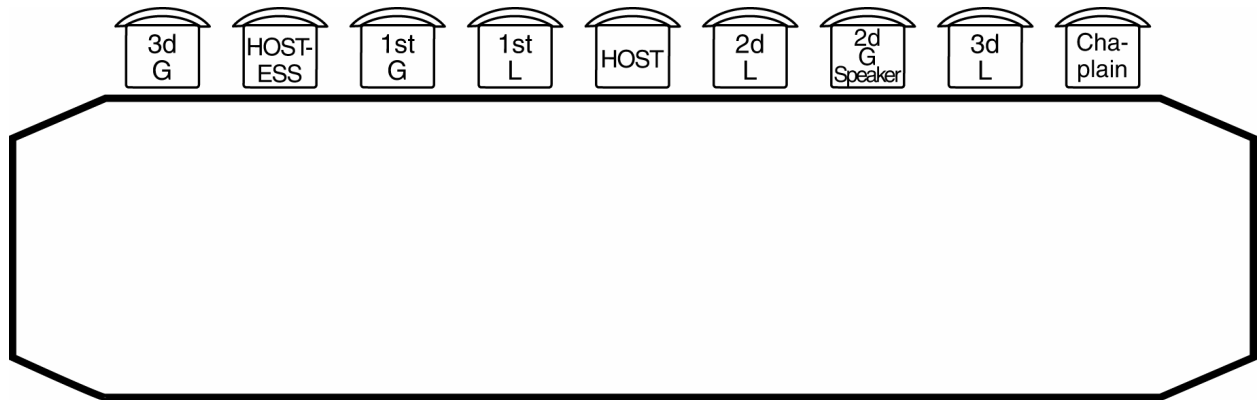
Head Table Seating Arrangements, Continued

Head Table with Finger Tables

All head tables, if possible, should be closed with gentlemen, usually the chaplain or the general's officer aide.

G - Gentleman

L - Lady



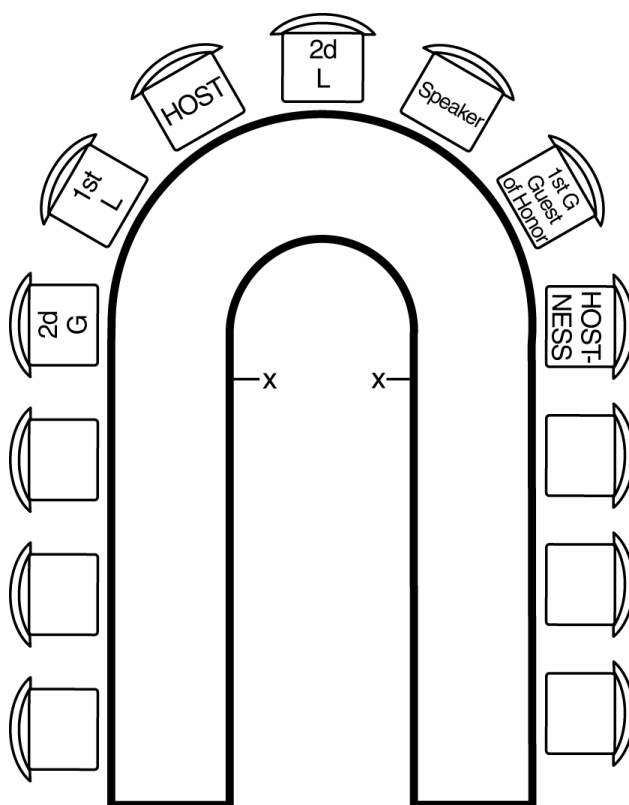
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Head Table Seating Arrangements, Continued

“U” Formation No seating above the "X." If places are set both inside and outside the curving, the inside seats begin at the "X."

G- Gentlemen

L- Lady



Seating Plans and Precedence

General

It is customary that the high ranking man (governed by protocol) or the guest of honor sit to the right of the hostess and that his wife be seated to the right of the host.

- Precedence may be waived by the high ranking guest for certain occasions at the discretion of the host or hostess.
- The second ranking man is seated to the left of the hostess, and the second ranking woman sits to the left of the host.
- The third ranking woman sits to the right of the man of highest rank.
- The fourth woman is to the left of the man of second rank.
- Unless they are officers or hold an official position of higher rank or title, women are seated according to the rank of their husbands.

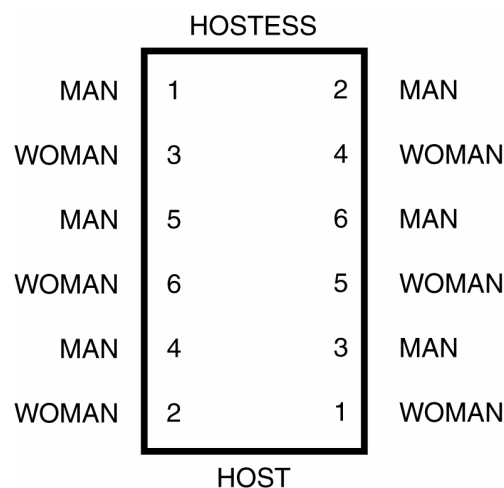
Examples

Examples of different seating arrangements for home, special, and social occasions are provided. On occasion, the unmarried couple may be seated as if they were married to remain in protocol.

The examples are general guidelines only; check with the host or hostess for any variations.

Traditional Arrangement

This is the traditional arrangement, with the host and hostess sitting at the head and foot of the table.

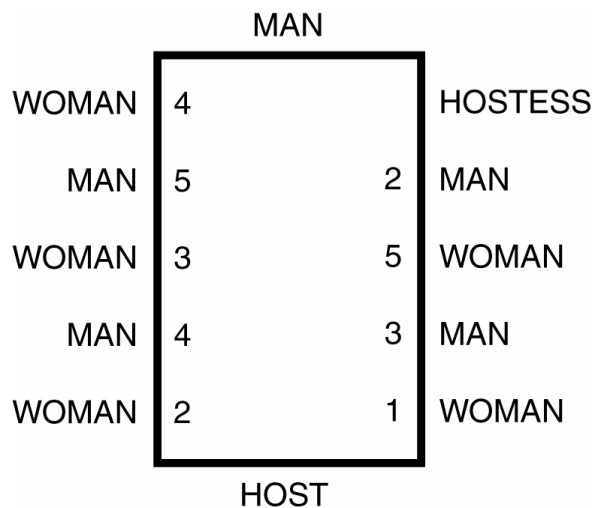


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Seating Plans and Precedence, Continued

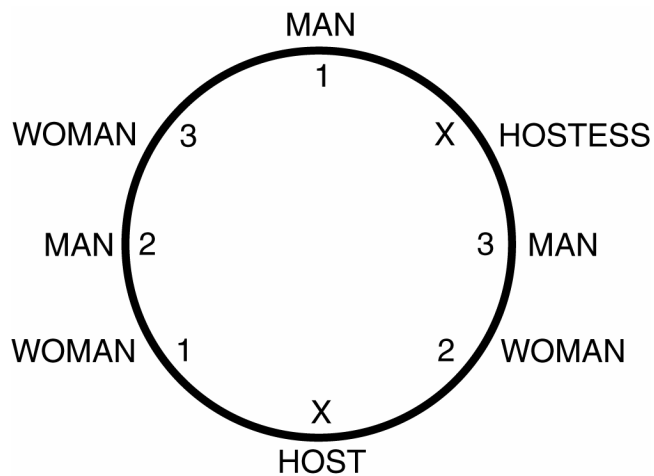
Couples

All couples married, seated apart.



Round Table

Round table for multiples of four, all couples married.

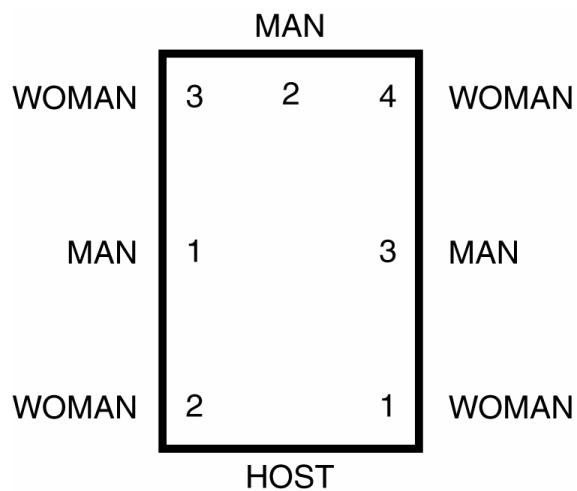
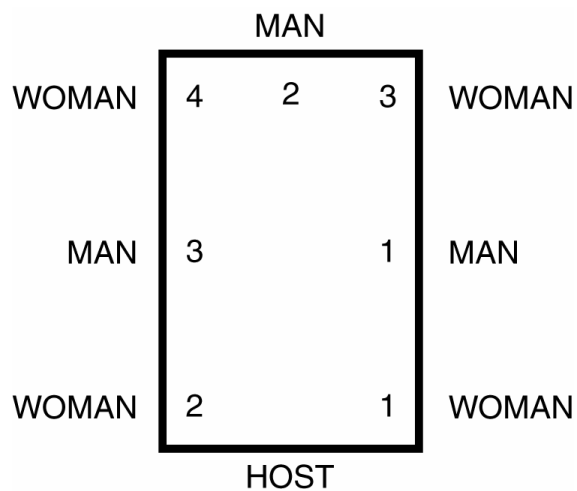


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Seating Plans and Precedence, Continued

Single Host

A single host or hostess may select one of these arrangements.

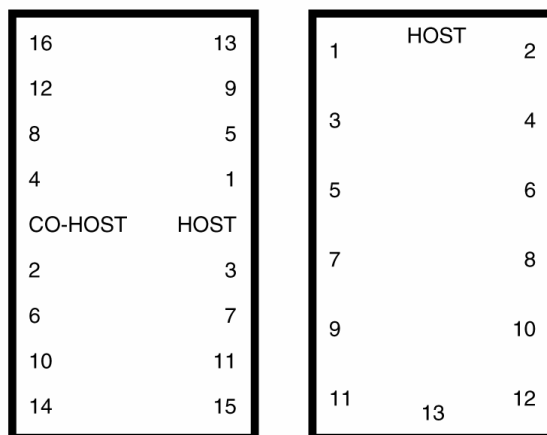


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Seating Plans and Precedence, Continued

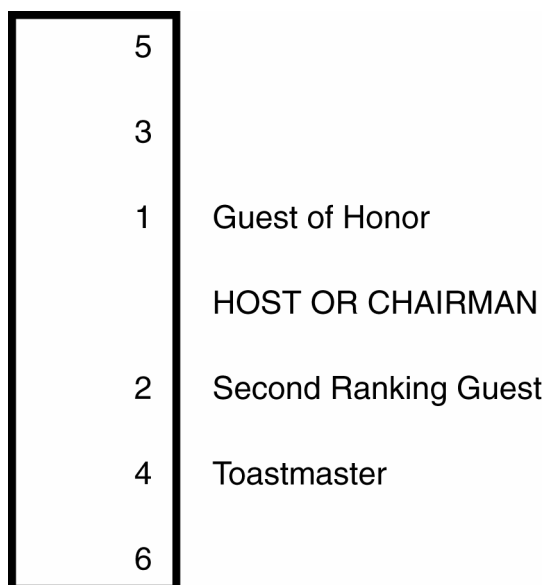
Host and Co-Host

This arrangement may be used at stag dinners and luncheons. One shows the arrangement of host and co-host and one with no co-host.



Banquet Table

This is the customary banquet table.



Continued on next page

Seating Plans and Precedence, Continued

Distinguished Guest

This is the seating of distinguished guests.

7	Air Force General
5	U.S. Representative to U.N.
3	Civic Leader
1	Ex-President
	HOST
2	Foreign Ambassador
4	Red Cross Official
6	Congressman
8	Protestant Bishop

Guests

Greeting Guests

When greeting guests in public quarters, always use proper manners. Greet guests using established etiquette and military courtesy. If in doubt, seek assistance from the officer aide, host, or hostess. For security reasons, always be familiar with names on the guest list. Know who is expected, and use the correct rank and title when appropriate. The table below lists the appropriate steps for greeting guests.

Step	Action
1	When guests arrive, open the door and stand using the correct posture. Hold the door to let the guests enter. <u>Note:</u> Position throw rug and drop bucket or container for umbrellas in case of inclement weather.
2	Identify, admit, or turn away guests. <ul style="list-style-type: none">• Check guest list to verify names. Always do this in advance of the affair.• Admit guests on the official guest list.• Turn away uninvited guests.• If necessary, notify OIC, host, or hostess of any potentially harmful incidents. Immediately upon instructions from OIC, host, or hostess, call security for assistance.
3	Store coats and covers. <ul style="list-style-type: none">• Assist the lady guests with coats and wraps.• Assist gentlemen with coats and covers.• Hang coats, wraps, and covers properly in designated areas.
4	Escort guests to receiving area. <ul style="list-style-type: none">• Lead guests to the designated receiving/entertainment area.• At this time, if appropriate, point out the ladies' powder room and the men's room.
5	Return to assigned duty area. <ul style="list-style-type: none">• Return to assigned area.• If necessary, check with individual in charge for additional and/or new duty assignments.

Flag Arrangements

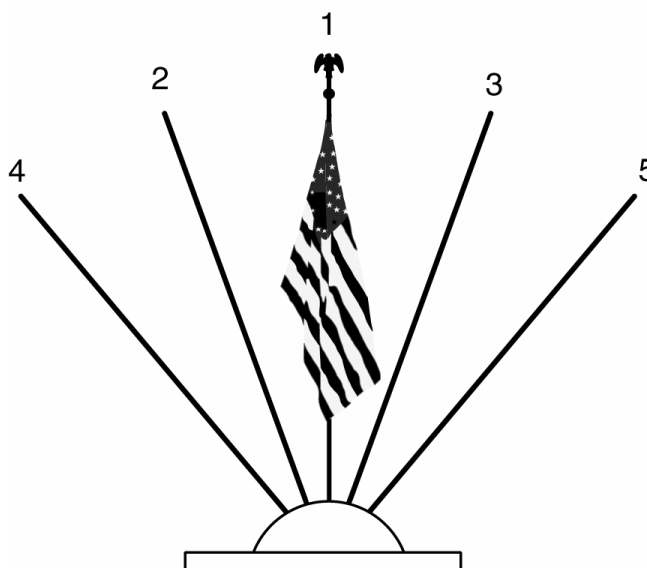
Arched Flag Stand

If an arched flag stand is used, position the flags as follows.

- The United States Flag is in the center (highest position).
- The second most important position is in the hold on the visual left.
- The third most important position is in the hold on the visual right, etc.

Below is an example of a five-place arched flag stand.

- (1) National Colors
- (2) Foreign Flag, if present
- (3) State Flag, if present
- (4) Branch of Military Service
- (5) Unit Flag or General Officer Flag, if present



Summary

In this chapter, you covered the use of funds, precedence of seating guests, greeting guests, and flag arrangements. In the next chapter, you will cover quarters operations.

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CHAPTER 4

QUARTERS OPERATIONS

Overview

Introduction The quarter's operation times are a very important day-to-day responsibility. There are many tasks to be performed. The enlisted aide is required to clean and maintain the general's quarters along with ensuring the security of the quarters.

In This Chapter This chapter covers the following topics.

Topic	See Page
Refuse Disposal	4-2
Cleaning the Bathroom	4-4
Window Cleaning	4-7
Ceiling and Wall Cleaning	4-10
Carpet Cleaning	4-12
Hardwood Floor Maintenance	4-16
Maintaining Lead Crystal	4-20
Cleaning Furniture	4-22
Maintaining Linens	4-25
Cleaning and Maintaining Major Appliances	4-26
Maintaining the Key Locker	4-29
Maintaining the Property Inventory	4-30
Recognizing Crime Indicators	4-31
Bomb Detection	4-33
Crime Prevention Measures	4-35
Handling the Telephone Threat	4-36

Refuse Disposal

Proper Containers

Garbage and refuse must be kept in durable fly and rodent proof containers. Lids shall cover containers at all times. Containers used indoors shall be thoroughly cleaned daily. Outside containers shall be stored on or above a smooth surface or nonabsorbent material that is kept clean, graded to prevent accumulation of liquid waste, and maintained in good repair.

Garbage or Trash

Garbage is any edible or inedible portion of food stuff. Trash is any non-recyclable paper, boxes, cans, or jars.

Refuse Inspection

When disposing of refuse in public quarters, the Marine must exercise good judgment. Discarded items such as guest lists, names, addresses, and telephone numbers should never be disposed of by ordinary means. Follow special procedures for disposal established by local authorities.

Removing Waste to the Collection Area

Carry waste to receptacle point.

- Inspect waste to ensure it is separated into garbage and trash.
 - Ensure cups, glasses, utensils, and pans are not a part of waste materials.
 - Sort recyclable items according to local guidelines.
 - Place can liners in clean trash/garbage containers.
 - Place garbage in appropriate containers.
 - Place lids over containers.
 - Ensure lids fit tightly over containers.
-

Waste Storage

Ensure collection point is in proper condition.

- Inspect garbage and trash containers inside and outside for food scraps.
 - Inspect collection area around the containers where the deck and the walls meet for any waste materials.
 - Dispose any waste materials found.
 - Keep collection area deck clean and dry at all times.
 - Wash collection area deck with proper cleaning solution, if required.
 - Ensure drain located in area is free of garbage.
 - Ensure drain cover catches debris.
-

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Refuse Disposal, Continued

Insect and Rodent Control

Ensure areas are insect and rodent free. Observe the following rules.

- Keep all food preparation and serving areas washed and clean.
 - Clean up spilled food immediately.
 - Thaw meat in the appropriate area or under a tight cover.
 - Cover all unprepared foods.
 - Do not leave food exposed overnight.
 - Remove all crumbs and food particles from tables at the end of each meal.
 - Dispose of all waste and refuse promptly.
 - Keep equipment clean.
 - Keep refuse containers covered tightly; empty, wash, and sanitize containers regularly.
 - Kill flies and roaches with sprays, powders, and other approved solutions.
 - Use traps for catching rats and mice.
 - Seek medical assistance when more drastic corrective measures for insect and rodent control are required.
-

Collection Point Sanitation

The collection point must not produce foul odors or present an unsightly appearance. There must be enough containers at the collection point to accommodate all the garbage, trash, and recyclable materials that accumulate. Wash garbage and trash containers with proper cleaning solution and supplies.

- Wash inside and outside of containers.
 - Wash inside and outside of the lids to the containers.
 - Turn the containers and lids upside down on the rack to let them air dry.
-

Cleaning the Bathroom

General

The bathroom is part of the community area used by guests. Replace soiled towels and washcloths with clean ones. Empty and clean wastebaskets and ashtrays. Remove dust from baseboards, windows, and draperies. Clean and dust specified areas with the proper equipment, solutions, and techniques. Remove mildew and mineral deposits from ceramic tile.

Bathroom Accessories

The steps for cleaning the bathroom accessories are listed below.

Step	Action
1	Check for soiled towels, washcloths, and hand towels.
2	Remove soiled items.
3	Replace with clean items.
4	Check for dust on doors, baseboards, windows, window sills, and draperies/curtains.
5	Remove dust with damp cloth or other approved dusting/cleaning solution.
6	Check mirrors for smudges, stains, and other marks.
7	Spray mirrors with appropriate glass cleaner.
8	Wipe mirrors with dry, lint-free cloth or paper.
9	Rub extra hard to remove stubborn stains/spots.
10	Spray again, if necessary, and wipe mirror dry.

Continued on next page

Cleaning the Bathroom, Continued

Tub, Toilet Bowl, and Shower Areas

Use the table below as a guideline for cleaning and sanitizing the tub, toilet bowl, and shower areas.

Item	Suggested Cleaning Procedure
Lavatory, tub, toilet bowl, shower	<ul style="list-style-type: none">• Use damp cloth or sponge.• Dip cloth or sponge in approved commercial cleaner.• Rub item being cleaned using circular motion.• Wash entire area around the item.• Rinse item thoroughly.• Dry item with clean (lint-free) dry cloth.
Metal fixtures	Follow same steps as above.
Metal fixtures with iron rust stains (light, brown)	<ul style="list-style-type: none">• Rub with cut lemon.• Dry thoroughly.
Metal fixtures with iron rust stains (heavy, dark)	<ul style="list-style-type: none">• Apply 10 percent hydrochloric acid or an approved commercial cleaner with cloth.• Rub in well.• After 5 to 10 seconds, rinse thoroughly.• Dry completely.
Mildew	<ul style="list-style-type: none">• Use chlorine bleach (1 cup to each gal of water), or another approved commercial cleaner to wash mildew areas.• Use a small stiff brush to scrub the area.• Rinse thoroughly.• Dry completely.

Continued on next page

Cleaning the Bathroom, Continued

Floor Areas

Use the following steps to mop the floor areas.

Step	Action
1	Use soap, detergent, or another approved commercial cleaner mixed with the proper amount of water to clean floors.
2	Using mop, wet floors thoroughly with solution.
3	Mop in corners, around doors, and around toilet bowls.
4	Change water solution, when necessary.
5	Wring out excess water from mop.
6	Dry mop floor completely.
7	Let the floor air dry.

Tissue Rollers and Dispensers

Check tissue rollers/dispensers. Fill tissue rollers/dispensers as indicated in the table below.

If...	Then...
Less than half full	Place an extra roll of paper and a box of tissues in an area that will be accessible.
Empty	Replace with a new roll of paper and box of tissues.

Window Cleaning

General

Use the appropriate cleaning supplies to remove all spots and dirt from panes and picture windows. Remove all dust and lint from the frames and window sills.

Window Sills and Frames

Dust window sills and frames using the method below.

- Using a dry cloth, dust window sills and frames.
 - Dust in corners, around base, sides, and where the window frames meet the panes or glass.
-

Windows

Use the following method to clean windows.

- Spray cleaner on window or wipe on with a sponge.
- Wipe the glass clean with soft paper towels or window wipes.

Note: A solution of 1/4 cup alcohol per quart of water is recommended during freezing weather.

WARNING: Ammonia solutions and solutions containing alcohol should be handled carefully because they may damage painted, lacquered, and varnished surfaces. DO NOT mix any chemicals together; use only one in each washing solution!

Continued on next page

Window Cleaning, Continued

Using a Chamois, Sponge, or Soft Cloth

When using a chamois, sponge, or soft cloth with cleaning solutions, follow the steps below.

Step	Action
1	Dip your chamois, sponge, or soft lint-free cloth into the water solution. <u>Note:</u> Rubber sponges are useful for large windows.
2	Squeeze it as dry as possible.
3	Wash the top and bottom and then the middle of the window panes.
4	If the window is very dirty, rinse and then repeat steps 1, 2, and 3.
5	Dry panes immediately with a clean damp chamois or paper towels. <ul style="list-style-type: none">• Hold your drying item at an angle of 90⁰.• Pull down from the top to remove water from the pane.• If necessary, use a side-to-side motion to remove water from the pane.• Overlap your drying motions to prevent streaking.• If a squeegee is used, wipe the squeegee blade dry after each motion. <u>Note:</u> Change the washing water solution as soon as it becomes dirty.

Continued on next page

Window Cleaning, Continued

Removing Paint or Putty Stains

To remove paint or putty stains from window panes or glass, use the following method.

- Remove fresh paint stains with turpentine or another cleaning fluid.
- Soften old stains with turpentine and scrape them off with a razor blade or a similar object.
- Dry window panes or glass with a clean cloth.

Note: Putty smears will yield to ammonia.

Don'ts

Observe these don'ts when cleaning window panes or glass.

Don't

- Scrub glass with dirty cloth
 - Work on windows when the sun is shining directly on them
 - Use soap, ever
 - Sit on window sill with your body extended outside the window to clean exterior windows
-

Ceiling and Wall Cleaning

General Use the proper commercially available compounds, equipment, and technique to clean the areas. Remove stains, spots, dust, and dirt from surfaces. If appropriate, treat surfaces with preservatives after cleaning.

Preparation Use the following steps to prepare the room for cleaning.

Step	Action
1	Turn back the rugs or remove them from the room.
2	Move the furniture carefully to the center of the room.
3	Cover the furniture with plastic or other suitable material.
4	Remove all pictures from walls.
5	Assemble the appropriate supplies (wall brush, vacuum, cloth-covered broom, two sponges, clean rags, one wash pail, one rinse pail, cleaning solutions or approved commercial cleaners, rubber gloves, etc.).

Ceiling Dusting Use a cloth-covered broom or other appropriate equipment to dust entire ceiling, in all corners and around light fixtures.

Light Fixtures Follow the steps below to dust and clean light fixtures.

Step	Action
1	Dust light fixtures and remove the parts of fixtures that can be removed. <u>Note:</u> Carefully dust light bulbs to get a brighter glow.
2	Wash in warm, mildly soapy water.
3	Rinse fixture parts and dry completely.
4	Replace cleaned fixture parts properly.

Continued on next page

Ceiling and Wall Cleaning, Continued

Wall Cleaning Follow the steps below to dust and wash walls.

Step	Action
1	Use a cloth-covered broom to dust in all corners around the top, middle, and base of the walls. <u>Note:</u> Dust from the top of the wall to the bottom with downward motions.
2	Dip clean rag, cloth, or sponge in washing solution.
3	Wash walls with wet rag using even strokes or circular motions.
4	Rub firmly to remove stains or spots.
5	Wipe area dry with another clean rag dipped in clean rinse water. <ul style="list-style-type: none">• Squeeze out excess water.• Wipe walls dry.

Using a Preservative

Follow the steps below for adding a preservative to the surfaces.

Step	Action
1	Apply approved wax or polish on surfaces.
2	Rub wax or polish in thoroughly.
3	Wipe up excess wax or polish to avoid dust-catching, slippery surfaces. <u>Note:</u> Wax or polish may be used on chair rails, baseboards, window sills, etc. Preservatives with a paraffin or linseed oil-base are recommended.

Reporting Damage

Check for and report any places on the surface where loose or cracked plaster may indicate general decay of the foundations. Report any decay or damage to NCOIC of quarters or authorized personnel.

Carpet Cleaning

General

You are to operate the vacuum cleaner and carpet shampooer properly according to the manufacturer's instructions and requirements. Maintain and clean carpets using the appropriate cleaning supplies to remove any spots, stains, or odors.

Room Preparation

Follow the steps below to prepare a room for carpet or rug cleaning.

Step	Action
1	Remove furniture from room, or place to one side of the room until the other side is vacuumed, cleaned, and dried.
2	Remove scatter-sized rugs.
3	Protect base of furniture legs and casters. <ul style="list-style-type: none">• Place small plastic bags under/around legs and casters.• Secure in place with masking tape or rubber bands.

Vacuuming the Carpet

Using slow forward and backward motions, vacuum entire carpet area.

Note: Slow movements result in the most effective soil removal.

Vacuum slower and more often in "traffic lanes."

Note: Carpet becomes soiled at an uneven rate due to the "traffic lanes" accumulating more soil than the surrounding carpet.

Continued on next page

Carpet Cleaning, Continued

Treating Stains and Spots

Use the following chart to assist you in treating carpet stains and spots.

Type	Treatment
Spilled Substances	<ol style="list-style-type: none"> 1. Use wet/dry vacuum, clean dry cloth, or paper towels, depending on size of spill. 2. Place over spill to soak up wetness. 3. Apply water to the spot with a dampened sponge or cloth. 4. Using another cloth or sponge, wipe area dry. 5. Repeat steps 3 and 4, if necessary.
Dry type spots	<ol style="list-style-type: none"> 1. Wipe up or vacuum any dried substance. 2. Scrape up any semi-solid substance with a spoon or spatula. 3. Dampen a clean white cloth with a carpet cleaner or other approved solvent for the particular spot. 4. Place the dampened cloth on the spot and stand on the cloth for about 30 seconds to a minute. <p><u>Note:</u> This allows the vapors of the solvent to dissolve the spot.</p> <p><u>WARNING:</u> Do not pour the solvent directly on the carpet/rug.</p> <ol style="list-style-type: none"> 5. Remove the cloth. 6. Repeat steps 4 and 5 using a different portion of the cloth to place over the spot, if necessary.
Wet type spots	<ol style="list-style-type: none"> 1. Blot up any liquid with a paper towel or with a slightly moistened sponge or cloth. 2. Dampen a sponge or cloth in lukewarm water or approved commercial cleaner for the particular spot or stain. 3. Sponge the stain with the dampened sponge or cloth, working always from the center of the stain toward the edge. <p><u>Note:</u> Do not scrub roughly; wipe and pat to avoid disturbing the pile. A soft, bristled brush or fingertips may be used to work the cleaning solution into the soiled carpet area.</p> <ol style="list-style-type: none"> 4. Use another clean, dry cloth; wipe up excess moisture. 5. If necessary, place another clean, dry cloth over the spot and stand on the cloth about 30 seconds. 6. Remove the cloth. 7. Repeat steps 2 through 6 until spot is removed from carpet or rug. <p><u>Note:</u> Club soda or tonic water used directly on spots and wiped dry will usually remove the spots completely.</p>

Continued on next page

Carpet Cleaning, Continued

Treating Stains and Spots, continued

Type	Treatment
Hot, melted, bonded spots	<ol style="list-style-type: none">1. Dampen a white cloth with mineral spirits such as paint thinner (not a chlorinated solvent).2. Apply the dampened cloth to the spot and allow it to remain there for 15 to 20 minutes to soften the spot.3. Blot the damp spot with either paper towels or a dry white cloth.4. Repeat steps 2 and 3 until the adhesive and any stiffness or stickiness is removed.5. Clean the entire area around the spot that might have been affected by the mineral spirits.<ul style="list-style-type: none">• Use lukewarm water or an approved carpet cleaner to wash the affected area.• Blot up any excessive moisture with clean, dry cloth.• Rinse lightly with plain water, if necessary.• Wipe area dry with another clean cloth.6. Allow the areas to dry before resuming traffic.

Shampooing the Carpet

Use the table below as a guideline for shampooing the carpet.

Step	Action
1	Read and follow manufacturer's instructions carefully when using an approved commercial cleaner and shampooer to clean carpet or rug.
2	Shampoo the carpet or rug. <u>Note:</u> Maintain a file folder or box with manufacturer's suggestions for cleaning and maintaining carpets.
3	Allow the carpet to dry.
4	Vacuum carpet, if necessary.

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Carpet Cleaning, Continued

Carpet Maintenance

The table below contains the do's and don'ts for maintaining carpet.

DO	DO NOT
<ul style="list-style-type: none">• SLIP folded wax paper or plastic bags under table and chair legs and casters to prevent stains when shampooing carpets.• LIFT and remove furniture that can be moved before shampooing carpets.• TURN "movable" rugs and scatter rugs around every 2 weeks or so to distribute wear and tear.• AIR manageable rugs in the sunshine occasionally.• SNIP off fiber ends that may be hanging or have pulled loose.	<ul style="list-style-type: none">• WET carpets excessively.• LET furniture stand on wet carpet if it can be avoided.• WALK on a dampened carpet or rug.• SHOVE furniture across a rug.

Hardwood Floor Maintenance

Floor Dusting Dust floors by mopping entire area with dampened mop to remove dust and other loose particles.

Vacuum floor by using the brush attachment.

Note: You may use a broom to sweep the floor first, especially if there are large, loose particles scattered around the floor.

Removing Wax It is recommended that all wax be completely removed from floors at least once or twice a year. The table below lists the preferred steps for removing wax from hardwood floors.

Step	Action
1	READ and FOLLOW manufacturer's directions to remove wax if using a commercially prepared agent. <u>Note:</u> Commercially available agents such as wood prep and wood dressing may be used to maintain hardwood floors.
2	Apply the commercially available cleaning compound generously with a cloth, sponge, or mop over a 3-by-3 foot area of floor space at a time.
3	Let the cleaning compound soak for 3 to 5 minutes.
4	Loosen the softened wax by scrubbing it immediately after soaking briskly with steel wool (grade 0, 1, or 2) or with plastic or nylon scouring pads. <u>Note:</u> Scrubbing with a sponge mop or brush will not provide enough abrasion to lift the softened wax.
5	Wipe up the solution and dissolved wax promptly with equipment.
6	Rinse the floor with clean, clear water until no residue remains or vacuum with wet/dry cleaner. <u>Note:</u> To test if there is residue, scrape a coin across the floor. Residue will show if wax has not been completely removed.
7	Repeat steps 2 through 6, if necessary.
8	Allow to dry about 20 to 30 minutes before waxing.

Continued on next page

Hardwood Floor Maintenance, Continued

Removing Spots or Stains

Follow the steps below to remove spots or stains from floors.

Type	Process
Black heel marks	<ul style="list-style-type: none">• Rub marks with steel wool.• Apply floor wax or polish and rub in well.• Polish/buff affected area.
Burn marks	<ul style="list-style-type: none">• Sand marks lightly with sandpaper.• Wash affected area.• Allow to dry.• Wax affected area.• Polish/buff affected area.
Gum, Wax, Crayon, Tar	<ul style="list-style-type: none">• Scrape up with spatula or similar object.• Rub with fine steel wool and odorless mineral spirits.• Wax affected area.• Polish/buff affected area.
Dark spots	<ul style="list-style-type: none">• Remove wax or polish with commercial wax stripper.• Wash area with vinegar and soak for 3 to 5 minutes.• Wipe area dry.• Wax affected area.• Polish/buff affected area.
Grease, Oil spills	<ul style="list-style-type: none">• Wipe up immediately.• Sponge with liquid detergent straight from the bottle.• Sprinkle with baking soda and leave on overnight.• Wash with general household cleaner containing ammonia.• Rinse with clear, clean water.• Wipe area dry.• Wax affected area.• Polish/buff affected area.

Continued on next page

Hardwood Floor Maintenance, Continued

Repairing Scratches or Gouges

Treat scratches like spots or stains. The table below lists the steps required for repairing scratches or gouges.

Step	Action
1	Select a commercial scratch concealer, crayon, or filler that matches the color of the floor. <u>Note:</u> Scratch concealer, crayon, or filler may be purchased at a hardware store. You may create a perfectly matched wood filler by making a paste of sawdust from a spare floorboard and wood glue.
2	Clean the affected area to remove all the wax or oil.
3	Apply scratch concealer, crayon, or filler to scratches or gouges with appropriate applicator.
4	Sand it smooth and wipe it clean with a dampened cloth when the filler is set.
5	Wax affected area.
6	Polish/buff affected area.

Wax Application

The table below lists the steps required to apply wax to the floor.

Step	Action
1	Move the furniture from the room to a designated location or to the middle of the room if you can. <u>Note:</u> Shift the furniture to wax the edges of the floor first. Move the furniture back in place or to the edge of the room, and then wax the middle portion of the floor.
2	Dampen wax applicator with clear water.
3	Apply wax using the dampened applicator to spread a very thin layer on 3-by-3 foot areas until the entire room has been waxed. <u>Note:</u> Use thin layers because too much wax will make the floor sticky and difficult to polish to a hard finish. If using paste wax, apply a second coat to heavy traffic areas. Always wash applicator promptly before wax hardens.

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Hardwood Floor Maintenance, Continued

Buffing the Wood Floor

Polish/buff with a buffing machine. As you polish the floor, let your motions follow the grain of the wood.

Manufacturer's instructions generally advise you to

- Buff floor after paste wax is completely dry
- Buff liquid waxes while still damp

Helpful Hint

Remove spills promptly with a damp cloth. If spill contains milk or sugar

- Dip cloth in a mild detergent solution
 - Wring out cloth
 - Wipe the spill
 - Rinse the cloth in clear water
 - Wring out cloth
 - Wipe spill area again to remove detergent film
-

Maintaining Lead Crystal

General

Maintain and wash lead crystal using recommended procedure. Handle only one piece of crystal at a time. Wash in warm soapy water using a mild product, rinse in warm water. Dry with one cloth and polish with another one.

Washing Crystal

- Prepare warm soapy water using synthetic detergent.
 - A rubberized pad may be placed in the bottom of the washing sink.
 - A capful of vinegar may be used in the wash water.
 - Plain crystal can be washed with a capful of ammonia added to the wash water.
 - Do not use ammonia on crystal that has a decorative trim; ammonia can fade the color.
 - Prepare warm rinse water.
 - Lift crystal by the stem, one piece at a time, to prevent breaking.
 - Wash each piece by holding crystal by its cup and using a lint-free cloth or sponge.
-

Rinsing Crystal

- Dip crystal, one piece at a time in warm rinse water.
- Place rinsed crystal upside down on a soft cloth to drain and avoid chipping.
- To remove stains and discoloration, do the following:
 - Dissolve a denture tablet or dishwasher detergent in hot water.
 - Allow solution to cool.
 - Immerse crystal in cool denture solution consisting of 1 tablespoon of vinegar to 1 gallon of water or dishwasher detergent solution.
 - Soak overnight.

Note: Never soak or plunge cold glassware into hot water - it may break!

- Rinse well with vinegar and water solution.
 - Rinse again in warm water.
 - Drain crystal upside down on a soft cloth.
-

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Maintaining Lead Crystal, Continued

- Drying Crystal**
- Lift each piece of crystal by the stem.
 - Dry crystal one piece at a time by holding its cup firmly to ensure it does not slip out of your hands.
 - Place dried crystal on a flat surface.

Note: Use lint-free cloth to dry crystal.

- Polishing Crystal**
- Use clean, dry lint-free cloth to polish crystal.
 - Polish one piece of crystal at a time.
 - Place on a flat surface after polishing.
-

- Storing Crystal**
- Separate crystal according to use.
 - Place the crystal in its designated storage area in the upright position.
 - Ensure that crystal is stored in a neat, orderly manner, and not touching each other.
-

Cleaning Furniture

General

All designated items must be cleaned with proper supplies, cleaning solutions, and equipment. The appropriate techniques must be followed in cleaning furniture. Always maintain labels from furniture and refer to manufacturer's instructions when cleaning. Check with host/hostess for preferences of polishes, waxes, or oils to be used on furniture.

Dusting Furniture

Oiled and treated dusters should be used **ONLY** on furniture polished with an oil polish. Never spray polish directly on furniture.

- Use a clean, dry, hemmed duster to remove dust from furniture.
 - Give each piece of furniture an extra rub to keep it lustrous.
 - Use the appropriate vacuum cleaner attachment to remove dust from furniture, if appropriate.
-

Removing Spots or Stains

Always check with host/hostess before removing spots or stains. Use the following chart to assist you in removing spots or stains from furniture.

Furniture Finish Type	Cleaning Tip
Wooden	<ul style="list-style-type: none">• Prepare mixture of soap with warm water.• Dip a soft cloth into the sudsy water mixture.• Squeeze out excess water.• Wash spotted/stained area following the wood grain.<ul style="list-style-type: none">• Use a soft brush on carved pieces. If the suds go flat, mix a fresh, clean mixture of soap and water.• Rinse promptly with a second cloth wrung out, using clear, warm water.• Wipe furniture dry.• Allow furniture to dry.
Varnish	<ul style="list-style-type: none">• Dampen soft cloth with pure, linseed oil and wipe furniture briskly.
Shellac	<ul style="list-style-type: none">• Use a cloth very slightly dampened with alcohol and apply it lightly. <p><u>Note:</u> Too much alcohol will damage the shellac.</p>

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Cleaning Furniture, Continued

Polishing Wooden Furniture

- Select and use the appropriate polish, wax, or oil for the particular furniture.
- Apply polish, wax, or oil sparingly; rub with the grain of the wood using a soft cloth.

Note: Too much polish (whether oil or wax) makes the polishing job difficult.

- Rub with a soft cotton flannel cloth to polish.

Note: You might want to unscrew and remove the handles from the chests and desks before cleaning and polishing.

Continued on next page

Cleaning Furniture, Continued

Furniture Treatment

Check with host, hostess, or authorized individual on proper maintenance policies and procedures before attempting to treat furniture. Use the following chart to assist you in treating and maintaining furniture.

Furniture	Recommended Treatment
Leather	<ul style="list-style-type: none"> Wipe with a damp sponge dipped in saddle soap or mild soap suds and water mixture. Wipe off excess wetness. Polish with a soft dry, cloth. <p><u>Note:</u> To keep from cracking, condition with a commercial leather conditioner. Use white petroleum jelly on white or light leather. Do not use waxes or mineral oil. Do not place leather near radiators or windows.</p>
Vinyl	<ul style="list-style-type: none"> Clean with a solution of mild dishwashing liquid and warm water on a sponge or cloth. Rinse with a damp sponge. Polish at least once a year with a creamy furniture polish after cleaning. <p><u>Note:</u> Do not use solvents, abrasives, leather conditioners, or strong household cleaners to clean or to remove stains. Avoid acetone.</p>
Wickerwork, cane, bamboo	<ul style="list-style-type: none"> Dust regularly with a soft brush dampened with furniture oil or water, or use the brush and crevice attachments of your vacuum cleaner, or if the furniture is flat, use a sponge. Moisten once a year with a fine spray of water to keep fibers from drying out, shrinking, or stretching. Dry in the sun, if possible. Clean by scrubbing furniture with warm soapy water. <p><u>Note:</u> One tablespoon of salt may be added to each quart of washing solution to prevent light colored furniture from changing color and prevent stickiness.</p> <ul style="list-style-type: none"> Rinse well with water and dry near an open window or in a warm room with a fan. Wax furniture with a natural base to protect it, or spray it with a commercial wax.
Remove mildew	<ul style="list-style-type: none"> Use a soft paint brush, paint light colored and painted furniture with a solution of bleach mixed with warm water or spray with a commercial mildew remover. Rub darker wicker, cane, or bamboo with diluted ammonia on a soft cloth or brush. Rinse well with water. Let dry thoroughly, in sun if possible. Coat with two layers of shellac to prevent mildew.
Repair cracked finish	<ul style="list-style-type: none"> Using a stiff brush, scrub with an approved commercial cleaning solution. Rinse well with water. Allow to dry. Refinish with shellac.
Repair unraveling	<ul style="list-style-type: none"> Soak ends in warm water until they are pliable. Brush with wood glue, and push back into place. Secure ends in place with a small nail or brad until glue is dry. Refinish, if necessary.

Maintaining Linens

General

Clean linens (damask napkins, table cloths, and doilies) using washer and dryer, or send them to the laundry. Ensure linens are not damaged during cleaning and pressing process if they are done in quarters. Linens used for formal meals should be stored separately from those used every day. Only clean, dry linens should be stored.

Washing Linens

The table below lists the preferred steps in washing the linens.

Step	Action
1	Maintain labels and refer to manufacturer's cleaning instructions.
2	Wash in HOT water and detergent, if linen is pre-shrunk.
3	If you do not know whether the linen is pre-shrunk, use COLD water and cold water detergent.
4	Place linens in the dryer with a low heat setting to partially dry, or air dry, after washing is finished. <u>Note:</u> Periodically check the linens while they are in the dryer to ensure they don't overdry. DO NOT stretch, hand wring, or squeeze linens. Avoid chlorine bleach and enzyme products when washing linens.
5	Remove linens from dryer.

Pressing Linens

- Separate linens by category (napkins, tablecloths, and doilies).
 - Iron damp linens on both sides, one at a time with a hot iron.
 - Select iron controls for the particular fabric.
 - Fold linens.
 - Check with authorized individual for any special folding requirements.
-

Linens Storage

- Separate everyday linens from those that are used for formal meals.
 - Place linens in appropriate storage areas by category.
 - ONLY store clean, dry linens.
-

Cleaning and Maintaining Major Appliances

General

Use the manufacturer's instructions for maintaining and cleaning major appliances. Follow the instructions carefully. Exercise care when washing certain electrical appliances, as some should never be immersed in water.

Cleaning the Appliances

The following chart will assist you in cleaning major appliances.

Appliance	Recommended Cleaning Tips	Considerations
Refrigerator	<ul style="list-style-type: none">• Unplug and wipe the inside with a solution of baking soda and water.• Remove the drain plug, if any, and clean it out with baking soda and a paper towel.• Wipe mineral oil on the door gaskets to keep them from cracking.	<ul style="list-style-type: none">• Place a box or bowl of dry baking soda or crushed charcoal on a shelf inside the refrigerator to prevent odors.• To prevent mildew, wipe the inside with vinegar.
Stove/Stove Tops	<ul style="list-style-type: none">• Use an all-purpose cleaner, not an abrasive scouring powder. <p><u>Note:</u> Do not use a strong alkaline such as ammonia or washing soda on aluminum parts.</p> <ul style="list-style-type: none">• Scrub porcelain enamel with baking soda, avoiding the aluminum parts, to remove stains.• Soak gas burners in hot, soapy water, then clean out clogged flame outlets with a wire.• Soak in warm, soapy water overnight, to clean aluminum gas burners.• Scrub with a stiff brush.	
Ovens	<ul style="list-style-type: none">• Follow the manufacturer's directions.• A commercial oven cleaner may be used. <p><u>CAUTION:</u> DO NOT place ammonia in gas ovens!</p> <ul style="list-style-type: none">• Wipe with a soft scrubbing pad. <p>Rinse with wrung out damp cloth and wipe dry.</p>	<ul style="list-style-type: none">• For self-cleaning ovens, follow manufacturer's instructions.• To prevent spills, place a small sheet of aluminum foil underneath pies and casseroles (not on the bottom of the oven, where it may interfere with the heating element).

Continued on next page

Cleaning and Maintaining Major Appliances, Continued

Cleaning the Appliances, continued

Appliance	Recommended Cleaning Tips	Considerations
Washing Machine	<ul style="list-style-type: none"> Wipe frequently around the rim and empty the lint trap often. Clean the inside of the machine only after using dyes or a very strong chemical. Then in the hottest water, run the machine through a cycle without laundry adding 1/2 cup of detergent and 1/2 cup of bleach. 	<ul style="list-style-type: none"> If the machine does not fill with water, checks to make sure that the water faucets are open and that hoses are not clogged or kinked. Check the owner's manual if machine does not spin, water does not drain, machine vibrates, or machine leaks.
Clothes Dryer	<ul style="list-style-type: none"> Clean the lint screen after each use. Check the duct pipes occasionally to ensure they are unobstructed and not kinked. Look for a foreign object lodged in the drum to fix the CAUSE of torn laundry. Sand rough spots with fine emery cloth. <p><u>Note:</u> Do not use anti-static sprays in the dryer.</p>	<ul style="list-style-type: none"> Refer to the owners manual for cleaning and maintenance instructions.
Freezer	<ul style="list-style-type: none"> Store food in the refrigerator or ice chests, temporarily. Turn control to "OFF" or unplug freezer. Remove ice with hot water and a soft spatula. <p><u>CAUTION:</u> Keep water mopped up, and NEVER use an electric heater.</p> <ul style="list-style-type: none"> Wipe the inside of the freezer with a solution of baking soda and water. Wipe with alcohol or vinegar to keep contents from sticking. 	<ul style="list-style-type: none"> For frostless fan freezer, make sure that food containers do not interfere with the airflow. Periodically clean the condenser underneath the freezer compartment. Unplug the freezer, remove the grill in front, and clean the coils with a special brush.

Continued on next page

Cleaning and Maintaining Major Appliances, Continued

Cleaning the Appliances, continued

Appliance	Recommended Cleaning Tips	Considerations
Dishwasher	<ul style="list-style-type: none">• Remove accumulated food particles from the drain screen.• Clean the jets on the sprayer with a wire. <p><u>Note:</u> It is normal to have about 1 cup of standing water around the drain.</p> <ul style="list-style-type: none">• Add ½ cup of baking soda to clean and deodorize the drain.• Pour a kettle full of boiling water in and around the drain area to unclog the drain. <p><u>Note:</u> Do not use commercial drain cleaners.</p> <ul style="list-style-type: none">• Turn off the shutoff valve (usually located under the sink), to stop overflows.	<ul style="list-style-type: none">• Wait an hour, then run the empty machine through a cycle.• Check for food particles in the drain or in the air gap (on the sink top) and clean them out.

Maintaining the Key Locker

General

Always safeguard all keys used in public quarters or facilities. Do not duplicate the keys. When keys are not in use, store in a secure locker. If keys are ever lost, the locks must be changed immediately and reported to the proper authorities.

Establish a Key Locker

- Select and prepare designated key locker areas to ensure proper storage of keys.
- Prepare a coding system using letters and/or numbers to mark keys.

Note: Do not mark keys by name of designated locations and items. Do not duplicate the keys.

- Maintain keys in a secure key locker.
 - Acquire a new lock and key. If a key is lost, report to proper authority.
 - Change locks by having it removed professionally, if necessary.
 - Check new keys to ensure their proper fit with new locks.
-

Checking Keys

- Check all keys for proper fit, periodically.
 - Ensure coding system correspond unit numbers and letters for designated locations and items that match the particular keys.
 - Return keys to established key locker for future use.
 - Establish procedures to ensure security of the keys, if more than one individual is entering the key locker and using the keys.
-

Maintaining the Property Inventory

General

Public quarters inventory includes kitchen, furniture, refrigeration, and high-value items. For information regarding supply matters, contact the property representative of the unit supply section. Separate the inventory into officer's property and government property categories. Do not stencil officer's property.

Consolidated Memorandum Receipt (CMR)

- Upon change of residency in quarters, a new CMR will be issued from supply.
 - Complete an inventory of all property within 15 days of receipt of the CMR.
 - Ensure each item is accounted for and quantities are correct.
 - Ensure serial numbers are identified and correct, if items are serialized.
 - Make a note on the CMR, fill out a discrepancy report, and return to supply for reconciliation, if any changes occur.
 - Sign the CMR and return it to the supply section, if there are no discrepancies.
-

Identification Marking

- Stencil, emboss, or label each item with the correct serial number for identification by using approved methods for marking.
 - Seek assistance from property representative from supply section personnel, if necessary.
 - Ensure you have adequate control over CMR and related documents for future reference.
 - Maintain and file all inventory sheets and records in designated secure area.
 - Make duplicate copies and give to appropriate authority, if necessary.
-

Inventory

- Establish a schedule to check inventory items and numbers, as required.
 - Update Consolidated Memorandum Receipts quarterly.
 - Notify appropriate authority of any discrepancies. Follow established guidelines from unit supply officer.
-

Recognizing Crime Indicators

General

Identify and be cautious of possible intrusion of government quarters or facilities. The information included in this section will identify likely intrusion or crime indicators to be aware of in and around public quarters. The aide must become thoroughly familiar with established local policy covering threat and crime prevention.

Inside Indicators

Use the following chart to familiarize yourself with possible inside crime indicators.

Items	Prevention Measures	Notes
Automobile doors, windows	Keep locked.	If suspicious of tampering, notify proper authority.
Alarm system	Become thoroughly familiar with instructions and follow operating procedures.	Read manufacturer's guide and seek professional assistance on operating instructions.
China, crystal, and similar objects	Maintain in secure area when not in use.	Inventory BEFORE and AFTER use.
Expensive and attractive items (silver tea sets, portable television sets, etc.)	Check daily/weekly to ensure items are in normal locations.	Mention to general or spouse to ensure items have not been stolen, if items are not in normal places.

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Recognizing Crime Indicators, Continued

Outside Indicators

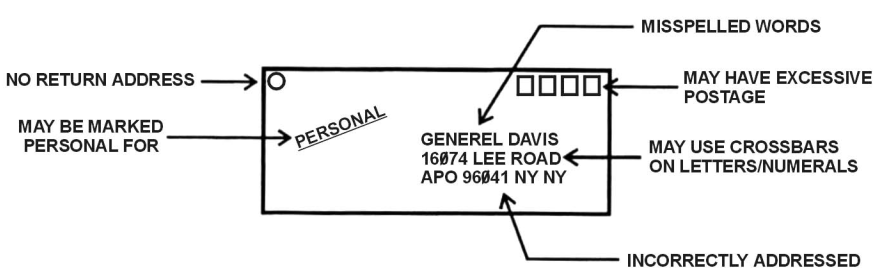
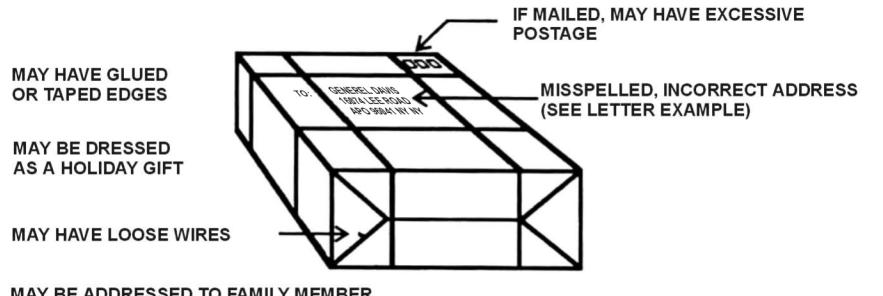

Use the following chart to familiarize yourself with possible outside crime indicators.

Items	Prevention Measures	Notes
Grounds around quarters	Scan the area for obvious signs of intrusion (disturbed mulch, trampled bushes, shrubs, footprints in flower beds, or loose or disturbed crawl space doors).	Report actual or suspected incidents to proper authority.
Keys, papers, tools (found on grounds)	Collect, turn in, and report to proper authority.	
Windows (overhead), porches and trellises, other building features, or other buildings	Check any unfamiliar placement of items on porches, windows, or loose and hanging trellises.	Report actual or suspected incidents to proper authority.
Mail, newspapers	Remove promptly from mail and paper boxes.	Never leave these items in their boxes overnight. Check address for correctness or suspect of bomb tampering.
Storage sheds, garages, outbuildings	Keep locked, if appropriate and check areas daily/weekly to ensure items have not been disturbed.	Report actual or suspected incidents to proper authority.
Lawn furniture, utility equipment	Store and secure when not in use.	Report actual or suspected incidents to proper authority.

Bomb Detection

Bomb Types

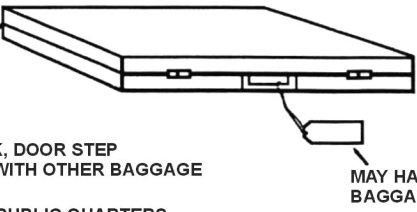
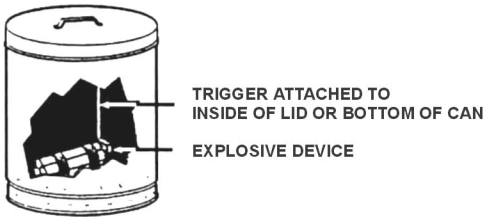
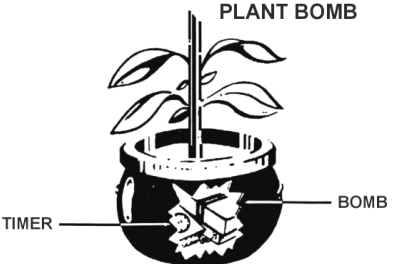
Suspect all unsolicited deliveries of merchandise, flowers, boxes, packages, or containers of any type. Illustrations of dangers in and around public quarters and facilities are provided below.

Type	Illustration
<p>Letter or postal bomb</p> <ul style="list-style-type: none"> DO NOT TOUCH! Treat this as suspect. Follow established procedures. 	 <p>NO RETURN ADDRESS</p> <p>MAY BE MARKED PERSONAL FOR</p> <p>MISSPELLED WORDS</p> <p>MAY HAVE EXCESSIVE POSTAGE</p> <p>MAY USE CROSSBARS ON LETTERS/NUMERALS</p> <p>INCORRECTLY ADDRESSED</p> <p>PERSONAL</p> <p>GENEREL DAVIS 16074 LEE ROAD APO 96041 NY NY</p>
<p>Package bomb</p> <ul style="list-style-type: none"> DO NOT TOUCH! Treat this as suspect. Oil or grease stains may be present. Follow established procedures. 	 <p>IF MAILED, MAY HAVE EXCESSIVE POSTAGE</p> <p>MAY HAVE GLUED OR TAPED EDGES</p> <p>MAY BE DRESSED AS A HOLIDAY GIFT</p> <p>MAY HAVE LOOSE WIRES</p> <p>MAY BE ADDRESSED TO FAMILY MEMBER</p> <p>MISSPELLED, INCORRECT ADDRESS (SEE LETTER EXAMPLE)</p> <p>TO: GENEREL DAVIS 16074 LEE ROAD APO 96041 NY NY</p>
<p>Vehicle bomb</p> <ul style="list-style-type: none"> DO NOT TOUCH! DO NOT APPROACH! Treat this as suspect. The hood or trunk may be ajar. Follow established procedures. 	<p>WATCH FOR SOME INDICATORS:</p>  <p>SMUDGES, HAND MARKS OR SCRATCHES</p> <p>LOOSE WIRES</p> <p>ITEM UNDER VEHICLE</p> <p>SIGNS OF FORCED ENTRY UNUSUAL ODORS ANYTHING SUSPICIOUS - DOOR AJAR, OPEN WINDOW OR GAS TANK FILLER TOOLS, WIRES OR FOREIGN ITEMS ON THE GROUND NEAR OR AROUND VEHICLE SUSPICIOUS PERSON OBSERVED NEAR VEHICLE</p>

Continued on next page

Bomb Detection, Continued

Bomb Types, continued

Type	Illustration
<p>Briefcase or suitcase bomb</p> <ul style="list-style-type: none"> • DO NOT TOUCH! • Treat this as suspect. • Follow established procedures. 	<p>MAY BE OLDER OR NEW BRIEFCASE</p> <p>MAY HAVE STRANGE ODOR</p> <p>MAY OR MAY NOT HAVE WIRES</p> <p>MAY BE ADDRESSED TO GENERAL OFFICER OR FAMILY MEMBER</p> <p>MAY BE ABANDONED ON SIDEWALK, DOOR STEP OR PLACED IN VEHICLE OR MIXED WITH OTHER BAGGAGE</p> <p>MAY BE DELIVERED TO OFFICE OR PUBLIC QUARTERS BY TAXI DRIVER OR OTHER SEEMINGLY LEGITIMATE MEANS</p> 
<p>Trash or ash can bomb</p> <ul style="list-style-type: none"> • DO NOT TOUCH! • Treat this as suspect. • Follow established procedures. 	<p>DIFFICULT TO DETECT WITHOUT REMOVING LID. BE SUSPICIOUS OF JUNK COLLECTORS, SCROUNGERS OR PERSONS LOITERING AROUND CANS. REFUSE CANS SHOULD BE REMOVED FROM CURBSIDE IMMEDIATELY UPON COLLECTION OF REFUSE AND MOVED TO SECURE AREA</p> 
<p>Unsolicited delivery bomb</p> <ul style="list-style-type: none"> • DO NOT TOUCH! • DO NOT ACCEPT! • Treat this as suspect. • Follow established procedures. 	<p>PLANT BOMB</p> 

Crime Prevention Measures

General

You should be knowledgeable of crime prevention measures and consciously demonstrate an anticipation, recognition, and appraisal of a crime risk. Take necessary action that would tend to remove or reduce that risk.

Preventive Measures

The table below lists some crime prevention measures to use around the quarters.

Procedure	Action
Keep windows and doors locked.	<ul style="list-style-type: none"> Check the security of windows and doors regularly (daily, weekly). If in need of repair, take necessary action to call base maintenance to restore to proper condition.
Ensure shrubs covering windows are trimmed regularly.	Notify appropriate staff/personnel to ensure shrubs are cut at least bi-monthly.
Avoid discussing VIP functions with unauthorized personnel.	Do not violate the right to privacy of VIP functions by admitting to or discussing household matters or your job position with anyone.
Inspect refuse (trash) before discarding for sensitive information.	Dispose of sensitive information according to regulation and local standing operating procedures.
Procure reserve lighting measures.	Ensure backup lighting meets the needs of the quarters.
Maintain interior safe room, if applicable.	Stock with emergency supplies and some way of communicating with authorities.
Prepare escape routes.	Ensure escape routes are established and authorized persons are aware of the correct procedures.
Screen workmen.	<ul style="list-style-type: none"> Ensure workman has an appointment in the particular quarters. Check the person's identification card or badge before admitting. Do not allow the person to wander around the quarters unescorted. Remain with the person until the work is completed. Do not admit the person into the quarters, should a situation arise casting doubt. Close and lock the door. Notify facility engineer or military police. Always follow local established crime prevention procedures. Call the workman's company or boss and check out the description of the worker. <p><u>Note:</u> Look up the number of the company doing the work yourself or get the number from the operator. Do not get the number from the workman.</p>

Handling the Telephone Threat

General

You must be aware of types of threats that may come into quarters by telephone. Respond calmly and attempt to record all information concerning the individual that is calling. Use the format provided to assist you. Check with local/base military police, crime prevention section, and local security manager to ensure that you adhere to the correct procedures, or for more information regarding additional procedures available.

Make a Record

Attempt to keep verbatim record of the conversation.

- Stay calm, be courteous, and listen.
 - Do not interrupt the caller.
 - Make a written record of the conversation using an authorized form provided by local security.
-

About the Caller

Attempt to obtain as much information about the caller as possible. Record the following information.

- Date of call
 - Time
 - Exact words of person placing the call
 - Any other important information.
 - See the Bomb Threat Form located at the end of this section.
-

Getting the Information

Attempt to keep the caller on the line. Continue talking with the person in a calm voice. Ask questions concerning the "situation."

- What is it you really want?
 - Why was the call placed?
 - If there is a bomb, when will it explode?
 - Where is the bomb right now?
 - What does it look like?
 - What kind is it?
 - What is the explosive?
-

Continued on next page

Handling the Telephone Threat, Continued

Out Think the Caller

Attempt to comply with the request of the caller to be connected to another extension, if necessary.

- Summon assistance to trace the call and to corroborate the facts and your opinions.
- Make the caller think you are trying to provide assistance to keep him on the line long enough for the call to be traced.

Recording the Information

Listen for and determine any code words used, if appropriate.

The form on the next page can be duplicated and placed under or near your telephones for use, if necessary.

Continued on next page

Handling the Telephone Threat, Continued

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

CALLER'S VOICE

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Muffled |

If voice sounds familiar, who did it sound like?

BACKGROUND SOUNDS:

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> P A System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House noise | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Other |

THREAT LANGUAGE

- | | |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

REMARKS:

Report call immediately to:

Sex of caller: ☐ Race: ☐

Age: ☐ Length of call: ☐

Number at which call is received:

Time: ☐ Date: ☐/ ☐/ ☐

BOMB THREAT

Phone number:

Date: ☐/ ☐/ ☐

Name:

Rank:

Phone number:

Continued on next page

Handling the Telephone Threat, Continued

Summary

In this chapter, you covered the cleaning of the quarters and crime prevention. In the next chapter, you will cover first aid.

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CHAPTER 5

FIRST AID

Overview

Introduction

Accidents can happen at any time when performing your duties. The faster you act using the correct knowledge, the better chance you can minimize the injury or even save a life. Although not required, all enlisted aides should strive to become certified in basic first aid procedures, including cardiopulmonary resuscitation (CPR).

In This Chapter

This chapter covers the following topics.

Topic	See Page
The Conscious Choking Victim	5-2
The Unconscious Choking Victim	5-5
Cardiopulmonary Resuscitation (CPR)	5-7
Minor Burns	5-14
Shock	5-17
Incision Wounds	5-18

The Conscious Choking Victim

Signs of Choking

The following are signs of choking:

- The victim may clutch at their chest or throat and attempt to rise.
- The victim, though conscious, can't speak; this is the real tip-off.
- The victim will turn pale, then blue or black, and show distress.
- The victim will soon collapse unless aided.

Note: A choking victim only has 4 minutes to live if unaided.

How Do I Help

- Determine if the victim can speak, cough, or breathe. If victim can do the above, do not interfere, call for medical assistance.
- If victim cannot speak, cough, or breathe, select one of the following methods to assist the individual.
 - Back Blows
 - Abdominal Thrust
 - Chest Thrust

CAUTION: The abdominal thrust should be used unless the victim has an abdominal wound, is pregnant, or is so large that you cannot wrap your arms around the victim's abdomen (stomach).

Note: If unsuccessful with first method, use one of the other methods.

Back Blows

The table below lists the correct procedure for applying back blows.

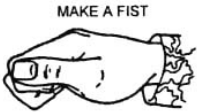
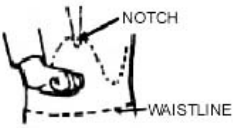


Step	Action
1	Stand to the side and slightly behind victim.
2	Place your hand on victim's chest (breastbone) to support him while he is bending forward.
3	Deliver four sharp blows in rapid succession with the hand of the other arm to the victim's back, between the shoulder blades.
4	Check victim's mouth for foreign substance and remove it with your fingers.

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The Conscious Choking Victim, Continued

Abdominal Thrusts

The table below lists the correct procedure for applying abdominal thrust.

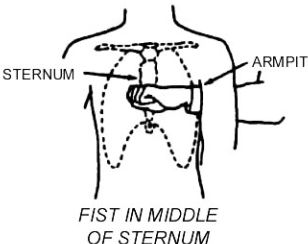
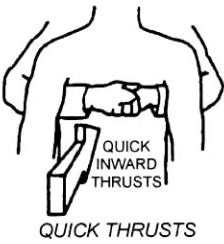
Step	Action	Illustration
1	Make a fist.	 MAKE A FIST
2	Stand behind the victim and wrap your arms around their waist.	 NOTCH WAISTLINE
3	Place your fist, thumb side against the victim's abdomen slightly above the navel and below the rib cage.	 PRESS FIST INTO ABDOMEN
4	Grasp your fist with your other hand and press into the victim's abdomen with a quick upward thrust.	 RESCUER STANDING VICTIM STANDING OR SITTING
5	Repeat several times, if necessary.	None

Continued on next page

The Conscious Choking Victim, Continued




Chest Thrust

If the victim is pregnant, give chest thrusts, not abdominal thrusts. If the victim loses consciousness while giving chest thrusts and stops breathing, begin mouth-to-mouth breathing. The table below lists the correct procedure for applying chest thrust.

Step	Action	Illustration
1	Stand behind victim.	
2	Wrap your arms around victim's chest under their armpits.	 <p>FIST IN MIDDLE OF STERNUM</p>
3	Make fist with one hand and place the thumb side of the fist squarely on the breastbone.	
4	Grasp the fist with the other hand.	 <p>QUICK INWARD THRUSTS</p> <p>QUICK THRUSTS</p>
5	Give four quick backward and upward pulls (thrusts).	
6	Check victim's mouth for foreign substance (food) and remove it with your fingers.	

The Unconscious Choking Victim

How Do I Help The table below lists the correct procedure for assisting an unconscious victim.

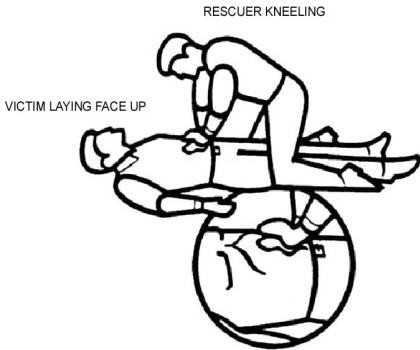
Step	Action	Illustration
1	Position the victim's face up and tilted back.	
2	Open victim's mouth. Lift tongue and jaw.	
3	Probe for substance (food) with finger. <u>Note:</u> Take care not to force the substance (food) deeper into the airway by pushing it with the finger.	
4	Dislodge food using finger sweep. Try turning face to one side to remove food from mouth.	

Continued on next page

The Unconscious Choking Victim, Continued

Unsuccessful Attempt

If you are unsuccessful at your first attempt at reviving the unconscious victim, then follow the steps listed below.

Step	Action	Illustration
1	Ensure that victim is lying face up.	 <p>RESCUER KNEELING</p> <p>VICTIM LAYING FACE UP</p>
2	Straddle the thighs.	
3	Place both hands, one on top of the other, just below the diaphragm.	
4	Press in toward the center with a quick upward thrust, repeat as necessary.	
5	Check victim's mouth for foreign substance and remove it with your fingers.	
6	Apply the back blows method as described previously, if necessary.	

Cardiopulmonary Resuscitation (CPR)

General

Cardiopulmonary Resuscitation is the correct procedure to restore breathing and heartbeat to an unconscious victim. Continue the process uninterrupted until advanced life support is available or until instructed to stop by evaluator. Clear the obstruction from the airway before attempting to restore breathing by back blows, abdominal or chest thrusts, and finger sweep.

Check for Breathing

- Look for chest movement.
 - Put your ear next to the victim's nose and mouth to listen for breath.
 - Feel for the flow of air on your cheek while kneeling down with your face close to the victim's face.
-

Position the Victim

- Place victim with his back on a firm surface.

Note: Exercise great care in positioning the victim.


- Roll victim as a unit with limited or no twisting of head, neck, and shoulders.
 - Place one hand under victim's neck for support.
 - Place other hand on victim's shoulder.
 - Roll victim toward you, pulling steadily and evenly.
-

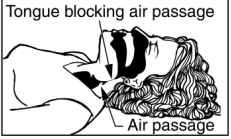
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Cardiopulmonary Resuscitation (CPR), Continued

Open the Airway

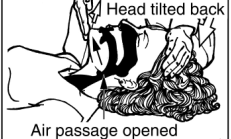
There are two methods for opening the airway. The table below lists the steps in performing the head tilt method.

Step	Action	Illustration
1	Kneel beside the victim.	
2	Place one hand on the victim's forehead.	
3	Place the other hand under his chin.	
4	Apply pressure on the forehead, and at the same time lift the chin.	



Tongue blocking air passage

Air passage



Head tilted back

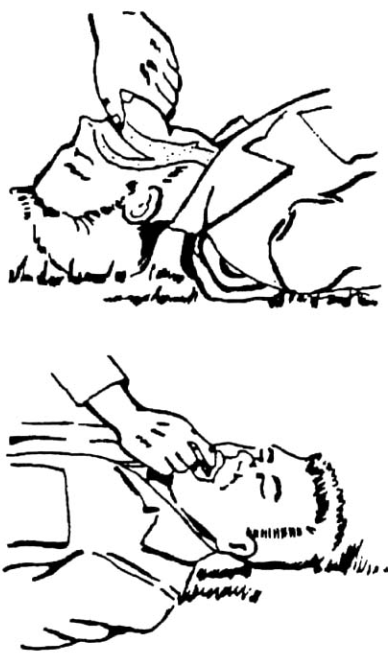
Air passage opened

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Cardiopulmonary Resuscitation (CPR), Continued


Jaw Tilt Method

The table below lists the steps for performing the jaw tilt method.

Step	Action	Illustration
1	Kneel near the top of the victim's head.	
2	Place your fingers behind the angles of the lower jaw.	
3	Position the victim's face up.	
4	Open victim's mouth by grasping both his tongue and lower jaw between your thumb and fingers.	
5	Forcefully bring the jaw forward by lifting up while tilting the head backwards.	
6	Separate the lips with your thumbs to allow breathing through the mouth as well as the nose.	

Clear the Airway

Clearing the airway is completed in the three steps listed below.


Step	Action	Illustration
1	Position the victim's face sideways to remove substance from mouth.	
2	Insert the index finger of the other hand down and along the inside of the victim's cheek to the base of the tongue, after opening the airway.	
3	Sweep the exposed substance out by using a hooking motion from the side of the mouth toward the center.	

Continued on next page

Cardiopulmonary Resuscitation (CPR), Continued

Artificial Breathing (ventilation)

Do not give artificial ventilation to a person who is breathing naturally. Artificial breathing is performed by two different methods. The table below lists the steps on how to mouth-to-mouth breath.

Step	Action	Illustration
1	Place your hand on the victim's forehead.	
2	Pinch the nostrils together with the thumb and index finger of the same hand. <u>Note:</u> Let this same hand exert pressure on the forehead to maintain the backward head tilt and the open airway.	
3	Keep your fingertips on the chin with the other hand.	
4	Take a deep breath and place your mouth, in an airtight seal, around the victim's mouth.	
5	Blow four quick full breaths into the victim's mouth. <ul style="list-style-type: none"> • After each breath, take a breath of fresh air. • Release the victim's nose after the final breath. <u>Note:</u> Each breath should be performed within 5 seconds of the other.	
6	To assist the victim to exhale, you may open his lips.	
7	Watch out of the corner of your eye for the victim's chest to rise. <u>Note:</u> If the chest rises, sufficient air is getting into the lungs. <ul style="list-style-type: none"> • Observe victim until medical assistance arrives. • Check and reestablish airway opening if chest does not rise. • Attempt to ventilate again. 	

Continued on next page

Cardiopulmonary Resuscitation (CPR), Continued

Chest Pressure Arm Lift

Use this method when the mouth-to-mouth method cannot be used or was not successful. The table below lists the steps on how to perform the chest pressure arm lift method.


Step	Action
1	Position the victim on his back.
2	Position his head with the face up.
3	Place a rolled blanket or similar object under his shoulders. <u>Note:</u> This will allow the head to drop back in a chin-up position. Do not use if you suspect victim has a neck injury.
4	If an airway obstruction is present, clear the airway obstruction.
5	Stand at the victim's head and face the feet.
6	Kneel on one knee and place your other foot at the other side of the head and against the shoulder to steady yourself.
7	Grasp the victim's hands and hold them over the lower ribs.
8	Rock forward and exert steady, uniform pressure almost directly downward until you meet firm resistance. This pressure forces air out of the lungs.
9	Lift the victim's arms vertically upward.
10	Stretch his arms backward as far as possible. <u>Note:</u> The process of lifting and stretching the arms increases the size of the chest and draws air into the lungs.
11	Place the victim's hands on his chest and repeat this cycle: PRESS, LIFT, STRETCH, REPLACE Perform steps 7 through 11, 10 to 12 cycles per minute at a steady, uniform rate.
12	Adjust the timing of your efforts to assist him, as the victim attempts to breathe.
13	Continue artificial respiration until victim starts to breathe on his own, you are relieved by another, or medical assistance arrives.
14	Clear the airway obstruction immediately if the airway becomes obstructed while you are performing the above steps.

Continued on next page

Cardiopulmonary Resuscitation (CPR), Continued

Checking the Pulse

Check the carotid artery for the victim's pulse. Feel for a pulse on the side of the victim's neck closest to you. This is done by following the steps listed in the table below.

Step	Action	Illustration
1	Place the first two fingers (index and middle) of your hand on the Adam's apple (carotid pulse). Allow 5 to 10 seconds to determine if there is a pulse.	
2	Maintain the airway by keeping your other hand on the forehead.	

If Pulse is Found

If you find a pulse,

- STOP.
- Allow the victim to breath unassisted.
- Keep victim warm and comfortable.

Continued on next page

Cardiopulmonary Resuscitation (CPR), Continued

Still No Pulse If there still is **NOT** any pulse found, follow the steps below.

Step	Action
1	<p>Begin the first cycle.</p> <ul style="list-style-type: none">• Place your index finger on the sternum, and then place the heel of the hand closest to the head next to, but not covering, the index finger. Place the second hand on top of the first.• Position the body with elbows straight and locked, shoulders over the hands so compressions will be vertically downward. Release the pressure between each compression to allow the chest to return to its normal position.• Compressions must be smooth and even, applying enough force to depress the sternum 1 to 2 inches.• After 15 compressions, ventilate with two rescue breaths.
2	<p>If no pulse, then repeat this cycle.</p> <ul style="list-style-type: none">• After every 15 compressions, ventilate with two rescue breaths.• At the end of four cycles, check for the return of the carotid pulse.
3	<p>If the pulse is found, then STOP.</p> <p>If no pulse is found, continue with the same cycle as listed above until medical help arrives.</p>

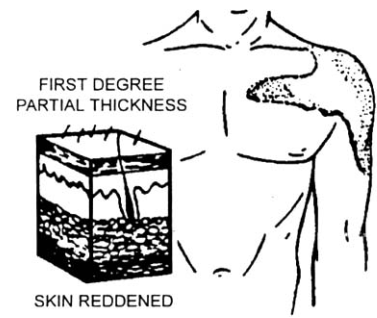
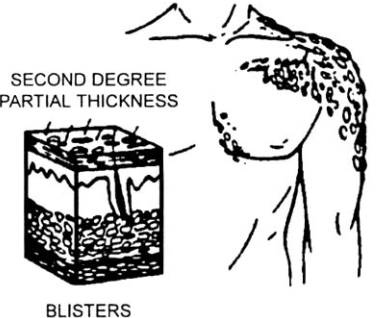
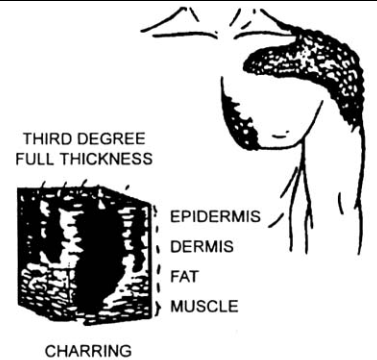
Minor Burns

General

You must recognize the three types of burns, provide basic treatment, and seek medical assistance, if necessary.

Recognizing the Type of Burn

The table below lists the type of burn, the reaction, and the characteristics.

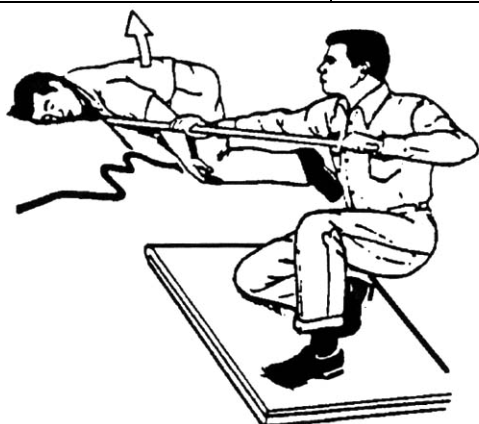
Type of Burn	Reaction	Characteristics
First Degree	Mildest form of burn, producing redness, increased warmth, tenderness, and mild pain.	
Second Degree	Burns redden and blister the skin and are characterized by severe pain.	
Third Degree	Burns destroy the skin and may destroy muscle tissue and bone in severe cases. Pain may be absent because nerve endings have been destroyed. Color may vary from white to black.	

Continued on next page

Minor Burns, Continued

Burn Treatment There are three kinds of burns to be treated. The table below lists the kind of burn, cause, and treatment.

Kind of Burn	Causes	Treatment
Thermal (heat)	Fire, hot objects, hot liquids, gases, nuclear blasts, fire ball	<ol style="list-style-type: none"> 1. Remove victim QUICKLY from burning source. 2. Cover the thermal burn with any non-synthetic material. <p><u>Note:</u> Synthetics will melt and cause further injury.</p> <ol style="list-style-type: none"> 3. Roll victim to smother (put out) flames. 4. Cut clothing and gently lift clothing away from the burned area, if necessary. <p><u>Note:</u> Avoid pulling clothing over burns. Leave clothing that is stuck to the burns in place.</p> <ol style="list-style-type: none"> 5. Apply cold damp material to the affected area or soak in cold water. 6. Place clean material over burned area. 7. Seek medical assistance, if required.
Electrical	Electrical wires, current, lightning	<p><u>Note:</u> Turn off electrical current first if it is nearby, but do not waste unnecessary time, do not touch wires with bare hands.</p> <ol style="list-style-type: none"> 1. Remove victim from electrical source by using a non-conductive material. <ul style="list-style-type: none"> • Wrap dry clothing or dry rope around the victim's back and shoulders and pull them away from the electrical source. • Use a wooden pole and push the wire away from the victim. <p><u>Note:</u> Do not touch the victim until the individual has been removed from the electrical source, or you will become an electrical burn casualty.</p> <ol style="list-style-type: none"> 2. Seek medical assistance, if necessary.



Continued on next page

Minor Burns, Continued

Burn Treatment, continued

Kind of Burn	Causes	Treatment
Chemical	Contact with wet or dry chemicals, or white phosphorous (WP)	<p><u>Note:</u> Do not lift or cut away clothing if in a chemical environment.</p> <ol style="list-style-type: none">1. Remove the chemical from the burn victim.2. Pour, flush, or soak with as much water as necessary to relieve pain.3. Smother the flame with water, any drinkable fluid, wet cloth, or wet mud if WP strikes skin.4. Brush off loose particles.5. Continuously flush with water.6. DO NOT let the bare surfaces of your hands come in contact with the chemical.7. Keep covered with wet material to keep air out.8. Cover burned area to protect from contamination.9. Seek medical assistance as soon as possible.

Shock

Shock Treatment

Listed below is the correct procedure to treat a person in shock.

Step	Action
1	Maintain the victim's body heat, but do not allow him to become overheated. Cover the victim, if necessary.
2	Elevate the hands, legs, and feet higher than the heart.
3	Loosen clothing at the neck, waist, or wherever the clothing is binding.
4	Do not give any food or drink to the victim.
5	Perform CPR, if necessary.
6	Turn his head to one side to prevent him from choking if he vomits, if you must leave the victim.

Incision Wounds

Treating the Wound

The incision wound is the most common wound you will come in contact with. The procedure for treating an incision wound is listed below.

Step	Action
1	<p>Stop the wound from bleeding.</p> <ul style="list-style-type: none">• Apply pressure directly to the wound by pressing firmly on the wound with your hand or a clean cloth.• Elevate wounded area, if necessary.
2	<p>Clean the wound.</p> <ul style="list-style-type: none">• Wash wound area with an antiseptic solution.• Clean the area gently, and let additional water run freely over the wound. <p><u>Note:</u> Cold cloths or ice packs may be applied to relieve pain and reduce swelling.</p> <ul style="list-style-type: none">• Dry area by gently patting it with a clean dry cloth.
3	<p>Apply and secure dressing.</p> <p><u>Note:</u> A clean handkerchief, towel, or shirt may be used.</p> <ul style="list-style-type: none">• Place a sterile compress or other clean material over the wound without allowing it to touch anything else but the wound.• Secure the compress/material in place by tying the ends with a square knot or by pinning the ends with safety pins.• Apply additional pressure to the wound with the hand or with a thick rag, firmly secured in place with a cravat or other strip of material, if necessary.
4	<p>Observe the victim and treat for shock, if necessary.</p>

Summary

The Enlisted Aides Handbook is a guide to performing your duties. The job aide covered enlisted aide duties, uniform regulations, entertainment and overall planning, official funds information, quarters operations, and first aid. Remember to always check with authorized personnel when in doubt.

APPENDIX A

ORDERS AND REGULATIONS

Overview

Scope This appendix contains the orders and regulations referred to in Chapter 1.

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SECNAV Instruction 1306.2C

DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON D.C. 20350

SECNAVINST 1306.2C
OP-132F4
22 April 1980

SECNAV INSTRUCTION 1306.2C

From: Secretary of the Navy
To: All Ships and Stations

DEPARTMENT OF THE NAVY, Office of the Secretary Washington, D.C. 20350

Subj: Utilization of enlisted Personnel on personal Staffs

Ref: (a) 10 USC 7579(a)

(b) DOD Directive 1315.9 of 21 June 1976

1. Purpose. To prescribe policies and promulgate guidance concerning the utilization of enlisted personnel assigned to duty in public quarters and on the personal staff of officers of the Navy and of the Marine Corps. (Enlisted personnel so assigned are hereinafter referred to as enlisted aides). This is a complete revision.

2. Cancellation. SECNAV Instruction 1306.2B.

3. Applicability. This directive is applicable to the Department of the Navy (DON) on a continuing basis and to the Coast Guard when operating as a service in the DON.

4. Background. Utilization of enlisted members in a service capacity in public quarters is authorized in law by reference (a). Reference (b) establishes Department Defense (DOD) policy governing the utilization of enlisted aides. In accordance with reference (b), enlisted aides are authorized for the purpose of relieving flag and General officers of those minor tasks and details which if performed by the officer, would be at the expense of his primary military and official duties. Authorized enlisted aide duties are those which relate to the military and official responsibilities of those officers with enlisted aides assigned, including assisting in discharging official DOD social responsibilities which inhere in certain flag and general officer positions. The propriety of such duties is governed by the official purpose served rather than the nature of the duties.

S. Policy

a. All enlisted personnel assigned to enlisted-aid duty shall be volunteers for such duty and may only

be so assigned by the Commander, Naval Military Personnel Command or the Commandant of the Marine Corps. To terminate voluntary status as an enlisted aide, a member must forward a request for reassignment to the Commander, Naval Military Personnel Command or the Commandant of the Marine Corps, as appropriate. Such requests will be honored without delay.

b. Responsibility for the supervision, direction, and performance of duty of enlisted aides lies solely with the officer authorized the enlisted aide services. Such responsibility shall not be delegated in any way to dependents or other persons not directly in the officer's immediate command. Enlisted personnel having questions concerning their relations with dependents or others in public quarters should seek guidance directly from their assigned officer, who will resolve any such questions within a strict interpretation of this instruction.

c. Quarters personnel will not be assigned duties on Sundays or holidays, except when official functions as defined herein are scheduled on those days. The Chief of Naval Operations and the Commandant of the Marine Corps are authorized to grant exceptions to this requirement when the needs of the service dictate. Further, sound personnel management practices suggest that quarters personnel be provided the same consistency in their working hours and advance notification or necessary deviations therefrom as are other enlisted personnel. Except in unusual circumstances, normal duty hours for personnel or personal staffs serving in public quarters must not be allowed to exceed the norm for other enlisted personnel of the command. Since enlisted aides may be required to assist senior officer during normal off-duty hours, special liberty as compensation for significant periods of time should be provided. In this connection, the senior officer is encouraged to use those brief intervals when he is not in residence, such as during short periods of TAD, to grant compensatory special liberty or leave.

d. Under the applicable statutes and, the case cited in reference (b), no officer may utilize an enlisted member

Continued on next page

SECNAV Instruction 1306.2C, Continued

as a servant for duties which have no reasonable connection with the officer's official duties or which contribute solely to the personal benefit of individual officers or their families. Examples of duties in this category include but are not limited to:

- (1) Any form of pet care including feeding.
- (2) Any form of infant or child care.
- (3) Groundskcepping other than mowing, watering and general yard policing.
- (4) Operation, care, maintenance, or cleaning of any privately owned vehicle
- (5) Maintaining of privatly-owned recreational or sporting equipment, except in connection with the use of such equipment for official purposes.
- (6) Any personal services solely for the benefit of or at the direction of dependents or unofficial guests including errands.

(a)Any driving, shopping or private errands

(b)Laundry services.

e.in accordance with guidance contained in referecw (b) and in connection with military and official functions and duties, enlisted aides mav utilized to assist with the care, cleanliness and order of assigned quarters. Specific duties may include:

- (1)Purchasing, preparing, and serving food and beverages
- (2)Planning, preperation and conduct of official functions

(3) Maintenance of military uniforms and personnel military equipment

(4) Performance of duties necessary to the upkeep of assigned quarters

(5) Performance of duties necceccary to the security and police of assigned quarters during extended absences of the officer. Such as deployments or extended operations in the field.

(6) Performance as point of contact in the officer's quarters. Answering the telephone, maintaining telephone call records, making appointments and receiving guests and visitors.

(7) Performance of tasks which aid the officer in the performance of his military and official responsibilities. Such as the driving of official vehicles for official purposes, performing errands for the officer and providing administrative assistance.

f. Nothing contained in this directive precludes the employment of off duty enlisted personnel by officers on a voluntary paid basis. Payment shall be reasonable and commensurate with services rendered.

6. Action. Implementation of the requirements of this instruction demands discrimination on the part of all officers Navy and Marine Corps associated with enlisted aides. Full compliance with both the letter and spirit Qf the guidelines described herin is imperative. The inspectors General of Navy and Marine Corps incorporate a specific review of compliance with the provision of this instruction in all command inspections.

ROBERT J. MURRAY

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Department of Defense (DoD) Directive

Implementing 10 U.S.C. 772, the President, by Executive Order 10554 of 18 August 1954, delegated to the Secretary of Defense the authority to prescribe regulations under which persons may wear the uniform. The following excerpts from DoD Directive 1334.1 of 11 August 1969 outline these regulations:

"a. Members of the Armed Forces (including retired members and members of reserve components). The wearing of the uniform is prohibited under any of the following circumstances:

"(1) At any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group, or combination of persons which the Attorney General of the United States has designated, pursuant to E.O. 10450, as amended as totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under The Constitution of the United States, or as seeking to alter the form of Government of the United States by unconstitutional means.

"(2) During or in connection with the furtherance of political activities, private employment or commercial interests, when an inference of official sponsorship for the activity or interest could be drawn.

"(3) Except when authorized by competent Service authority, when participating in activities such as public speeches, interviews, picket lines, marches, rallies or any public demonstration (including those pertaining to civil rights), which may imply Service sanction of the cause for which the demonstration or activity is conducted.

"(4) When wearing of the uniform would tend to bring discredit upon the Armed Forces.

"(5) When specifically prohibited by regulations of the department concerned.

"b. Former Members of the Armed Forces. Unless qualified under another provision of this Order or under the provisions of 10 U.S.C. 772, former members who served honorably during a declared or undeclared war and whose most recent service was terminated under honorable conditions may wear the uniform in the highest grade held during such war service only upon the following occasions and in the course of travel incident thereto:

"(1) Military funerals, memorial services, weddings, and inaugurations.

"(2) Parades on national or state holidays; or other parades or ceremonies of a patriotic character in which any active or reserve United States military unit is taking part.

"Wearing of the uniform or any part thereof at any other time or for any purpose is prohibited."

Continued on next page

Department of Defense (DoD) Directive, Continued

"c. Medal of Honor Holders. Persons who have been awarded the Medal of Honor may wear the uniform at their pleasure except under the circumstances set forth in Subsection a., above."

2. Pursuant to DoD Instruction 5410.20, unauthorized use of approved Marine Corps uniform emblems or insignia on civilian attire, or other non-uniform attire, is prohibited.

3. The President, by Executive Order 10113 of 24 February 1950, delegated to the Secretary of Defense the authority to prescribe the quantity and kind of clothing which shall be furnished to enlisted Marines, or the cash allowance to be provided in lieu thereof. Department of Defense Directive 1338.18 of 29 Jul 85 outlines the policies and regulations pertaining thereto.

Secretary of the Navy Policy

1. The Secretary of the Navy has prescribed that:
 - a. The exercise of the rights of freedom of speech and assembly does not include the right to borrow the inherent dignity, prestige, and traditions represented by uniforms of the naval service to lend weight and significance to privately held convictions on public issues.
 - b. Members of the Navy and Marine Corps (including retired members and members of Reserve components) are prohibited from wearing uniforms of the naval service while attending or participating in, or continuing to attend or participate in, a demonstration, assembly, or activity with knowledge that a purpose of such demonstration, assembly, or activity is the furtherance of personal or partisan views on political, social, economic, or religious issues except:
 - (1) In connection with official duties or as otherwise authorized in advance by competent authority; or
 - (2) Incident to attendance at or participation in a bona fide religious service or observance.
 - c. Authorization to wear the uniform should be granted by a commanding officer when reasonably assured that the service member's appearance in uniform at the particular event, viewed objectively, is not for the purpose of lending substantial weight or significance to privately held convictions or interests; would not be so construed by an observer; and that the demonstration, assembly, or activity does not relate to matters in public controversy.
 2. To implement 10 U.S.C 773, the Secretary of the Navy has prescribed the following distinctive mark for wear by members of military societies which are composed entirely of honorably discharged officers and enlisted personnel, or by the instructors and members of duly organized cadet corps.
 - a. The distinctive mark will be a diamond, 3-1/2 inches long by two inches wide, of any cloth material. A white distinctive mark will be worn on blue, green, or khaki clothing; and a blue distinctive mark will be worn on white clothing.
 - b. The distinctive mark will be worn on all outer clothing on the right sleeve, at the point of the shoulder, the upper tip of the diamond to be 1/4 inch below the shoulder seam.
-

All-Weather Coat

Description	The pewter gray All-Weather Coat (AWC) is a full-length, double-breasted, belted coat with detachable liner and is made of polyester/cotton poplin fabric that has been treated to be water-repellent/resistant.
Fit	<ul style="list-style-type: none">• The correct length of the AWC will be midway between the knee and mid-calf. The coat must be long enough to reach the bottom of the kneecap for men, 1-inch below for women, and must not extend below the mid-calf.• The coat will fit smoothly across the chest and shoulder blades and will have a noticeable fullness on the back waist, providing a pleated effect of the material under the belt.• The belt will be adjusted loosely enough to provide a smooth appearance, maintained in a horizontal position and not sagging at center front or back.• The tapered end of the belt will pass through the buckle to the wearer's left and will extend from one inch beyond the belt keeper to 1-1/2 inches beyond the left belt loop on the coat.• The buckle will be centered between the vertical rows of buttons on the front of the coat.
Top Button	<p>The coat's top button may be worn buttoned or may be left open with the collar neatly folded back to form lapels.</p> <ul style="list-style-type: none">• The back of the collar will cover all garment collars worn underneath the AWC.• The sleeves and collar will be roll-pressed, not creased. Creases in the skirt of the coat, except for the center back pleat, are prohibited.
With a Sword	The design of the AWC does not include a sword slit. If the sword must be worn with the coat, the service belt may be utilized. Commanders will not prescribe the AWC with sword unless service belts are available as organizational property.
When can it be Worn	The AWC may be worn or prescribed for wear with the service, dress, and utility uniforms. It may be worn with or without the liner at the individual's option.

Belts and Buckles

General	Belts for all uniforms will be worn at the natural waistline with the right edge of the buckle (wearer's right) on line with the edge of the fly or coat front.
Service Coat Belt	<p>Belts for all men service coats and male officers' blue coats must match the color and material of the uniform with which they are worn.</p> <ul style="list-style-type: none">• The buckle will cover the bottom button of the coat.• The belt's tapered end will pass through the buckle to the wearer's left and will extend from 2-3/4 inches to 3-3/4 inches beyond the buckle.• The free end of the belt will be held in place by a cloth keeper 1/2-inch wide and may be fitted with a snap fastener to secure the belt point.• Buckles will be kept highly polished.
Web Belt	<p>All Marines wearing the utility uniform will wear the 1-1/4-inch wide cotton khaki web belt with buckle.</p> <ul style="list-style-type: none">• Male Marines will wear the khaki web belt with service and blue dress trousers. It may be worn with the white dress trousers.• The tip end of the web belt will pass through the buckle to the wearer's left and will extend from 2 to 4 inches beyond the buckle.• The metal belt tip and the buckle will be kept highly polished.• The buckle will be worn with the buckle tongue depressed into the buckle.
Martial Arts Utility Belt	<ul style="list-style-type: none">• The 1-3/4 inch wide nylon utility belt having black D-type buckle with locking bar will be worn by all martial arts qualified Marines with the utility uniform. The tip end of the utility belt will pass through the buckle; feeding back around the locking bar to the wearer's left, with the belt end extending 4 to 8 inches beyond the buckle.• Qualified Marines will wear only the single color of the utility belt with or without instructor stripes appropriate to their martial arts proficiency, per the current edition of MCO 1500.54. Martial arts utility belts are not authorized for wear with civilian attire.
Waist Plate	The waist plate has a highly polished, natural brass finish, is about 2 by 3 inches, and is worn centered on the coat front buttons.

Caps and Headgear

Outside Headgear

- Marines should remain covered, including during invocations and other religious portions of military ceremonies (i.e., changes of command, ship commissionings, military burials, etc.).
- Marines will uncover outdoors when so ordered or during religious services not associated with a military ceremony.
- Chaplains will be guided by the customs of their respective churches with respect to wearing head coverings.

Headgear Inside

- Headgear is normally removed indoors.
- Headgear will be worn in government vehicles and privately owned vehicles on base, unless it would present a hazard to safe driving.

Rain Cap

- Men may wear a rain cap cover to protect service or dress caps in inclement weather with or without the all-weather coat.
- Men rain cap covers sold by Marine Corps exchanges will be considered standard.
- Women may wear the previously issued/required rain cap cover (havelock) with service/dress caps in inclement weather as long as the havelock is serviceable.

Dress Caps

Dress caps consist of the following components:

Gender	Description
Male	<ul style="list-style-type: none">• Cap Frame• General officers, black cloth-covered visor with gold bullion or synthetic ornamentation as prescribed• Dress chinstrap• Two 27-line gold uniform screw post buttons• Dress cap insignia• White crown, cloth or vinyl with quatrefoil <p><u>Note:</u> The Commandant and former Commandants will have general officers' gold ornamentation embroidered on the front half of the crown's braid band.</p>
Female	General officers will have a black cloth visor with synthetic gold ornamentation as prescribed.

Continued on next page

Caps and Headgear, Continued

Service Caps

Service caps consist of the following components.

Gender	Component
Men	<ul style="list-style-type: none">• General officers will wear the dress frame with ornamented visor with the green service crown.• Black leather/synthetic leather (high-gloss) chinstrap.• Two 27-line black uniform screw post buttons.• Branch of service cap insignia, black.• Service crowns with quatrefoil of green all-season fabric or phase-out summer weight polyester-wool fabrics may be worn with service uniforms of any fabric.
Women	<ul style="list-style-type: none">• Service caps of green all-season fabric or phase-out summer weight polyester-wool or winter weight all-wool fabrics may be worn with service uniforms of any fabric.• General officers will wear the service cap with black chinstrap and black cloth visor with synthetic gold ornamentation as prescribed.

Garrison Caps

Garrison caps consist of the following components.

Gender	Component
Men	Garrison caps of either green all-season fabric or phase-out summer weight polyester/wool fabric may be worn with service uniforms of any fabric.
Women	Garrison caps of either green all-season fabric or phase-out summer weight polyester/wool fabric may be worn with service uniforms of any fabric.

Utility Cap

The combat utility cap will be worn with the combat utility uniform, except when another type of headgear is specifically authorized by these regulations or as directed by the commander. It will also be worn with the maternity work uniform.

Coats

Combat Utility Coat

Combat utility coats will only be worn as a part of the combat utility uniform and will have the Marine Corps emblem decal placed on the left breast pocket.

Service and Dress Coats

The regulations below pertain to the service and dress coats.

Gender	Description
Male	<ul style="list-style-type: none"> • Service coats are semi-formfitting garments and will not be fitted to present a tight or formfitting appearance. • Approximately 2 inches of freedom should be allowed through the chest and 1 inch at the waist. • The belt should be of sufficient length to fit the coat waist rather than pulled snugly against the waist of the individual. • A properly fitted service coat will ride freely up and down the body when the arms are raised/lowered. • Blue and white dress coats are formfitting garments and will be fitted and altered accordingly. • Only the sleeves, collars, and lapels of the service coat will be creased and pressed flat. • Creases in the back skirt of the coats are prohibited. • The length of all coats will extend about 1 to 2 inches below the individual's crotch. • The sleeve cuff bottom will extend to about 1-inch above the second/large joint of the thumb.
Female	<ul style="list-style-type: none"> • The blue dress coats will be worn at all times with the blue or blue-white, "A"/"B" uniforms. • Service and dress coats are semi-formfitting garments and will be fitted and altered accordingly. • The coat should fit smoothly but not tightly across the bust and shoulders with sufficient looseness to permit both arms to move freely. • Coat sleeves/lapels will be roll pressed

Continued on next page

Coats, Continued

**Waistcoat
Nomenclature**

The white pique waistcoat is backless with adjustable neck and back straps, single-breasted with shawl-type lapels, and V-shaped opening. The front fastens with three detachable small gold uniform buttons set closely together on the right side, with corresponding buttonholes on the left. It has two welted outside pockets, one on each lower part of the front. The front edges of the waistcoat, from bottom of lower button to bottom of waistcoat are cut away to form an inverted "V." Previously authorized white waistcoats with back panel may continue to be worn.

**Who Will Wear
the Coat?**

All male officers with the evening dress "A" uniform wear the white waistcoat. It will be adjusted so no part extends below the bottom of the evening jacket.

**Scarlet
Waistcoat**

The scarlet waistcoat made of wool tropical fabric will be worn only by male general officers with the evening dress "B" uniform and by female generals with the evening dress "A"/"B" uniforms. The standard design scarlet waistcoat is available through the MCLB, Albany, GA. A backless version is authorized for sale through approved sources.

Footwear

Authorization	All Marines may purchase and wear approved commercial black leather and synthetic leather shoes in semi-gloss or high-gloss (patent) finishes on an optional basis (approval identification not required for pumps). These shoes may be used to satisfy minimum requirements. Chukka boots are authorized for male officers.
Prohibited	Double/platform soles or heels or metal heel or toe plates are prohibited.
Overshoes	All Marines may wear clear, smoky gray, or black zipper-closure overshoes or rubbers of plain design with the uniform during inclement weather.
Women's Boots	<p>Women may wear plain black boots which do not extend above the knee. Women boots with a one-piece sole/heel construction in flat or wedge style may be worn; however, platform soles are prohibited.</p> <p>If boots with separate heels are worn, the heel dimensions will conform to those prescribed for women oxfords/pumps. Soles and heels must be black and linings will be inconspicuous. These items will not be worn indoors.</p>
Combat Boots	The standard Marine Corps combat boot for wear with the combat utility uniform will be as issued/sold through the Marine Corps Supply System. When uniformity is required, commanders may prescribe the wear of the black leather combat boots.
Male Dress Shoes	Officers' dress black shoes will be either oxford or chukka boot in style and may be either the bal- or blucher-type.

Continued on next page

Footwear, Continued

Female Dress Shoes

The regulations for the women dress shoes are listed in the table below.

Type	Description
Black Suede or Fabric Pumps	<p>All pumps will be of conservative cut with closed toes and heel without ornamental stitching or seams.</p> <ul style="list-style-type: none">• Black suede or fabric pumps will be worn with evening dress uniforms.• Heels will measure from 1-1/2 inches to 2-1/2 inches in height.• The base of the heel will measure from 3/8 by 3/8 inch to 1-1/4 by 1-1/2 inches.
Black Leather Pumps	<p>Black pumps (except evening dress) will be smooth leather or synthetic leather.</p> <ul style="list-style-type: none">• Any elastic binding around the throat of the pump will match the color of the shoe.• Heels will measure from 1 inch to 2-1/2 inches in height.• The base of the heel will measure from 3/8 by 3/8 inch to 1-1/2 by 1-7/8 inches.
Black Dress Flats	<p>Black dress flats are authorized for optional purchase and wear with dress and service uniforms instead of black pumps or oxfords.</p> <ul style="list-style-type: none">• The flats will not be used to satisfy minimum requirements for either the black pumps or oxfords.• They are not required to contain USMC approval identification.• Black dress flats worn under this authority will be of smooth leather or synthetic leather, with the same general appearance standards as pumps.• They will have a maximum heel height of 7/8 inch.• The flats will have heels that are separate and distinct from the sole of the shoe; "wedged" heels are prohibited.

Tanker Jacket

Authorization	The tanker jacket, authorized for individual optional purchase and wear, is made of a pewter gray polyester/wool gabardine material that has been treated to be water-repellent/resistant.
What Uniform Can it be Worn With?	<p>The jacket may be worn with the Dress "C"/"D" uniforms, the Service "B"/"C" uniforms, and service or blue dress uniform with sweater.</p> <ul style="list-style-type: none">• When worn, the jacket will be zipped at least to the top (i.e., the highest point) of the external slash pockets.• When worn with the sweater, the sleeves and the waistband of the sweater will be rolled up or under to ensure they do not extend below the jacket's sleeves/waistband.• The jacket is authorized for wear, without insignia, with civilian clothing.
Placement of Grade	Officers will wear their insignia of grade on the shoulder straps in the same manner as worn on the all-weather coat.
Prohibited use of the Jacket	<p>The jacket will not be worn</p> <ul style="list-style-type: none">• With the all-weather coat• With the utility uniform• For inspections• For ceremonial formations• For parades

Handbag/Purse

Guidelines

Women may purchase optional handbags through the Marine Corps exchange or commercial sources provided they conform to the following guidelines:

- The handbag must be of plain natural grain black leather or synthetic leather.
 - Exotic materials such as eel skin, alligator, or ostrich are not authorized.
 - The closure hardware will be brass-plated or gold-colored.
-

Design

The handbag will be of rectangular design with a flap. If the flap has a closure, it must be a clasp (no buckles, zippers, or string ties are allowed.) The handbag may not have any visible

- Ornamentation
- Decorative stitching
- Embossed design
- Manufacturer's logo

The handbag will not be any smaller than 7-1/2 inches wide by 5-1/2 inches high by 2 inches deep nor will it be larger than 12 inches wide by 8 inches high by 3-1/2 inches deep.

Purse Strap

The strap may be removable or non-removable and may have a gold-colored or black-coated buckle. It will be of the same material as the purse and no part of the strap will be made of chain. The strap will be of sufficient length to allow the handbag to be carried properly.

Proper Length

The handbag will be carried either over the left shoulder or left arm. The strap will be adjusted so the bottom of the handbag will be near the bottom of the uniform coat.

When carried over the left arm, the strap will be adjusted to its shortest length.

Continued on next page

Handbag/Purse, Continued

Carrying a Handbag

- The handbag may be carried at the individual's option with the service, blue dress, and blue-white dress uniforms.
 - The handbag will not be carried in formation, with utility uniform, or with maternity work uniform.
-

Clutch Purse

Officers will procure a clutch purse(s) to wear with dress uniforms. Either the basic white clutch purse with fabric slip-on covers sold through the Marine Corps exchanges, or black or white clutch purses purchased from commercial sources may be used with appropriate dress uniforms. The clutch purse will

- Be plain
- Be unadorned
- Be rectangular
- Not exceed 6 by 9 inches
- Not be required to have USMC approval identification

A white clutch purse will be carried when the optional white dress uniform is worn. A black clutch purse (or purse with black slip-on fabric cover) will be carried with all evening dress uniforms, and may be carried with the officers' blue dress "A"/"B" uniforms when worn in lieu of the evening dress uniform.

Evening Dress Jacket

**Males Jacket
Description**

The jacket is a round shell design made of dark-blue or black broadcloth, fully lined with scarlet rayon lining material, including the collar. Front edges of the jacket are slightly curved, and the waistline opening is about 6 inches for the average man.

The jacket, which is worn open, extends at the sides to the points of the hipbones, then curves slightly to the front and with the point at center of the back. It has a standing collar, about 2 inches high, finished all around, and provided with hook and eye closures. The collar edges are ornamented with two rows of gold beading separated by a row of scarlet silk embroidery, and dress collar insignia will be worn in the eyelets provided.

The jacket has shoulder straps upon which embroidered insignia of grade will be worn. Edges of the straps will be finished with two rows of gold beading separated by a row of scarlet silk embroidery.

**Females Jacket
Description**

The jacket is of black polyester-wool tropical fabric with black rayon lining. The collar is scarlet wool tropical with a row of gold embroidered ornamentation centered along the back seam.

The jacket is semi-formfitting, waist length, with rolled lapels, plain shoulder straps upon which embroidered insignia of grade will be worn and embroidered sleeve ornamentation. Dress collar insignia will be worn in the eyelets provided.

**General Officer
Embroidery**

One border of zigzag rows of acorns and oak leaves embroidered large and clearly outlined in high relief with gold embroidery thread. The midrib of each leaf will be in gold Jaceron.

**General Officer
Insignia of
Grade**

One border of zigzag rows of acorns and oak leaves, embroidered large and clearly outlined in high relief with gold embroidery thread. The midrib of each leaf will be in gold Jaceron.

Necktabs/Neckties

Green necktab The green service necktab will be worn when the long sleeve khaki shirt is worn with the service "A"/"B" uniforms and when the short sleeve shirt is worn with the service "A" uniform. No necktab will be worn with service "C" uniform or when the service sweater is worn.

The green necktab will be worn with the maternity uniform.

Scarlet or Black Necktab Officers will wear scarlet or black necktabs with the blue dress or blue-white dress uniforms as follows:

Necktab	Uniform
Scarlet	Will be worn with the blue dress or blue-white dress "A"/"B" (coat and skirt).
Black	When slacks are worn with the blue dress "A," "B," or "C" uniform or the blue-white dress "A"/"B" uniform, the black necktab will be worn.
None	No necktab will be worn with the blue dress "D" uniform.

Necktab Regulation The necktab's outer edges should be parallel to the outer edges of the collar. An equal amount of necktab should show on each side of the collar.

Necktie Regulation Marines will wear a 3-1/8 inch khaki necktie of any approved cloth with the service "A"/"B" and blue dress "C" uniforms. It will not be worn with the service sweater. Neckties may be tied with any type of standard necktie knot which presents a neat military appearance.

Hook-on Ties Approved hook-on (pre-tied) khaki neckties may be worn with the service and dress uniforms at the individual's option and may be used to satisfy minimum requirements.

Necktie Clasp The clasp will always be worn on the necktie when the khaki shirt is worn. It will be placed horizontally on the lower half of the necktie midway between the third and fourth buttons from the top.

Shirts

Service “A” Uniform

When the service "A" uniform is worn, men wear the long sleeve khaki shirt and women wear either the long or short sleeve khaki shirt. The khaki necktie or green necktab, as appropriate, is worn with this uniform.

Service “B” and Dress Blue “C” Uniform

The long sleeve khaki shirt is part of the service "B" and blue dress "C" uniforms. The khaki necktie/appropriate necktab is worn at all times.

Service “C” and Dress Blue “D” Uniform

The short sleeve khaki shirt is part of the service "C" and blue dress "D" uniforms, and will be worn with the collar open and no necktie/necktab.

Purchase of Shirts

Marines may purchase and wear shirts with approval identification from commercial sources on an optional basis. Marines may use these shirts (with the exception of the French cuff shirt), to satisfy minimum requirements.

Men’s French Cuff Khaki Shirt

The men's khaki shirt with French cuffs will be of the same design and style as the standard shirt except with French cuffs instead of barrel cuffs. Officers may wear the French cuff shirt optionally for duty, on leave and liberty, for parades and ceremonial occasions at the commander's discretion.

Pressing the Men’s Khaki Shirt

Men's wool-blend shirts will be pressed with military creases. Cotton-blend shirts may be pressed with military creases at the individual's option. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt.

Women’s Khaki Shirt

Women's khaki shirts will be worn outside the skirt/slacks, except that those women who are required to wear a duty/sword belt will tuck their shirts into their slacks/skirts. The sleeves of the khaki shirts will be creased and lapels roll-pressed; however, shirts will not be pressed with military creases.

Continued on next page

Shirts, Continued

**Women's Dress
Shirt for Dress
"A" and "B"
Uniform**

The women's white dress shirt will be worn with the blue dress or blue-white dress "A"/"B" uniforms. The standard over-blouse style shirt will be worn outside the skirt/slacks at all times. The old-style white shirt, which is worn tucked in, is authorized until replacement is required.

**Women's
White Tuck-In
Dress Shirt**

The women's white tuck-in dress shirt (with black polyester-wool necktab and white pearl buttons), sold through the Marine Corps Exchange System, is worn with all women's evening dress uniforms. General officers will have a plain-front shirt.

**Men's White
Soft Bosom
Shirt**

The men's white soft-bosom shirt is a plain, neckband-style shirt with French cuffs, five pearl buttons, and a collar stud for top buttonhole. It is worn with the officers' blue dress coat. The shirt cuffs should extend 1/8 inch below the bottoms of the coat sleeves.

**Men's White
Stiff Bosom
Shirt**

The men's white soft-bosom shirt with pique placket is a plain neckband style evening shirt. It has barrel-type cuffs fastened with cuff links and three buttonholes for studs on the front placket. It is worn with the officers' evening dress uniform. The white stiff-bosom shirt with one or two buttonholes may be worn until replacement is required.

Men's Trousers

Proper Fit

Service and dress trousers will be full cut, straight hanging, zipper fly front, and without cuffs. Trouser legs will provide easy fit and will

- Be long enough to break slightly over the shoe in front
- Reach the juncture of the welt of the shoe in the rear

A variation of 1/4 inch above/below the welt is acceptable. Hems will be from 2 to 3 inches wide.

Pressing the Trousers

Trousers will be pressed to present a smooth vertical crease at about the center front and rear of each leg. The crease will extend from the bottom of the hem to about 2 inches above the trouser crotch.

Blue Dress Trousers

Blue dress trousers for general officers are dark blue with a 2-inch wide scarlet stripe down the outer seam of each leg.

Evening Dress Trousers

Evening dress trousers are made of dark blue broadcloth and will have a long waist, high in back, fitting snugly and without

- Wrinkles
- Without hip or side pockets
- Buckle straps or belt loops

Suspender buttons will be inside the waistband. General officers will wear a 2-inch wide scarlet stripe down the outer seam of each leg of blue dress trousers/slacks. An ornamented gold lace stripe of tarnish resistant gold thread or gold-plated braid is sewn down the outer seam of each leg.

Women's Slacks

Required Length	Skirts will be of conventional length and sweep appropriate to the appearance of the uniform and the individual. Service and dress uniform skirts (except the long skirt) will be knee length (from one inch above the kneecap to one inch below the kneecap).
Hem	Skirts will have a hem or facing from 2 to 3 inches wide and the seams will be pressed open and flat.
Evening Dress Skirt	<p>The evening dress skirt will be black polyester-wool tropical material, floor length with center back pleat and fully lined with black rayon lining. The short evening dress skirt will be of the same material as the long skirt but will be knee length.</p> <p>The long black skirt will always be worn with the officers' evening dress "A" uniform. Either the long or short black skirt may be worn with all other officer evening dress uniforms, depending on the degree of formality required. The old-style long skirt (without center back pleat) may continue to be worn until replacement is required.</p>
Length of Women's Slacks	Slacks will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/2 inch above the welt is acceptable. The hem on the slacks will be from two to three inches wide.
Pressing Women's Slacks	Slacks will be pressed to present a smooth vertical crease at about the center front and rear of each leg. The crease will extend from the bottom of the hem to about two inches above the crotch.
Service Slacks	Service slacks may be worn as part of the service "A," "B," or "C" uniform. Wearing the service slacks as a working uniform is at the individual's option. On specific occasions that require uniformity (i.e., formations, ceremonies, inspections, parades, social events), commanders at their discretion may direct either that the skirt or slacks be worn. Slacks are authorized for wear on leave/liberty.

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Women's Slacks, Continued

Blue Dress Uniform

When the blue dress uniform is prescribed, commanders may authorize women to wear blue dress slacks as part of all blue dress uniforms with the following exceptions:

- Slacks may be prescribed only for those women required to possess them or who purchase slacks at their option.
 - Mixed wear of blue slacks and skirts by women in ceremonial functions, inspections, parades, and other ceremonies are not authorized.
 - Officers' dress blue slacks will have a 1-1/2 inch wide scarlet stripe down the outer seam of each leg.
 - At commands where the blue-white dress uniform is required, commanders may prescribe the wear of either the white skirt or white slacks. Women will not be required to wear white slacks unless they have been provided by the command.
-

Officers Sword and Accessories

When can it be Prescribed	The sword may be prescribed with all uniforms except the evening dress and utility.
Length	Sword blade lengths are available from 26 to 35 inches. The regulation sword length for an individual is determined with the sword at the carry position. The tip of the blade will fall not more than 1 inch above or below eye level.
Nomenclature	<p>The sword blade is a cut and thrust blade of stainless or forged steel. The sword blade has prescribed etched ornamentation and a scroll on each side bearing the words "United States Marines" reading on the right side from hilt to point, and on the left side from point to hilt. The sword blade has a double channel from the bottom of the etching to the point of the blade, and all exposed surfaces are either polished stainless steel or heavily nickel-plated on a copper base, then polished.</p> <p>Two five-pointed star rivets of yellow metal secure the Mameluke-type grip of yellow metal with leaves of ivory or ivory-like plastic. The pommel has an eye of yellow metal through which the loop of the sword knot passes and a straight cross with acorn design on the ends.</p>
Name Engraving	The owner's name may be engraved on the sword at the individual's option. If engraved, the owner's name (reading from point to hilt) will be etched or engraved on the scroll on the left side near the hilt. A Marine officer who inherits/purchases a sword previously engraved with another Marine's name may wear and maintain it as long as the sword remains serviceable. Removing the previous owner's name is not required.
Scabbard	<p>The scabbard is stainless steel or cold-rolled steel, chrome-plated, brightly polished, and will accommodate the sword blade snugly.</p> <p>The solid brass, highly polished, ornamented metal trimmings consist of a flush-fitting mouthpiece, two locketts each with a ring for sling suspensions, and the tip of the scabbard shoe. The scabbard is lined with durable material.</p>

Continued on next page

Officers Sword and Accessories, Continued

Leather Sword Sling Nomenclature

The leather sword sling is made of black leather or approved synthetic leather in semi-gloss or high-gloss (patent) finishes. The outer side of the leather is smoothly finished. The inner side of the sling is darkened to present about the same shade as the outer side.

The sword sling consists of

- Leather tongue
 - Four snap fasteners
 - Two straps (one strap 18-1/2 inches long and the other 11-3/4 inches long)
-

Leather Sword Sling Assembly

The leather sword sling is assembled in the following manner:

Step	Action
1	Attach the tongue to the brass snap fastener with the sword hook by inserting the rounded tip through the squared loop at the bottom of the fastener toward the back, folding the tip down and closing the four button snap fasteners.
2	The locking snap swivels are attached by inserting the tip ends of the straps through the loops of the locking swivels, folding the tip back and inserting a brass button into the two aligned holes of the strap.

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Officers Sword and Accessories, Continued

How to Wear the Sword

The sword will not be worn without the leather sword sling attached to it.

The sword is worn hooked up with the hilt inclined to the rear and the sling outside the scabbard. To attach the sword and scabbard, use the following procedure:

Step	Action
1	The snap fastener of the leather sling is engaged in the ring of the shoulder sling or the leather frog.
2	The scabbard is held in the right hand to the left front with the scabbard rings to the rear.
3	Engage the snap swivel of the short sling strap to the top ring on the scabbard.
4	Engage the snap swivel of the long sling strap to the bottom ring of the scabbard.
5	Turn the scabbard 180° clockwise, and loop the upper scabbard ring over the prong protruding from the outside of the snap fastener of the leather sling.

Service Sword Frog Nomenclature

The service sword frog is worn when the sword is suspended from the leather service belt. The service frog is made of black leather or approved synthetic leather in semi-gloss or high-gloss (patent) finish. The frog has polished brass hooks to fit the 1-inch slit at stop (when folded).

How to Wear the Service Sword Frog

The frog is attached to the belt at a point over the highest portion of the hipbone, generally along the seam of the trousers/slacks/skirt. The snap hook of the leather sling is engaged in the ring attachment of the frog.

Shoulder Sword Sling Nomenclature

The shoulder sword sling consists of

- White cotton webbing with sliding shoulder pad
- Adjusting buckle
- Sword attaching ring

Continued on next page

Officers Sword and Accessories, Continued

How to Wear the Shoulder Sling

The sling is worn by male officers only when a coat is worn. It is worn

- Beneath the coat
 - Over the right shoulder extending across the torso
 - With the ring attachment over the top of the left hip-bone, at a point where the sword slit is located in the coat
 - So the ring attachment protrudes through the sword slit of the coat, but so the white webbing is not visible from the outside
-

White Web Sword Belt With Suspenders Nomenclature

The white web sword belt consists of

- White cotton webbing belt with an adjustable hook
- Pile closure
- White leather frog attachment stitched to the belt to hold the sword.

White suspenders are worn attached to the belt to afford additional support and stability.

Who will Wear it?

The belt will be worn by female officers only when a coat is worn and an exterior sword belt is not prescribed. It may also be worn by male officers as an option to the shoulder sling. It is worn beneath the coat, with the frog attachment over the top of the left hipbone, at a point where the sword slit is located in the coat. The ring attachment of the frog will protrude through the sword slit of the coat.

Sword Knot Nomenclature

The service sword knot is braided of black leather or approved synthetic material, with

- A simulated large knot
- Two sliding keepers
- A hook and eye closure

The sword knot will be attached to the sword at all times.

Continued on next page

Officers Sword and Accessories, Continued

Attaching the Knot?

The knot is attached to the sword by passing the small end through the eye in the pommel and securing it to the hook above the large end of the knot. One keeper will be drawn taut immediately below the pommel; the other immediately above the large end of the knot. Both strands of the knot are then looped in a clove hitch over the rear hilt at the cross guard, next to the acorn, and drawn taut so that the large end of the knot hangs free and does not fall below the upper brass rings of the scabbard. The clove hitch "crossover" is worn inboard.

Sword Mourning Knot Nomenclature

The mourning knot is a black ribbon of silk or similar material, 3 inches wide by 27 inches long. The two flowing ends are 12-inches long when the band is knotted upon the sword hilt.

Attaching the Mourning Knot

The mourning knot is worn attached to the service sword knot when mourning is ordered. The knot is formed by passing the free ends around and under the service knot, immediately below the eye in the pommel, and then passing them back through the bight formed at the center of the band. The knot is then drawn taut.

Accessories

Collar, White Strip

The standing white strip collar is worn by male officers with the evening dress and blue dress uniforms, attached in the inside of the coat or jacket with eyelet fasteners. The collar will have a straight edge high enough to extend not more than 1/4 inch above the uniform collar and will be long enough to overlap in the front.

Cuff Links Sets (Men)

The officer gold service cuff links set (may include matching tie clasp) will be worn with the French cuff khaki shirt. (Officers have superimposed sterling silver, rhodium-finished Marine Corps emblems.)

The dress cuff links and studs sets will be plain gold or gold-plated, of concave design. Cuff links and studs will be worn with evening dress uniforms. Dress cuff links will also be worn with the officers' blue dress uniform.

Earrings (Women)

Female Marines may wear earrings with service and dress uniforms at the individual's option, according to the following regulations.

- Small
- Polished
- Yellow gold color
- Ball, or round stud earrings, (post, screw-on, or clip)
- Not to exceed 6 millimeters (about 1/4 inch) in diameter, may be worn with the service, blue dress, blue-white dress, and white dress uniforms

Small white pearl or pearl-like earrings (post, screw-on, or clip), not to exceed six millimeters (about 1/4 inch) in diameter, may be worn with evening dress uniforms and with the blue dress "A" and blue-white dress "A" uniforms when worn for social events.

When worn, earrings will fit tightly against, and will not extend below, the earlobe. Only one earring will be worn on or in each earlobe.

Earrings will not be worn with the utility uniform, nor will they be worn in formation, or while participating in a parade, ceremony, or other similar military functions.

Continued on next page

Accessories, Continued

Gloves

During the winter uniform period, Marines will wear/carry black leather, vinyl, or cloth (women only) gloves when an outer coat is worn with the service uniform. Black gloves may be worn/carried with the service "A" uniform or service uniform with sweater or tanker jacket at the individual's option; however, local commanders will designate whether gloves will be worn by troops in formation.

Marines may wear black gloves with the utility uniform.

White gloves will be worn/carried with dress "A"/"B" uniforms except that black gloves will be worn or carried when wearing an outer coat with all dress uniforms during the winter uniform period. During the summer uniform period, white gloves will be worn/carried with the evening dress, white dress uniform, and when an outer coat is worn with these uniforms.

Hamilton Wash (Gold-Plated) Brass Items

Hamilton Wash (gold-plated) brass items (medals and attachments, dress buttons, waist plates, buckles, belt tips, tie clasps), also known as "anodized," may be optionally purchased and worn. Marines may have their own brass items refinished, except for the officers' tie clasp, at the individual's expense.

Gold-plated items are not available through the Marine Corps Supply System but are available through the Marine Corps Exchange System and commercial sources.

Abrasive or cleaning solvents should not be used on Hamilton Wash brass items.

Socks/Hose

Black dress socks as issued/sold by the Marine Corps Supply System, will be plain, without ornamental stitching. Calf-length, black socks of plain design as sold through the Marine Corps exchanges, may be worn as an optional uniform item and may be used to satisfy minimum requirements.

Men will wear black dress socks with all service and dress uniforms, except that white dress socks will be worn by officers with white shoes. Women may wear black socks when slacks are worn.

Continued on next page

Accessories, Continued

**Socks/Hose,
continued**

Black cushion sole socks will be standard as issued/sold through the Marine Corps Supply System and will be worn with the utility uniform and whenever combat boots are worn. Green cushion sole socks may continue to be worn until replacement is required.

Women will wear full-length nylon hose with service and dress uniform skirts. Dark hose or black socks will be worn with slacks.

Hose should harmonize with the natural skin tone of the individual. Dark nylon hose of gray/smoky shades will be worn with blue dress and evening dress uniforms on formal occasions.

Hose with seams, designs, pronounced open-work mesh, or fancy heels are not authorized. Snag-proof, run-resistant hose of an inconspicuous mesh may be worn.

Suspenders

The white suspenders will be of plain design as commercially available. They may be worn under the blue dress and white dress coats in lieu of the web belt and may be worn with the evening dress uniforms. Suspenders may also be worn with the white web sword belt.

**Umbrellas
(Women)**

Women may carry an all-black, plain standard or collapsible umbrella at their option during inclement weather with the service and dress uniforms. It will be carried in the left hand so that the hand salute can be properly rendered. Umbrellas may not be used or carried in formation nor will they be carried with the utility uniform.

Insignias

Dress Collar Insignia

Dress collar insignia will be worn on the blue and white dress coats and evening dress jackets placed in the eyelets provided, with eagles facing inboard, as follows.

- Naval aviator
 - Naval flight officer
 - Marine aerial navigator
 - Naval aviation observer
 - Naval or combat aircrew member
 - Parachutist
 - Explosive ordnance disposal technician
 - Scuba diver
-

Who Will Wear the Insignia?

Per the current edition of MCO P1000.6, Assignment Classification and Travel Systems (ACTS) Manual, and whose right to wear the insignia has not been specifically revoked, will wear appropriate breast insignia according to the following regulations:

- A Marine designated as a naval astronaut (pilot, NFO, or mission specialist) will wear the appropriate naval astronaut insignia as prescribed by the Department of the Navy.
 - Only those breast insignia listed in these regulations are authorized for wear on Marine Corps uniforms.
 - Other U.S. service pilot/navigator insignia and foreign pilot insignia may be worn, but only as authorized.
-

Regulations for Wear

Authorized insignia will be worn on the left breast of all service and dress coats. It may be worn at the individual's option on khaki shirts worn as the outer garment (with or without ribbons), utility coats or the maternity work uniform coats.

When worn on the dress coat, service coat, khaki shirt, or maternity tunic, the insignia will be placed with wings horizontal and parallel to the top of the breast pockets (if any). On women's coats with slanted pockets, a horizontal line tangent to the highest point of the pocket is considered the top of the pocket.

Continued on next page

Insignias, Continued

Miniature Insignias	Miniature insignia, one-half regular size, will be worn on evening dress jackets. Breast insignia will not be worn on the cloak/cape, AWC, tanker jacket, field coat or sweater.
Insignias Worn Without Ribbons	When worn alone, the insignia will be worn in the same position a single ribbon would be worn.
Insignia Worn With Awards	When worn with medals, ribbons, or membership badges, the bottom of the insignia will be centered 1/8 inch above the top row of such awards. When successively decreasing rows of ribbon bars are worn, and the top row of ribbons is such that centering the insignia presents an unsatisfactory appearance, the insignia may be centered between the outer edge of the coat lapel and the left edge of the vertically aligned ribbon rows.
Insignia Worn On Camouflage Uniform	When worn on the camouflage utility coat or camouflage maternity work uniform, the bottom of the insignia will be centered 1/2 inch above the service tape.
Insignia Worn With Evening Dress Without Lapels	When worn on male officers' evening dress jacket, the miniature insignia will be placed on the left front panel on a line 1/8 inch above the second blind buttonhole, and spaced midway between the inner edge and left armhole seam.
Insignia Worn With Evening Dress With Lapels	When worn on evening dress jackets with lapels, the miniature insignia will be centered 1/8 inch above the miniature medals, or if no medals are authorized, the miniature insignia will be centered on the lapel at the position prescribed for the top of the medal bar.

Continued on next page

Insignias, Continued

Other Authorized Insignias

Other U.S. service pilot/navigator insignia or foreign pilot insignia earned while the individual was a member of the foreign or other U.S. service may be worn provided the insignia is a duly authorized qualification insignia.

These insignia may be worn on the right breast, in the same manner as Navy/Marine Corps insignia are worn on the left breast, without specific CMC authorization.

Wearing Two Aviation Insignias

When two Navy/Marine Corps aviation insignia are worn at a time, the senior insignia will be worn 1/8 inch above the other as follows (from top to bottom).

- Naval Aviator and Naval Aviation Pilot
- Naval Flight Officer
- Marine Aerial Navigator
- Naval Aviation Observer
- Combat Aircrew
- Naval Aircrew

However, a Marine qualified for both naval aircrew and combat aircrew insignia will wear only one of his choices.

Wearing Mixed Insignias

When the Navy/Marine Corps parachutist insignia is worn, the basic parachutist insignia will not be worn. When aviation insignia is worn with the basic or Navy/Marine Corps parachutist insignia, the parachutist insignia will be centered 1/8 inch above any aviation insignia.

When EOD insignia is worn with aviation or parachutist insignia, the EOD insignia will be centered 1/8 inch above the other insignia.

When Scuba diver insignia is worn with any other breast insignia, the scuba diver insignia will be centered 1/8 inch above the other insignia.

Insignia Limitations

Not more than two USMC-approved breast insignia will be worn on the left, and not more than one foreign pilot or other U.S. service pilot/navigator insignia will be worn on the right, at any time.

Grade Insignia

Insignia Nomenclature

Officers will wear only the grade insignia prescribed for their grade. Insignia are made of metal with clutch-type fasteners except for the evening dress uniform, upon which full-size shoulder grade insignia will either be embroidered directly on the shoulder strap, or embroidered on dark blue cloth, stitched to the shoulder straps of the jacket.

Descriptions by Grade

The table below lists the grade and description of the general grade officers' insignias.

Grade	Description
General	Four silver-colored, five-pointed, pyramid-shaped stars. Shoulder stars are 1 inch in diameter and are either fastened together on a metal holding bar or placed individually with one point of each star in the same line; distance between the centers of adjacent stars will be 3/4 inch. Collar stars are 9/16 inch in diameter and will be fastened together on a metal holding bar in a straight line with one ray of each star pointing upward and at right angles to the holding bar.
Lieutenant General	Three silver-colored stars of the same type and arranged in the same manner as for a general, except the distance between centers of adjacent shoulder stars will be one inch.
Major General	Two silver-colored stars of the same type and arranged in the same manner as for a lieutenant general
Brigadier General	One silver-colored star (same type as above)

Wearing of Grade Insignia

Officers will wear only the insignia prescribed for their grade. Metal grade insignia will be worn on all uniforms except for the evening dress jacket. Evening dress jacket insignia will be embroidered, either directly on the shoulder straps or on dark blue cloth stitched to the shoulder straps.

Continued on next page

Grade Insignia, Continued

**Wearing of
Grade Insignia,
continued**

Shoulder grade insignia will be placed on each shoulder strap of dress jackets, dress/service coats, the AWC, the tanker jacket, the blue dress sweater, and field coat as follows:

- General officers' stars will be worn equally spaced between the armhole seam and the shoulder strap button or edge of the collar, whichever is closer.
- One ray of each star points toward the collar.
- Collar grade insignia will be worn on both sides of the collar of khaki shirts, and the utility and camouflage maternity coats.
- When the service "A" uniform is worn by officers, the wear of the collar insignia is required at all times.
- Collar insignia is worn on women's white shirts only when it is anticipated that the blue dress coat may be removed in office spaces.

**Cover Insignia
of Grade**

Generals' stars will be worn with one ray of each star pointing toward the top of the cap, with the long axis horizontal.

Service Identification Badges

Authorized Badges

The following badges are authorized to wear on Marine Corps uniforms:

- Presidential Service Badge (PSB)
- Vice-Presidential Service Badge (VPSB)
- Office of the Secretary of Defense Identification Badge (OSD ID Badge)
- Joint Chiefs of Staff Identification Badge (JCS ID Badge)

Marines who have met established criteria for the permanent wear of these badges may wear them after detachment from qualifying duty.

Wearing of Badges

No more than two service/identification badges will be worn on the same side of the uniform. When two badges are worn, they will be worn vertically aligned on the upper pocket or corresponding position on uniforms which do not have pockets in this position.

On pockets which have flaps, these badges will be vertically centered between the lower point of the flap and bottom of the pocket, midway between the two sides.

When both the PSB and VPSB are worn, the PSB will be uppermost. If both OSD and JCS badges are worn, the OSD will be uppermost. If an OSD or JCS badge is worn with a command identification device, the OSD/JCS badge will be uppermost.

Wearing of Badges on Women's Uniforms

On women's coats and khaki shirts, the lower badge will be placed per the regulations for a single badge with the second badge worn centered 1/8 inch above the first. However, on women's uniforms, if the wear of two badges on the same side presents an unsatisfactory appearance or cannot be accommodated, only the badge of the current assignment will be worn.

Awards

Authorization	Marines may wear those awards described in the Navy and Marine Corps Awards Manual (SECNAVINST 1650.1), but only when authorized by competent authority.
Other Service Awards	Marines who served in or were attached to another branch of the U.S. military services and received a decoration, unit award, or service award of comparable criteria to one issued by the naval service may wear the award on Marine Corps uniforms, unless otherwise prohibited.
Other Awards	Marines who receive awards from other departments of the United States Government, or from foreign governments or other agencies may wear such awards on the Marine Corps uniform only as authorized.

Personal Decorations

Precedence of Personal Decorations

All ribbons and medals must be mounted and worn according to the precedence listed herein.

Awards shall be worn in order of precedence from top down and from the wearer's right to left, unless otherwise specified herein.

- Medal of Honor
 - Navy Cross
 - Defense Distinguished Service Medal
 - Distinguished Service Medal
 - Silver Star Medal
 - Defense Superior Service Medal
 - Legion of Merit
 - Distinguished Flying Cross
 - Navy and Marine Corps Medal
 - Bronze Star Medal
 - Purple Heart
 - Defense Meritorious Service Medal
 - Meritorious Service Medal
 - Air Medal
 - Joint Service Commendation Medal
 - Navy Commendation Medal
 - Joint Service Achievement Medal
 - Navy Achievement Medal
 - Combat Action Ribbon (no medal authorized)
 - Navy Unit Awards. (Listed in order of precedence and worn after all personal decorations.) (No medals authorized.)
 - Presidential Unit Citation
 - Joint Meritorious Unit Award
 - Navy Unit Commendation
 - Meritorious Unit Commendation
 - Navy "E" Ribbon
 - U.S. Nonmilitary Decorations
-

Nonmilitary Decorations

Precedence of Nonmilitary Decorations

When an individual is authorized to wear more than one nonmilitary decoration, they will be worn in the order of acceptance date, except that when two or more decorations from the same agency are worn, the order of precedence will be established by the awarding agency regardless of acceptance date.

Listed below, not necessarily in order of precedence, are certain nonmilitary decorations worn after all unit awards.

- Presidential Medal of Freedom
 - National Security Medal
 - National Sciences Medal
 - Life Saving Medals (Gold and Silver)
 - Medal of Merit
 - National Intelligence Distinguished Service Medal
 - National Intelligence Medal of Achievement
 - Navy Distinguished Civilian Service Award
 - Navy Award for Distinguished Achievement in Science
 - President's Distinguished Federal Civilian Service Medal
 - Department of Defense Distinguished Civilian Service Medal
 - Navy Distinguished Public Service Award
 - NASA Distinguished Service Medal
 - NASA Flight Medal
 - NASA Medal for Exceptional Bravery
 - NASA Medal for Exceptional Service
 - Merchant Marine Distinguished Service Medal
 - Merchant Marine Meritorious Service Medal
 - Merchant Marine Mariners Medal
 - Selective Service Distinguished Service Award
 - Selective Service Exceptional Service Award
 - Selective Service Meritorious Service Award
 - Congressional Space Medal of Honor
-

Campaign and Service Awards

Precedence of Campaign and Service Awards

Campaign and Service Awards. (Listed in order of precedence and worn after all U.S. nonmilitary decorations.)

- Prisoner of War Medal
- Marine Corps Good Conduct Medal
- Selected Marine Corps Reserve Medal (formerly the Organized Marine Corps Reserve Medal)
- Marine Corps Expeditionary Medal
- China Service Medal
- American Defense Service Medal
- American Campaign Medal
- European-African-Middle Eastern Campaign Medal
- Asiatic-Pacific Campaign Medal
- World War II Victory Medal
- Navy Occupation Service Medal
- Medal for Humane Action
- National Defense Service Medal
- Korean Service Medal
- Antarctica Service Medal
- Armed Forces Expeditionary Medal
- Vietnam Service Medal
- Southwest Asia Service Medal
- Armed Forces Service Medal
- Humanitarian Service Medal
- Military Outstanding Volunteer Service Medal
- Sea Service Deployment Ribbon (no medal authorized)
- Navy Arctic Service Ribbon
- Overseas Service Ribbon (no medal authorized)
- Marine Corps Recruiting Ribbon (no medal authorized)
- Drill Instructor Ribbon (no medal authorized)
- Marine Security Guard Ribbon (no medal authorized)
- Coast Guard Special Operations Service Ribbon (no medal authorized)
- Armed Forces Reserve Medal
- Marine Corps Reserve Ribbon (no medal authorized)

Nonmilitary Service Awards

**Precedence of
Nonmilitary
Service Awards**

Nonmilitary Service Awards. (Listed in order of precedence and worn after all campaign and service awards.)

- Merchant Marine Gallant Ship Unit Citation
 - Merchant Marine Defense Bar
 - Merchant Marine Combat Bar
 - Merchant Marine War Zone Bars (worn in order earned)
 - Atlantic War Zone
 - Mediterranean-Middle East War Zone
 - Pacific War Zone
 - Merchant Marine World War II Victory Medal
 - Merchant Marine Korean Service Bar
 - Merchant Marine Vietnam Service Bar
-

Foreign Decorations and Awards

Foreign Personal Decorations

Marines who have been specifically authorized by law to accept decorations from foreign governments may wear them after all U.S. campaign and service awards in the order of their receipt. When an individual is authorized to wear more than one award from the same country, the order of precedence of those particular awards will be determined by the rules of the country concerned.

Foreign Unit Awards

Foreign Unit Awards. (Listed in order of precedence and worn after all foreign personal decorations.)

- Philippine Presidential Unit Citation (no medal authorized)
 - Korean Presidential Unit Citation (no medal authorized)
 - Vietnam Presidential Unit Citation (no medal authorized)
 - Republic of Vietnam Meritorious Unit Citation Gallantry Cross Color (no medal authorized)
 - Republic of Vietnam Meritorious Unit Citation Civil Actions Color (no medal authorized)
-

Non U.S. Service Awards

Non U.S. Service Awards. (Listed in order of precedence and worn after all foreign unit awards.)

- Philippine Defense Ribbon (no medal authorized)
 - Philippine Liberation Ribbon (no medal authorized)
 - Philippine Independence Ribbon (no medal authorized)
 - United Nations Service Medal
 - United Nations Medal
 - NATO Medal
 - Multinational Force and Observers Medal
 - Inter-American Defense Board Medal
-

Authorized Foreign Service Awards

Listed below in order of precedence are the only foreign service awards authorized for wear on the Marine Corps uniform without individual legislative authority. These awards are worn after all non-U.S. service awards.

- Republic of Vietnam Campaign Medal
 - Kuwait Liberation Medal – KLM
 - Kuwait Liberation Medal (Kuwait - KLM(K))
-

Wearing of Ribbons

Seniority of Colors

Based on heraldry, blue, the senior color, will be uppermost and/or to the wearer's right.

Awards which do not have a symmetrical color design, or which have stars as part of the design, will be worn as follows:

- Medal of Honor-The stars will form an "M" with the single ray of all stars pointing up.
 - Navy and Marine Corps Medal-The blue stripe will be to the wearer's right.
 - Presidential Unit Citation-The blue stripe will be uppermost.
 - Merchant Marine Mariner's Medal-Blue stripe will be to the wearer's right.
 - World War II Theater/Campaign Medals-The blue stripe in the center will be to the wearer's right.
 - Navy Occupation Service Medal- Black stripe will be to the wearer's right.
 - Merchant Marine Combat Medal-The light blue stripe will be uppermost.
 - Philippine Defense Ribbon-The stars will form a triangle, base down.
 - Philippine Liberation Ribbon-The blue stripe in the center will be to the wearer's right.
 - Philippine Presidential Unit Citation-Blue stripe will be to the wearer's right. The ribbon bar is worn with a gold frame.
 - Korean Presidential Unit Citation-The red portion of the circular device in the center will be uppermost; ribbon bar is worn with a gold frame.
 - Combat Action Ribbon-The large blue field will be to the wearer's right.
 - Inter-American Defense Board Medal-The red stripe will be to the wearer's right.
-

Wearing Large Medals

Medal of Honor	On the officer's evening dress and all other dress "A" uniforms, the Medal of Honor will be worn around the neck with the ribbon under the coat or jacket collar. The medallion will emerge at the opening between the collar hook and the top button of the coat or jacket, and hang one inch below the bottom edge of the collar.
More than One Row For Men	The maximum width of the holding bar for large medals will be 5 1/2 inches, and the length of the medals from top of holding bar to bottom of medallions will be 3 1/4 inches. A maximum of four large medals side-by-side will fit on the maximum width of holding bar; however, a maximum of seven medals will fit on the holding bar if overlapped. The overlapping on each row will be equal (not to exceed 50 percent). The right or inboard medal will show in full.
More than One Row For Women	Women will wear no more than three large medals side-by-side on a single holding bar not to exceed 4 1/8 inches; however, a maximum of five medals will fit on the holding bar if overlapped.
Wearing Ribbon Bars With Large Medals	<p>When large medals are worn, all unit citations and other ribbons with no medal authorized will be worn centered over the right breast pocket, the bottom edge of the lower row 1/8 inch above the top of the pocket.</p> <p>Women will wear these ribbons on the right side of the coat front in about the same vertical position as worn with dress "B" and service "A" uniforms.</p> <p>Ribbon bars are normally worn in rows of three in the order of precedence from the wearer's right to left and from top down.</p>

Wearing Miniature Medals

Maximum Medals for Men

The maximum width of the holding bar for miniature medals will be 4 1/4 inches, and the length of the medals from the top of the holding bar to the bottom of medals will be 2 1/4 inches. A maximum of five miniature medals side by side will fit on a 3 5/8 inch holding bar; however, a maximum of 10 medals will fit on the holding bar if overlapped. The overlapping on each row will be equal (not to exceed 50 percent). The right or inboard medal will show in full.

Maximum Medals for Women

The holding bar for miniature medals will be no wider than 2 3/4 inches. A maximum of four medals side-by-side will fit on this width holding bar; however, a maximum of eight medals will fit on the holding bar if overlapped. The overlapping on each row will be equal (not to exceed 50 percent). The right or inboard medal will show in full.

Placement of Medals for Men

On male officers' evening dress jackets, miniature medals will be centered on the left front panel of the jacket midway between the inner edge and the left armhole seam, with the top of the holding bar on line with the second blind buttonhole.

Placement of Medals for Women

On the women evening dress jacket, miniature medals will be placed centered on the left lapel with the top of the holding bar at the lapel's widest part. If regulation size holding bars will not fit centered on the lapel, medals may extend beyond the lapel's edge onto the jacket's left breast.

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APPENDIX B

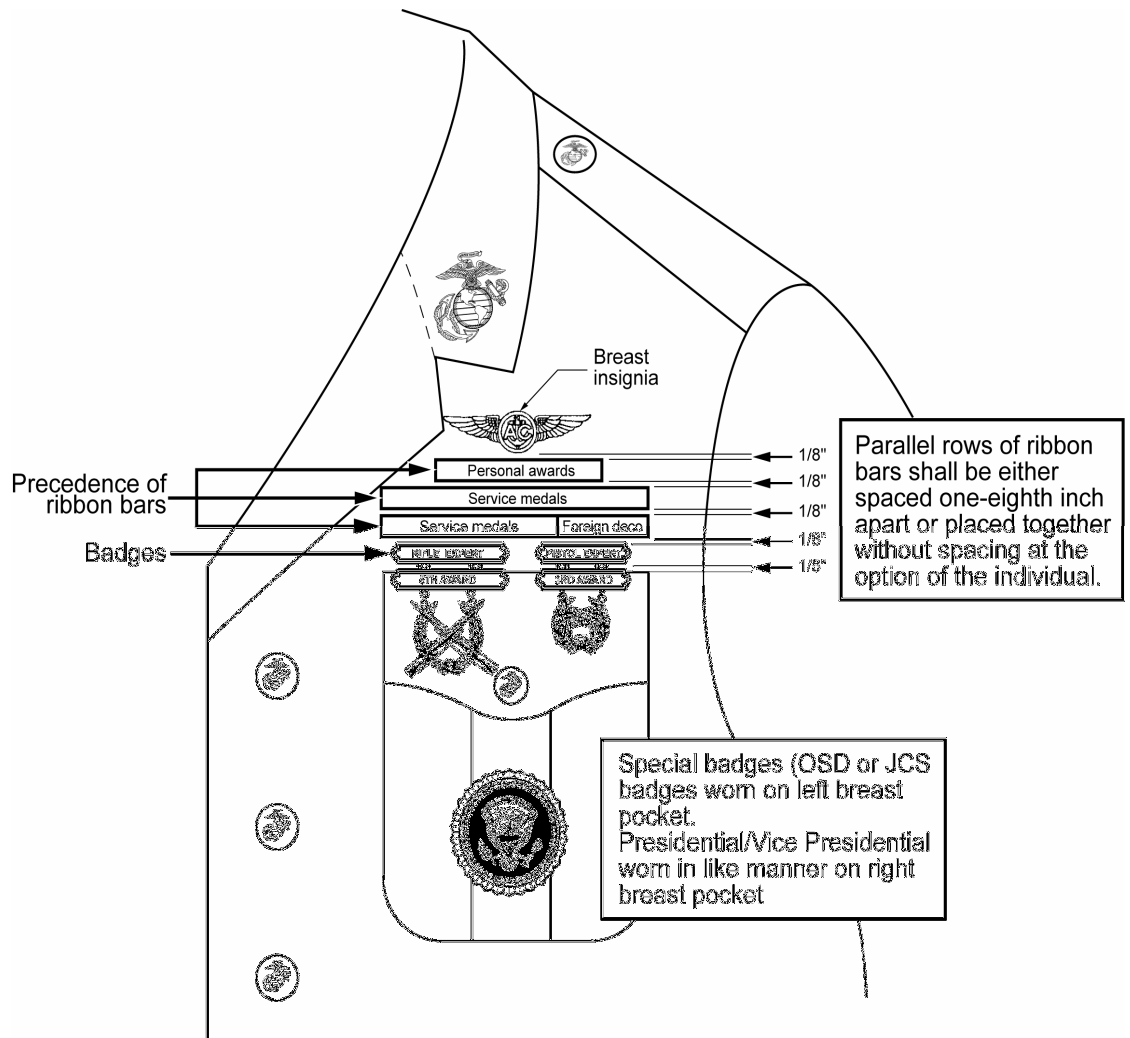
INSIGNIA, RIBBONS, AND MEDALS PLACEMENT

Wearing of Insignia, Ribbons, and Medals

Scope

The placement of insignia, ribbons, and medals are listed below as referred to in Chapter 1.

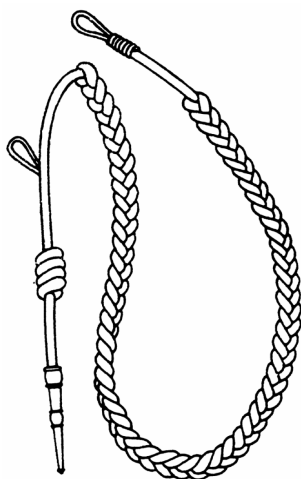
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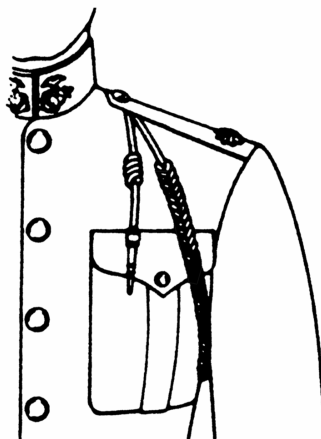
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Wearing of Insignia, Ribbons, and Medals, Continued

Fourragere



Fourragere

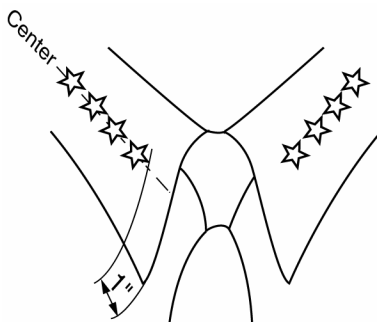


Blue dress coat
(Male Officers)

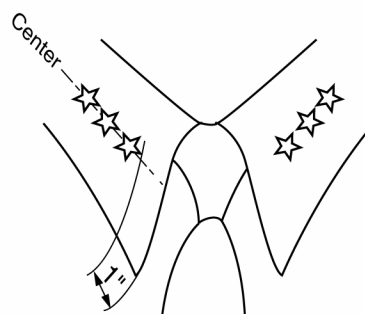


Pencil attachment

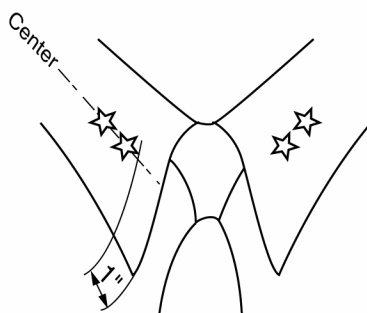
Collar Insignia



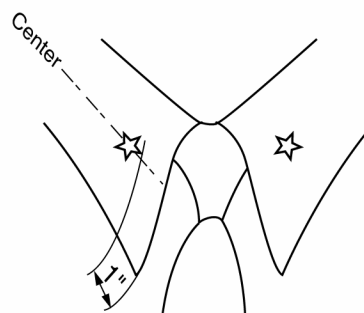
General



Lieutenant General



Major General

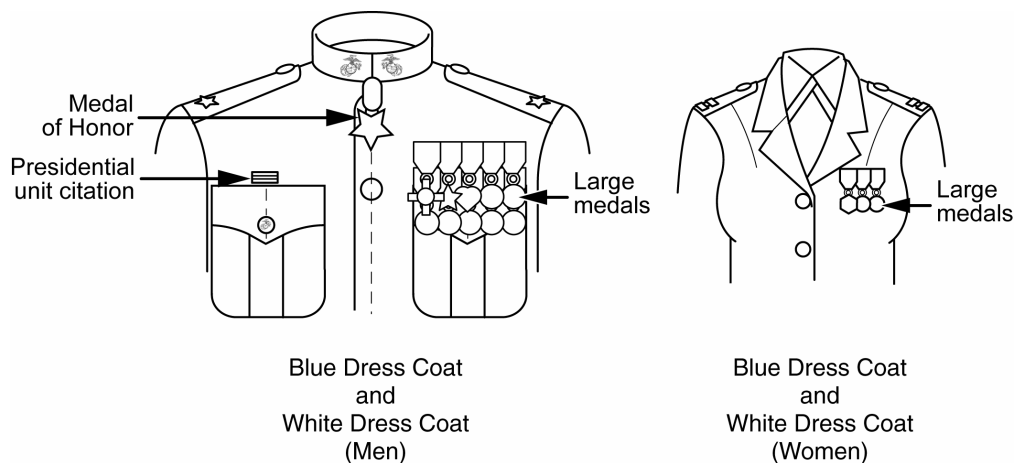


Brigadier General

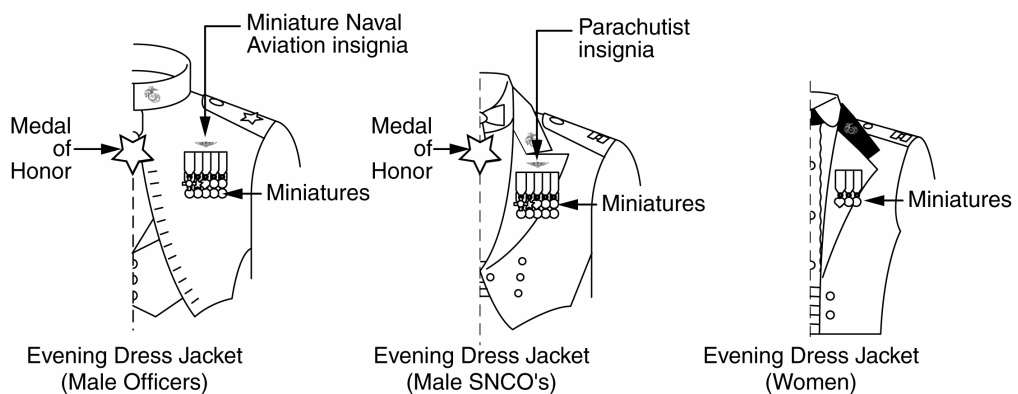
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Wearing of Insignia, Ribbons, and Medals, Continued

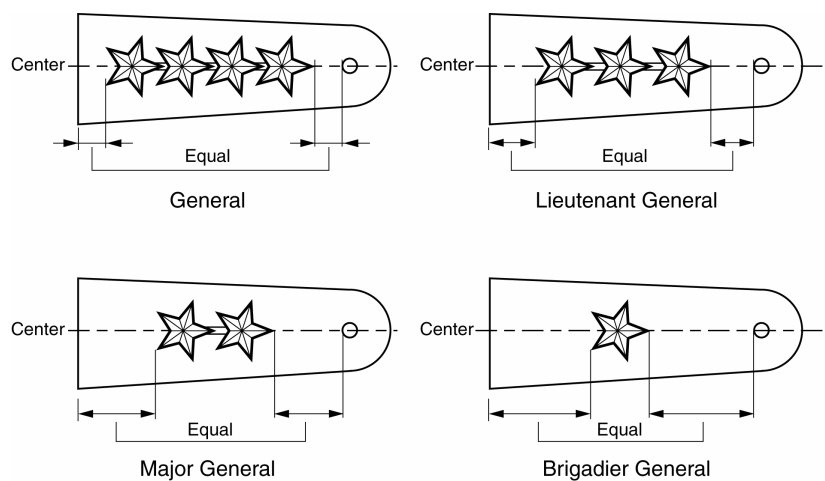
Large Medals



Miniature Medals



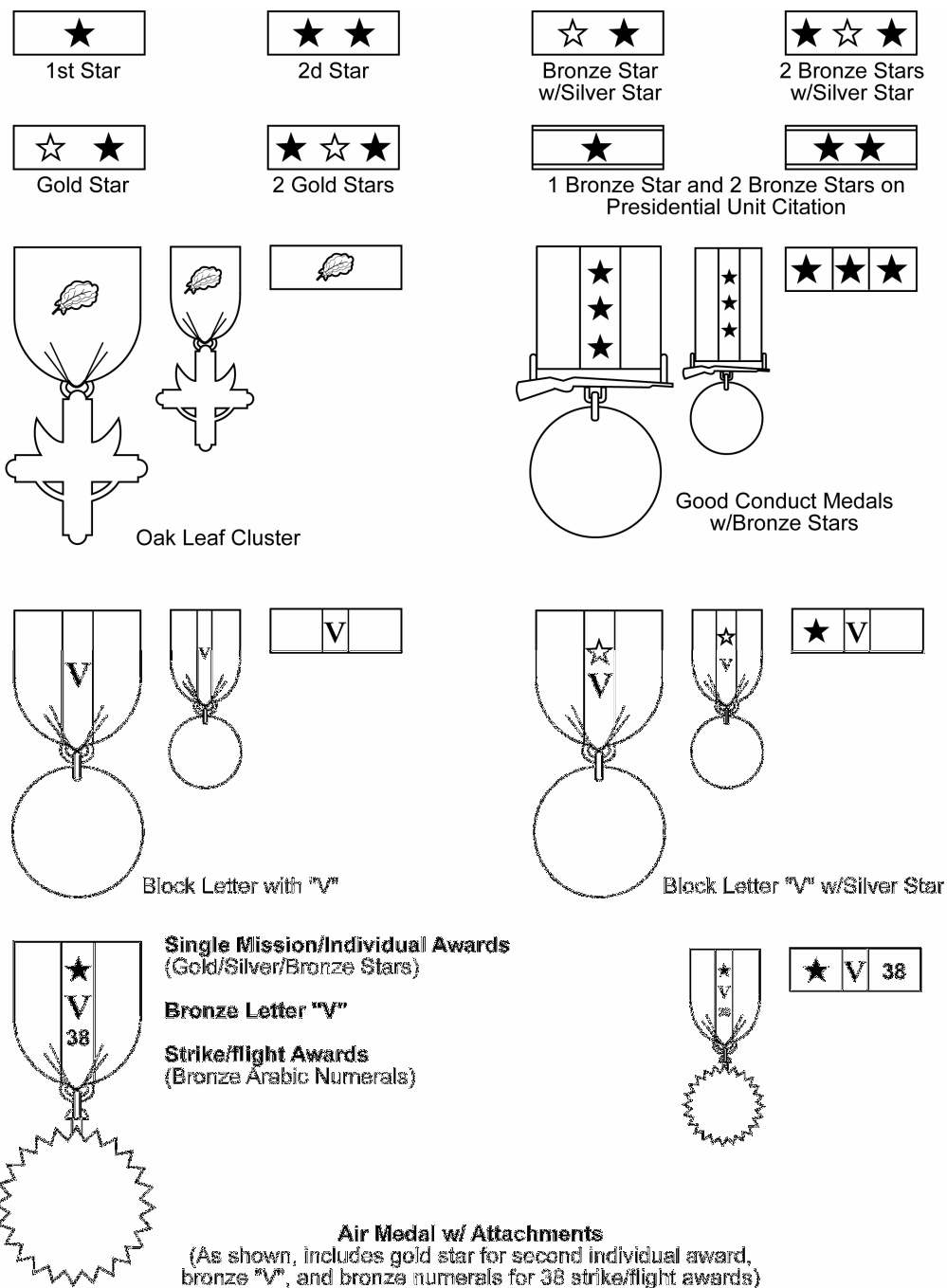
Shoulder Insignia



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Wearing of Insignia, Ribbons, and Medals, Continued

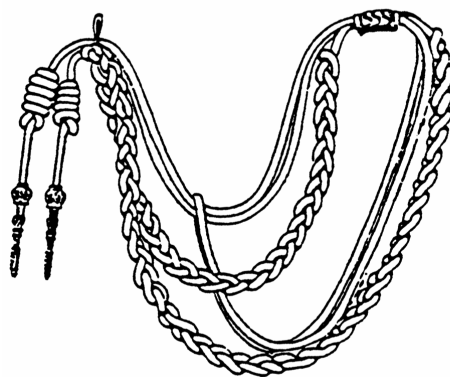
Award Attachments



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Wearing of Insignia, Ribbons, and Medals, Continued

Aide -de-Camp Accessories



Aiguillette, Dress



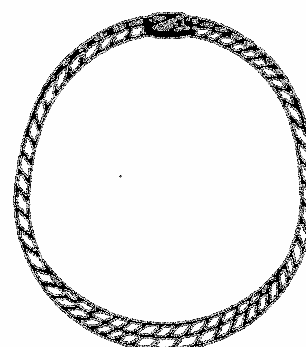
Pencil Attachment



Aide to General, Admiral, or official
of higher grade; Naval Attaches and
Assistant Naval Attaches



Aide to Lieutenant General
or
Vice Admiral



Aide to Major General, Rear Admiral, or officers
of lower grade; to a governor
of a State or territory