

# GUIDE RIGHT

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A HANDBOOK FOR  
WAVES AND SPARS



MARY VIRGINIA HARRIS  
LIEUTENANT, U.S.N.R.

Nancy Bradley Pine

GUIDE RIGHT



THE MACMILLAN COMPANY  
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TORONTO

# Guide Right

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A HANDBOOK OF ETIQUETTE AND CUSTOMS  
FOR MEMBERS OF THE WOMEN'S RESERVE OF  
THE UNITED STATES NAVAL RESERVE AND  
THE UNITED STATES COAST GUARD RESERVE

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MARY VIRGINIA HARRIS  
LIEUTENANT, U. S. N. R.

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"Guide Right" is a happy and apt title for this splendid handbook which I can commend heartily. The author marshals a wealth of pertinent information and an imposing array of instructions which, to an old sea-dog, appear to include about everything above and below the horizon having to do with our Navy's Women Reserves.

The author, Mary Virginia Harris, is a Lieutenant, W-V(S), U.S.N.R., now on duty as Instruction Officer at the U. S. Naval Training School (WR), New York City. She is exceptionally qualified to write such a Navy book. Every chapter in it manifests she was prompted by her own deep admiration for the high sense of duty and noble traditions of our Naval Service. Her heart is in her work as well as fine talents. She wields an able and interesting pen to tell *what* and *why* and *how* the Waves and Spars may do, can do, should do—and will do, without question—in this man's Navy.

"Guide Right" is a helpful short-cut guide to self-confidence in her job for every member of the Women's Reserve. For others, it answers innumerable questions, interestingly and entertainingly, and is enjoyable reading.

E. J. MARQUART  
*Rear Admiral, U. S. Navy*  
*Commandant, Third Naval District*

Miss Harris has written a much-needed book to guide officers and enlisted women of the Women's Reserve of the Navy and Coast Guard through many of the perplexing problems which women in uniform are facing for the first time.

Naturally, regulations regarding Naval personnel are apt to change from time to time and such changes may affect some of the material in Miss Harris's book, but as this would be so at any time that such a book were written, it does not lessen the value of "Guide Right" which I am sure the Women's Reserve will turn to with gratitude.

W. F. AMSDEN  
*Captain, U. S. Navy*  
*Commanding,*  
*U. S. Naval Training School (WR)*

## ACKNOWLEDGMENT

THE Author wishes to express her appreciation to the many members of the Navy and Coast Guard who helped in compiling and checking this handbook, and especially to those men now released for sea duty who were teaching in the early days of the Women's Reserves.

Although the opinions in this book are those of the Author and cannot be construed to be the official views of the Navy Department, all the statements and facts have been carefully checked and conform to the most recent practices in the Navy and the Coast Guard.

This handbook is offered to the members of the Women's Reserves as a source of guidance in living up to the highest ideals of the Navy and the Coast Guard.

MARY VIRGINIA HARRIS, *Lieutenant, U.S.N.R.*

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## Introduction

### SERVICE IN THE NAVY AND COAST GUARD

A LINE of capital ships—great battleships, heavy cruisers, and sleek, deadly destroyers—moves down the bay and out the harbor entrance, off to heavy weather and bitter fighting. Their crews, some no more than boys, man the guns or stow gear as they put out to sea. The knifelike bows of the ships cut clean through the water; and abaft the stern the wake foams white from churning screws. The clear, clean air fills with white gulls wheeling, circling, giving out their single piercing cry. Down in the engine room the steady clang of bells rings down speed signaled from the bridge. Off to sea at last!

Ashore, women bend over desks, check airplanes, walk the corridors of hospitals giving aid to sick or wounded, issue supplies, operate Link Trainers, develop photographs, do innumerable tasks once done by the boys sailing down the bay. Both are happy with the exchange. Each is serving in his own way.

To man a two-ocean Navy, to staff the many island bases and shore establishments outside the United States, the men must go to sea in the hundreds of ships turned out monthly from gigantic shipyards which are working night and day to build replacements for ships sent to the bottom by our enemies. One battleship carries more than fifteen hundred men. Ashore, training schools work steadily day in and day out preparing women to replace land-based men who, in turn, can be freed to man those new battleships.

Men sitting in control towers at hundreds of air fields plead to get into action, while the Admirals beg for more and more trained men. Women should sit in those control towers and free those men for their special task: fighting the enemy. Some women are sitting in the towers all over the United States, trained women graduates from Navy schools.

To release the men still performing shore duty, more women are needed, women of various aptitudes who will join the service in a spirit of devotion to their country, and in that service enjoy not only the part they play in freeing fighting men, but in the acquisition of new skills and experiences.

#### SERVICES TO BE PERFORMED BY WOMEN NAVAL OFFICERS

Naval officers are expected to be able to do anything required by the service. Officer candidates are selected for their common sense and general knowledge in order that the Navy or Coast Guard may call on them for any need of the moment or train them for any field in which they lack officers at the time.

Those who volunteer to serve must be willing to serve wherever they are needed. Many officers are selected for their special talents or training, but many more are selected because the Navy thinks it can train them for required positions. An officer will continue to study all through her Naval career to meet the various demands made on her, often without regard to her personal preference.

The Navy may not need librarians just when a trained librarian applies for a commission. However, if the applicant has ability and seems to be officer material, the Navy will train her for the need of the moment. Months or even a year later, the need for a librarian may arise and the officer will be transferred back into her specialty.

Many people fail to appreciate their own capabilities, or even misjudge their talents. The Navy has some of the

finest personnel classification experts in the United States interviewing, classifying, and placing the officers and enlisted personnel. These specialists are keen judges of ability. Because they know the Navy's needs and can evaluate personality and training, they are able to place officers and enlisted men and women where they can best serve.

Civilian experience in the following fields is useful in the Women's Reserve:

**Administrative and Managerial:** educational administrators, business administrators, office managers, institutional managers.

**Aviation and Aeronautics:** aeronautical engineers, aviation teachers, ground-school workers, pilots.

**Business and Finance:** accountants, auditors, disbursers, buyers, bookkeepers, cashiers, credit managers, contractors, insurance clerks, paymasters, printing and publications clerks, timekeepers, treasurers, statisticians, research analysts.

Chemistry.

Communications.

**Engineering:** chemical, civil, electrical, and mechanical engineers; radio engineers and operators; metallurgical engineers; architects; draftsmen.

**Languages:** particularly Russian, Portuguese, Japanese, German, French.

Mathematics.

**Medicine:** doctors, bacteriologists, biostatisticians, entomologists, serologists, helminthologists, malariologists, parasitologists, occupational and physical therapists.

Meteorology.

**Personnel and Psychology:** industrial—employment managers, personnel counselors; government; academic—deans, educational directors, vocational advisors, psychologists and test administrators; welfare work—case consultants, super-



visors, visitors, investigators, court workers, settlement and community center workers; employment bureau and agency workers.

Physics.

Public Relations (present needs filled): journalism—writers, editors, reporters; radio; public speakers; advertising agents.

Recreational Work: physical education teachers and directors, camp and playground counselors and directors.

Social Sciences: lawyers, government investigators, librarians, dieticians.

Teachers (present needs filled).

Transportation work.

#### SERVICE FOR ENLISTED WOMEN

The thousands of women who have enlisted in the Navy find new fields of work, wider horizons, and varied interests constantly opening up to them. They may sit behind a desk, drive automobiles, work lathes, repair airplanes, teach pilots instrument flying, send and receive radio messages, do numerous other jobs. The field grows daily as the Navy learns that women have limitless endurance, ability, and willingness.

Nevertheless, while replacing men behind the machines and desks, women are not losing their ability to enjoy life. They may work all day repairing airplane parts; but when the work is finished they can return for a few hours to the relaxing pleasures of recreation. They wear feminine uniforms which, while military, are none the less attractive. They wear them with pride and affection for the navy blue of the Naval services is distinctive and historic.

Enlisted women in the Navy and the Coast Guard earn substantial salaries and are housed and fed by the government. When they are transferred on orders from one activity to another, their transportation is paid; and when

they are sick, they are tended by the finest doctors and nurses.

From the thousands of Naval and Coast Guard Reserves who are trained each month, personnel classification experts select women for the open billets. The selections are based partly on previous training and knowledge, but the Navy and the Coast Guard maintain numerous schools where those selected by the personnel classifiers may be trained. Many women join, hoping to learn a new trade; others join, hoping to continue whatever kind of work they were doing before volunteering. Often an entirely new field of learning is opened to the recruit which she little thought she would ever have the opportunity or ability to learn.

The Naval service is a cooperative enterprise, from the newest seaman up to the Commander-in-chief. When each person does efficiently the duty assigned to him, the system functions with a minimum of effort. To man a big gun, load, fire, and reload in the least possible time, every member of the gun crew must know and do his job with perfection. One second lost upsets the entire rhythm of loading and may mean a miss instead of a hit on our enemy. This essential cooperation is necessary when any group lives or works together, ashore or afloat.

All women entering the Navy as enlisted personnel are sent to the Naval Training School (WR) at the former Hunter College Annex in the Bronx, New York City, for approximately a month of indoctrination, testing, and classification. This school trains about forty-two hundred women per month. At the completion of their training, many of them are sent to various service training schools all over the country; a few are selected to be placed immediately in positions for which they were qualified when they joined the Navy. Others are sent out directly as Seamen, second class, to fill billets where they are needed, and may strike for a rating on the job.

Women entering the Coast Guard as enlisted personnel

are sent to the United States Coast Guard Training Station, Palm Beach, Florida, for recruit training and specialized training. During the four weeks of basic indoctrination enlisted personnel are selected for further special training or immediate assignment on the basis of standardized tests and interviews.

Upon the successful completion of the special training period, approximately half of those graduated from the various special training schools will be made third-class petty officers. The rest will be first- or second-class seamen with opportunity to "strike" for a rating which does not require sea duty. In the Navy and the Coast Guard a striker is one who is continuing to learn a trade in order to take an examination in the subject when there is a vacancy aboard his station in that particular rating. Every ship or shore station is allowed just so many men in each rating or specialty, including officer personnel. With the increasing size of the Navy and the Coast Guard there are almost limitless possibilities for advancement.

Schools to train for the following ratings are open to enlisted women in the Navy:

*Aerographer's Mate (AerM)*: Aerographers interpret weather data; read meteorological instruments; draw charts; record pressure, temperature, wind velocity, and precipitation. They must be able to use the typewriter, but qualified personnel selected for this work can be taught to typewrite after selection. The course of training is twelve weeks.

*Aviation Machinist's Mate (AMM)*: Anyone who enjoys working with machinery and has the ability to learn difficult and intricate engine adjustments will find the work of the Aviation Machinist's Mate one of the most absorbing in the service. Previous knowledge of airplanes is not necessary but is helpful. In a twenty-one weeks' course the use of machine tools and blueprints, the theory of flight and motor adjustment are taught to qualify women. A special work uniform of slacks, anklets, and turban is worn.

*Aviation Metalsmith (AM)*: An ever increasing personnel is needed to keep in repair and functioning order the thousands of airplanes used by the Navy and Coast Guard. Women, many of whom have had previous experience in manufacturing plants, are helping to keep our airplanes flying. The Aviation Metalsmith repairs and maintains not only the body, wings, and fuselage, but the instrument panel and bomb racks. Upon the efficiency of this work may depend the life or death of the pilot who flies the plane. Such a position of responsibility makes long hours and hard work worth while.

*Baker (Bkr)*: The planning and preparation of the vast amount of foodstuffs used by the Navy present an interesting dietetic and culinary problem to women. The introduction and training of women cooks and bakers to help prepare food will soon begin.

*Control Tower Operator*: See *Specialist (Y)*.

*Cook (SC)*: Woman's traditional role as cook is a preparation for this service. Quantity cookery, as taught in many schools and colleges, is an ideal background. Preparing food for a family in civilian life may be a problem, but preparing it for five thousand people three times a day is a challenge.

*Hospital Apprentice (HA)*: See *Pharmacist's Mate*.

*Link Trainer Instructor*: See *Specialist (T)*.

*Parachute Rigger (PR)*: Parachute riggers pack, maintain, and repair parachutes as well as life rafts, life jackets, and cargo chutes. Women who pack the "aviator's best friend" must be careful and diligent: there is no second chance for a man forced to use a parachute which does not function perfectly. Women are particularly well qualified as parachute riggers because, in addition to the sewing machine operation required, patience and care are of the utmost importance.

*Pharmacist's Mate (PhM)*: In training at Naval hospitals are women who will start work in the Navy as Hospital Apprentices. When they qualify for and pass the ex-

amination, they will be given the opportunity to become Pharmacist's Mate, 3rd class. Medical orientation and Naval hospital procedures are taught in the training course. Pre-nurses' training or previous experience as a nurse's aid or medical records librarian would be of value.

*Radioman (RM)*: A sixteen weeks' course in radio training prepares enlisted women to operate Naval communications teletypewriters and to send and receive radio messages. This is one rating in which the replacement of men is particularly essential, for ships must have wireless operators.

*Seaman (S)*: A certain percentage of the Navy and Coast Guard is made up of men and women who "learn while doing." The opportunity to become Petty Officers is open to all enlisted personnel as rapidly as they learn their duties and show the qualities of leadership. Second- and first-class seamen may strike for any rating for which they are qualified and which is authorized for members of the Women's Reserve. Whenever there is a vacancy in that rating they are entitled to take the examination for that rate.

*Storekeeper (SK)*: While in training for the rating of Storekeeper, 3rd class, students are given an actual disbursing problem. In some cases they handle accounts of personnel within the school. Since disbursing and supply are so closely related, storekeepers are also trained to assist supply officers. Members of the Coast Guard W-10 group have a period of training devoted exclusively to Coast Guard problems in disbursing and supply.

*Synthetic Device Instructor*: See *Specialist (T)*.

*Yeoman (Y)*: One of the most widespread needs in the Navy is for Yeomen, whose duties include, besides stenography and typewriting, preparation of reports, operation of duplicating machines, use of Navy file systems, keeping personnel records, recording and filing correspondence, and handling routine details of enlistment, discharges, transfers, promotions, transportation, and travel. Many women come

into the service with several years of experience in comparable work, and their progress in this rating is usually rapid. Others are taught at the training schools, and from there are assigned to offices all over the continent.

*Specialists*: Twelve types of Specialists are now needed in large numbers by the services. Specialists are designated by a letter instead of a symbol below the eagle on their rating badge. Training is provided in the following Specialist ratings:

(C): Personnel classification experts and interviewers (limited numbers only).

(G): Trains aviation and small arms gunners.

(I): Women qualified in the use of tabulating and business machines are designated Specialists (I). The wide use of these intricate machines throughout the Navy departments creates a considerable need for trained operators.

(M): Trained personnel who handle mail in Navy post offices are Specialist (M). This training is now available to women in the Naval Reserve.

(P): Photographers among the women in the Navy are Specialists (P), instead of Photographers' Mates, since women are not permitted to fly in combat planes and Navy Photographers' Mates do most of their work from airplanes. Specialist (P) will also be motion picture operators. The development of films and splicing of motion picture strips are part of the work. Previous experience in photography is essential.

(Q): Communication specialists and technicians can earn the rating of Specialist (Q).

(R): A small number of Specialists will be recruiters and work in the various recruiting offices maintained by the Navy to assist in the recruiting of WAVES.

(S): Supervisors of enlisted women will live in the barracks or hotels where women are quartered. This position combines welfare work, recreation, physical education, and at training schools the drilling of platoons. Experience in handling women is of considerable importance.

(T): Teachers of all subjects are designated as Specialist (T). All Link Trainer Operators are Specialist (T) as they teach instrument flying by means of the Link Trainer. This machine has saved valuable lives and equipment during the training period. It is a model cockpit which, although fastened to the floor, reacts as if it were in flight when the teacher sets the controls. Synthetic Device Instructors are also Specialist (T). They train men to serve as gunners in airplanes through the application of skills acquired by the use of synthetic devices.

(W): Welfare is the meaning of Specialist (W). A small group will be selected who are especially qualified to aid the Chaplain in his duties or the recreation director in the arrangement of welfare and entertainment activities. A Specialist (W) will work with the Red Cross representative or the Navy Relief group and help personnel with their various individual problems.

(X): A general category of specialists covering trained personnel who are engaged in the preparation of visual training aids, cartography, drafting or other specialized work.

(Y): Control Tower Operators are Specialist (Y). From the towers they direct outgoing and incoming flights. Preliminary to this operation is a six weeks' training course in various aviation subjects.

The following schools are now open at Palm Beach for the enlisted women of the Coast Guard:

*Cooks and Bakers:* The most important qualification for this school is a definite desire for instruction in food care and preparation. Some experience in the field, such as employment as a waitress, cook, kitchen helper, or some training in vocational or high school home economics courses is helpful but is not a requirement. Willingness to serve and accept long, strenuous work hours is an important factor. Those who attain a proficiency of 85 are rated Ship's Cook, third class, on completion of their training. There is also six weeks of practical experience, working at the steam

tables, preparing vegetables and assisting in the mess halls and galley.

*Commissary Steward:* Acceptance in Commissary Steward School presupposes some knowledge of large quantity cooking and some experience in restaurant management. Those who successfully complete this course are rated Ship's Cook, second class. Successful graduates of this school will be put in charge of the messes at Spar Barracks throughout the country.

*Storekeeper School:* The term "Storekeeping" as used by the Coast Guard covers all the supply activities which have to do with requisitioning, custody, accountability, purchasing, storing, issuing, and disbursing of funds to personnel and creditors. All personnel in this group must have a high-school education or its equivalent, a good test score profile, and legible penmanship. Most important of all, trainees should have a desire to do office work involving the making of schedules and forms and the computing of prices and pay. Those who attain a proficiency of 87.5 will be rated Storekeeper, third class, upon completion of their training. Others may qualify for rating upon recommendation after assignment, whenever successful work experience is considered adequate.

*Yeoman:* Duties and activities of the Yeoman of the Coast Guard briefly consist of filing, correspondence, general typing, taking dictation in shorthand, maintaining various personnel records, keeping up to date with professional books such as regulations, Coast Guard Boards, Navy Courts and Boards, Personnel Instructions, Personnel Bulletins, files of circular letters, etc. Before recruits are permanently placed in any of the Yeoman classes, they take tests in shorthand and typing to determine accurate classification. It is possible that a recruit may be placed in the advanced group in typing and at the same time in the beginning class in shorthand.

*Instruction for Pharmacist's Mate strikers:* A Pharmacist's Mate may have had civilian training as a nurse's aide or a practical nurse; or she may have earned additional

credits in a hospital or nurses' training school. A Red Cross certificate alone is not sufficient qualification. She may enter with work experience in a clinic, a medical or chemical laboratory or in a doctor's office. Such laboratory technicians will present a letter from a doctor or chief nurse indicating and verifying her experience in terms of abilities and techniques. This is not strictly a training school. It is a two weeks' period of supervised study to determine whether the trainee is able to do the required work before assignment. The observation and supervision will be given in the Palm Beach SPAR training school sick bay, and in the Army Air Force Regimental Section Hospital in the Breakers Hotel at Palm Beach, Florida.

## CHART OF REQUIREMENTS FOR NAVY AND COAST GUARD

### GENERAL REQUIREMENTS FOR BOTH ENLISTED WOMEN AND OFFICERS

<i>Citizenship</i>	Native-born, proved by birth certificate or baptismal certificate; or naturalization, proved by naturalization papers.
<i>Marriage</i>	May not enlist in the Navy if husband is an Ensign or higher officer in the Navy. May not enlist in the Coast Guard if husband is in the Coast Guard. May marry after training period either Navy or Coast Guard man.
<i>Dependents</i>	May be married with above exceptions. No women with children under eighteen years old accepted.
<i>Character Aptitude</i>	Three character references must be furnished. Pass aptitude test.

### DIFFERENT REQUIREMENTS

#### NAVY

	<i>Enlisted Women</i>	<i>Officers</i>
<i>Age</i>	At least 20 and not yet 36 (if under 21—written consent of parents or guardian).	At least 20 and not yet 50.
<i>Education</i>	Two years of high school or business school.	College degree, or two years of college plus two years of business or professional experience.
<i>Physical</i>	Complete physical examination after acceptance by Navy doctors.	
<i>Height *</i>	At least 59 inches.	At least five feet.
<i>Weight *</i>	At least 90 pounds, and in proportion to body build.	

	<i>Enlisted Women</i>	<i>Officers</i>
Vision*	Not less than 6/20 †	12/20 in each eye, correctible to 20/20 with glasses and no organic disease.
Hearing	Ability to distinguish	whispered words at 15 feet.
Teeth	Sound condition or satisfactory replacements.	Eighteen sound teeth, two molars opposing on each side, four opposing front teeth.

## COAST GUARD

## PHYSICAL REQUIREMENTS FOR BOTH ENLISTED WOMEN AND OFFICERS

<i>Physical</i>	Thorough physical examination, before swearing in, by U.S. Public Health Service doctors.
Height	At least 59 inches.
Weight	At least 95 pounds, and in proportion to general body build.
Vision	Normal, or correctible to 20/20 in each eye.
Hearing	Ordinary conversational voice distinguishable at 30 feet in each ear separately.
Teeth	Natural teeth in sound condition, or satisfactory replacements.

\* When it is to the benefit of the Navy these physical requirements may be waived; however, applicants may not request waivers.

† 6/20 vision means reading at 6 feet what perfect eyes (20/20) can read at 20 feet.

NAVAL AND COAST GUARD TRAINING SCHOOLS  
as of October, 1943

## OFFICER CANDIDATE SCHOOLS

- Naval Reserve Midshipmen's School (WR), Northampton, Mass.
- Coast Guard Academy, New London, Conn.
- Supplies and Accounts School (WR), Radcliffe College, Cambridge, Mass.
- Communications School, Mt. Holyoke College, South Hadley, Mass.
- Technical Training at Massachusetts Institute of Technology, Cambridge; University of Colorado, Boulder; University of California, Los Angeles; University of Chicago, Chicago; Hollywood, Fla.; N.A.S., Anacostia, D.C.

## ENLISTED SCHOOLS

## Recruit Schools

- Naval Reserve Training School (WR), Bronx, New York City.
- Coast Guard Training Station, Palm Beach, Fla.

## Service Training Schools

- Radio, Miami University, Oxford, Ohio.
- Storekeepers, Georgia State College for Women, Mill-edgeville.
- Yeomen, Oklahoma A. and M. College, Stillwater; Iowa State Teachers College, Cedar Falls.
- Cooks and Bakers and Commissary Stewards, U.S.N.T.S. (WR), Bronx, New York City; Coast Guard Training Station, Palm Beach, Fla.

Service Training Schools (*Contd.*)

Mail Clerks, U.S.N.T.C., Sampson, N. Y.

Aviation

Aerographer's Mates, Parachute Riggers, Naval Air Station, Lakehurst, N.J.

Aviation Machinist's Mates, Aviation, Metalsmiths, Naval Air Station, Norman, Okla.; Chicago School of Aircraft Instruments, Chicago.

Control Tower Operators, Link Trainer Instructors, Naval Air Station, Atlanta, Ga.

Special Device Instructors, U.S.N.A.S., Pensacola, Fla.

Hospital Apprentices and Pharmacist's Mates, Naval Hospitals at Bainbridge, Md.; Bethesda, Md.; Chelsea, Mass.; Corpus Christi, Tex.; Great Lakes, Ill.; Jacksonville, Fla.; New York, N.Y.; St. Albans, N.Y.; Sampson, N.Y.; New River, N.C.; Philadelphia, Pa.; Long Beach, Calif.; San Diego, Calif.; Oakland, Calif.; Portsmouth, N.H.

GUIDE RIGHT

## Chapter I

### MILITARY USAGE

#### SALUTES

THE salute is a military greeting. Personnel in uniform are required to salute on all military occasions and when greeting, or acknowledging the salutes of, other personnel (*Navy Regulations*, 266).

Women in uniform must follow strictly the usual military rules for saluting.

Routine custom requires men to remove the hat at specified times when women are expected to remain covered.\* The Navy has decreed that in situations where men would ordinarily be uncovered, but women are covered, the woman's hat becomes a part of her costume and a salute is not required. For example, women in naval uniform at indoor concerts where the National Anthem is played, do not salute because the men are uncovered and do not salute.

#### THE SALUTE

The salute should be firm and deliberate. The arm should be brought up smartly. Women are expected to bring their upper arm up even with the shoulder, but slightly forward. Keep the elbow up. Keep the forearm straight from finger tips to elbow. The finger tips should touch the hatbrim, fingers held close together and the thumb held firmly against the forefinger. The palm should face the deck. The

\*The terminology used in connection with salutes should be understood. "To render" means to initiate, as juniors render salutes to seniors. "Covered" means with any regulation Naval head covering, hat, or overseas cap, being worn; "uncovered" means bareheaded.



person giving the salute should be able to see the entire palm and the person receiving the salute none. Look straight at the person being saluted and smile. Bring the hand down from the salute smartly and in a straight line.

#### RENDERING OF THE SALUTE

The salute is rendered by a junior to a senior in time for the senior to return it before passing: that is, within recognition distance or about six paces away from the officer to be saluted. Look the officer squarely in the eye and salute, saying, "Good afternoon, Sir," or to a woman, "Good afternoon, Miss Blank"; or if you do not know her name use her rank. In the Women's Reserve of the Coast Guard the use of "sir" as a salutation for women officers is correct if you do not know the name of the woman officer.

Male officers up to the rank of Commander may be called "sir" for convenience; but in addressing a Commander, or an officer of higher rank, the rank should be used. The Commanding Officer is always called Captain and the Executive Officer, The Commander. Women officers should be addressed by name if the name is known; if not, the rank should be used. The Navy does not approve of the use of "ma'am," nor does it approve of the use of "sir" in addressing women officers.

Remember that only senior officers may omit the terminal salutation of "sir" or name. It is considered discourteous for juniors not to say at least, "Good morning, sir."

#### SALUTES IN GENERAL

- \*a. Always be at attention, either standing or walking, when initiating a salute. However, a salute may be given while seated in a car.
- b. The naval salute requires a vocal greeting along with the hand salute.

\* A salute in a car (Par. a) and a salute in a boat are subject to the same rules (*Navy Regulations*, 268[A]).

- c. The naval salute is never given when uncovered or out of uniform. But you render the salute to an uncovered senior and he or she responds by speaking.
- d. Always return all salutes, even if improperly given, or if rendered by civilians.
- e. When saluting a group of officers, look at and speak to the senior officer in the group.
- f. When junior officers are walking with a senior officer, the senior sets the pace and takes the salutes. If an officer, senior to you but junior to the officer with whom you are walking, salutes the senior, you return the salute simultaneously with the senior.
- g. Enlisted personnel walking with an officer salute, simultaneously with the officer, all approaching officers.

#### NAVY REGULATIONS ON SALUTES

Salutes are exchanged between officers and between officers and enlisted personnel on every occasion of their meeting, passing within saluting distance or being addressed.

Salutes are initiated by juniors to seniors. When several officers in a group are saluted, they all return the salute.

Salutes and courtesies are extended to officers of all the military services and to officers of our allies. This includes women in the various services. [*Navy Regulations*, 266.]

#### SALUTES WITH ARMS

The salute with arms is given by Marine, Army, or Navy guards on duty under arms. They may be found on duty at landings or gates of Naval and military activities. The guard brings his rifle to a vertical position before his chest and his left arm to a horizontal position across the rifle. This is the salute with arms most commonly seen. The person so saluted responds with a hand salute.

#### WARRANT AND CHIEF PETTY OFFICERS

To Warrant Officers, both commissioned and noncommissioned, is due all the respect of their rank. Enlisted per-

sonnel and recruits in training are cautioned that the commissioned Warrant Officer is an officer who deserves all the deference including salutes to which his special training and talents entitle him. A Midshipman or a Cadet is senior to a Warrant Officer and ranks with but below the commissioned Warrant Officer. Both commissioned and non-commissioned Warrant Officers are addressed as Mr. —."

Few finer contributions are made to the Naval service than those of the Chief Petty Officer, and it is in acknowledgment of this that we show our respect and appreciation of their service. It is customary at Naval recruit training schools for recruits in training to salute the Chief Petty Officer.

#### WHERE THE SALUTE IS ALWAYS RENDERED

1. On the street.
2. Within military areas or Naval yards on first meeting each day senior officers with whom you are closely associated.
3. When the National Anthem is played and male personnel is covered.
4. At Colors from the first note of bugle to last note, even if out of sight of the flag.
5. When the National Flag passes, carried in procession or parade (but not when the flag is carried by large groups of people as a patriotic gesture, such as troops of school children each carrying a small flag).
6. To your Captain and all flag officers (with a very few exceptions—in offices, trains, busses, streetcars, and crowded areas).

#### WHERE THE SALUTE IS NOT RENDERED

1. When male personnel would not be covered, as in offices and restaurants.
2. In a church.

3. In any crowded area, such as a theater foyer or hotel lobby.
4. On busses, streetcars, trains.
5. Within most railroad stations (but if a station platform is uncrowded a salute should be rendered as a greeting to a senior).
6. In a wardroom or Mess.
7. While actively engaged in recreation and sports.

#### CHART FOR SALUTING

OCCASIONS	WHEN TO INITIATE THE SALUTE
Armory	If Colors are raised or if it has a defined Quarterdeck.
Automobile	Salute seniors. At Colors get out of car and stand at salute as usual, unless you are the driver.
If you are a passenger	
If you are on the sidewalk	Salute senior officers passing in automobiles. (some stations do not enforce this rule)
Colors	From first note of bugle to last.
Corridor or passageway	First meeting each morning on most stations. Some stations require salute at each meeting.
Department store	Do not salute, but speak.
National Anthem	Outdoors always; indoors if men are covered.
Offices	None.
Parade	Six paces fore and aft of U.S. Flag and flag of any of our allies.
Restaurant	None.
Railroad or bus station	None.
Street	All seniors of all military services, including our allies.
Subway	None.
Train	None.

## MILITARY CONDUCT

Naval and military etiquette is a more rigid pattern of social behavior than civilian etiquette because it is taught as a set series of laws, learned by organized groups. The rule of thumb in connection with military usage is that rank takes precedence in all situations. The Senior Officer present sets the tone, and the juniors follow the lead of the senior.

## SOUNDING OFF

If you think that the Senior Officer to whom you are talking does not know your name, sound off. "Ensign Smith, reporting for assignment, sir." "I am Ensign Jones, Mr. Black. I just finished taking the course at the training school," or "Thompson, Yeoman second class, sir. I am the Chaplain's yeoman."

## AUTOMOBILES

The routine etiquette prescribed for entering and leaving boats applies to automobiles [*Navy Reg.* 268]. The junior enters first and gets out last so that the senior is last to enter and first to leave. The reason for this procedure is that small boats are sometimes uncomfortable and senior officers want to be in them as short a time as possible.

An enlisted woman serving as driver of an automobile will hold the door for an officer and stand at salute while the officer is entering the car. She will then go around the back of the car and take her place behind the wheel.

## ELEVATORS

The procedure in boats and cars applies to elevators, but if this routine were strictly observed in Washington and New York, no business would be accomplished. Where the elevator is uncrowded, you will let all senior officers get out first and give way for them to pass you. When the elevator is crowded and stops at different floors to take on pas-

sengers, obviously the juniors cannot enter first or the seniors leave first. You will probably have a standing order to the effect that elevators are to be cleared as rapidly as possible. You should, however, after stepping out give way for the officers (especially those above the rank of Lieutenant Commander) to precede you down the corridor. Furthermore, if you are in a building or district where salutes are expected in the corridors of buildings (as in the Headquarters of the First Naval District), you will step out of the elevator, give way for the senior officer and come to salute with "Good morning, Captain Jones," as he passes you.

*You will never under any condition brush past a senior in order to beat him to a door or elevator.*

## OVERHAULING SENIORS

If, when proceeding in the same direction as a senior officer, it becomes necessary to overhaul or pass the senior, pass on his left, if possible. When abreast of the senior turn toward him and salute, saying, "By your leave, sir?" The senior will return the salute and grant permission by saying, perhaps, "Granted," or "Carry on."

## RESPONSE TO A COMMAND OR ORDER

In the Naval services the traditional response by a junior to an order or command which is understood is "Aye, aye, sir." If a command is given by a petty officer to a junior, the response is "Aye, aye."

## ADDRESSING PETTY OFFICERS

Enlisted men and women are addressed by their last name. Chief Petty Officers are called Chief, and it is always courteous to add their name, "Good morning, Chief Brown."

Recruits when addressing a petty officer will do it by specialty and name, "Good morning, Specialist Jones," or

when making a request or asking a question they first sound off, "Seaman Hays, Yeoman Clark. May I have a liberty card?"

#### MOTION PICTURE SHOWS

At most motion picture houses, theaters, and concerts today the National Anthem is played either at the beginning or at the end of the performance. Stand at full attention while it is played. Do not hold your coat and hat in your arms while the anthem is played. That is not attention. You can anticipate the playing of the anthem and rise, place your belongings on the seat and come to full attention, hands at sides and head up. You may sing if the audience does.

Many theaters use what is termed "canned music" instead of an orchestra. When this is used at the beginning or end of a performance you may consider yourself as "in the presence of the music." But if the National Anthem is played as a part of the performance itself or as a part of a medley during the motion picture, you are not considered as "in the presence of the music," and it is not necessary to come to attention. This holds true also for the radio when you are not "in the presence of the music"—unless you are in a group, such as a unit of the Forum of the Air, where you are participating vicariously in the radio program.

#### PUBLIC ASSEMBLIES OUTDOORS

If you are attending a rally or outdoor meeting you must observe all the military laws of saluting. Face the flag if the Colors are raised while the National Anthem is played, and salute from the first to the last note. Face the music and salute if the flag is not in evidence when the National Anthem is played.

#### PLEDGING ALLEGIANCE

When the public goes through the symbolic ceremony of pledging allegiance to the flag, women in uniform may

perform the ceremony with them. If covered, salute at the beginning when the civilians place their hands over their hearts, and if they extend the arm and hand toward the flag at the words "To the flag for which it stands," do the same.

#### CHURCH

The church has been a sanctuary since its organization. In the Middle Ages one could take refuge within its doors and be safe from attack or arrest. From this privilege arose the custom of not permitting the drawing of arms within the church itself nor the admission of any type of superiority, for everyone is equal in the eyes of the church. Thus there is no saluting within the church.

Women will always wear their hats within the church, not only because it is an established law of many churches, but because in a public place military personnel must appear in full uniform. Women should remove their gloves when receiving Communion. If the National Anthem is played during the church service, they must come to attention.

#### WALKING WITH SENIOR OFFICERS

The place of honor is always to the right. In earlier times when swords were worn, superiors permitted only trusted friends or subordinates to walk on their left side next to the sword. This indicated trust and faith in the person so honored. In modern times the Naval services carry this idea over into the regulation which places the senior or superior in rank to the right of a junior. There seems to be some difference of opinion among Naval officers about the position of honor when two or more juniors are walking with a senior. Captain L. P. Lovette\* quotes George Washington's rule which places the senior in the middle.

\*In his authoritative book, *Naval Customs, Traditions and Usage*, p. 118.

## DEVOTION TO DUTY

One of the most serious crimes which can be committed by any one in the Naval service is neglect of duty which menaces the lives of personnel or ship. Women in the service will be held accountable in the same way as male personnel for any neglect of duty. During your tour of duty you must remain on your job and be constantly alert.

## CONFLICTING ORDERS

Occasionally conflicting orders are received. You may be performing a task for one officer when another officer orders you to do something for him. You should obey the last order received from any responsible senior. Usually an officer will ask if you are already under orders, and if you are, the officer will assume responsibility for deciding whether you are to follow his orders or your previous ones. After completion of the intervening orders you should carry on with the interrupted ones.

## BOARDING VESSELS

Over the long period of Naval history a traditional routine for boarding Naval vessels has evolved which women new to the Navy and Coast Guard must learn. This procedure is prescribed in Article 265 of *Navy Regulations*.

## BOARDING SHIPS IN DOCK

If the ship is in a Navy yard or at a dock you will board her directly from the dock. At the foot of the ladder there will probably be a bluejacket on guard. He will salute all officers, and the officers will return the salute.\* At the top of the gangway of any American or Allied ship in commission, turn aft and salute the flag. (The Ensign is usually

\* See p. 3.

flown from the flagstaff, but if it is flying from the gaff, then face forward and salute.) If it happens that no flag is flying, face the quarterdeck area and salute the Quarterdeck. On most large vessels the Quarterdeck is a defined area aft of the mast. However, it may only be that area upon which the Officer of the Deck stands. Next, turn to the Officer of the Deck, salute him, and say, "I (We) request permission to come aboard, sir." He will return the salute and in most cases grant permission.

When you are ready to leave the ship, follow the same procedure in reverse: Salute the Officer of the Deck and say, "I request (have) permission to leave the ship, sir." Then stop at the top of the gangway, turn aft, and salute the Ensign.

If you are boarding the *Constitution* you will find that the ladder is steep and the protective covering for the main deck hides the Ensign. You should stop where you are able to see the flag, about three paces below the top of the ladder, and salute from there. Upon leaving step some three paces down the ladder, turn aft, and salute from there.

## BOARDING VESSELS AT ANCHOR

If you are invited to visit a vessel at anchor you will leave from a landing, officers' or enlisted according to which you are, and enter a boat for the trip out. On entering boats the junior officers enter first and leave last. Some Navy yards have a ferry service to ships at anchor, and the boats run on scheduled trips. If this is the case you enter the boat and take your place on arrival. If a senior officer comes late, make way for him even if it means giving up your place; and always give senior officers the front, or most convenient, seats. Upon leaving the boat, seniors go first and juniors last, as far as it is practical.

Most Navy yards provide separate boats and special ladders for enlisted personnel—which, of course, includes

Chief Petty Officers. In boarding and leaving boats, Chief Petty Officers are to be shown deference by all enlisted personnel.

### REPORTING FOR DUTY

In the Navy, personnel report ready for duty and prepared to put in a day's work according to the needs of the senior officer. If you are reporting to a station which requires all officers to observe the uniform of the day, you should inquire what it is the day you are reporting and wear it. If reporting to any station which has no required uniform of the day you will report in the work uniform—reserve or navy-blue shirt in winter, and the working uniform in summer. Hats, gloves, and shoes will correspond to the order of the season.

#### A. OFFICERS

##### ORDERS

Present yourself, orders in hand, early on the day you are due to report. Officers are responsible for making sufficient copies of their orders—fourteen copies is a fair number for women officers to prepare. Orders are confidential. Show them to no one except the proper Naval authorities.

##### ACTUAL REPORTING

Salute the guard, usually a Marine, at the gate when he presents arms or salutes. Show your identification card if it is requested. If you have orders to report, you do not need a pass card to enter a Navy yard or station. Ask where the Reporting Officer's room is, or if there isn't one, ask for the Officer of the Day.

Report to the O.O.D. and sound off, "Ensign Blank, reporting for duty, sir." You will probably be logged in there, and the O.O.D. will send you directly to the Executive

Officer. If it is a large Navy yard you may be sent directly to the Executive Officer of the unit to which you are ordered.

If you are reporting to a District Headquarters or Commandant's office, you are usually correct in reporting directly to the District Personnel office, where you will be logged in and sent to the right office.

#### *Visit to the Executive Office and Captain*

After the preliminary logging in is over you will be taken to the office of the Executive Officer, either of the station or of some particular office, whose Yeoman will announce you to him. You will not salute as you enter the office because a man would remove his hat in that office (except a Marine guard under arms on actual duty). You will not offer to shake hands with the Executive Officer, but he may extend his hand to you as he is the senior officer. If he asks you to sit down, do so with no more comment than a possible "Thank you, sir," or "Thank you, Commander." Do not smoke until he invites you to. He will ask you general questions about your background and training. He is the personnel officer of his activity, and those are the questions that most interest him. If you have already been definitely placed, he will probably tell you about your new work. If he is to place you, he may ask you more detailed questions about yourself and may even let you indicate one or two types of work you prefer. If he does ask you, he expects you to speak up and state your opinion clearly. But, above all, do not tell him what is wrong with the station or what brilliant ideas for running the office you have already worked out. Keep those things to yourself—as long as possible.

After this interview, the Executive Officer will tell you what arrangements can be made for you to call on the Captain at his office. It may be that the Executive Officer will take you to the Captain himself, but it is more likely

that he will detail his Yeoman to take you to the Captain's office. The visit to the Captain's office will follow the same order as your call on the Executive Officer, except that it may be more brief. If the Captain does not indicate at the end of ten minutes that your interview is at an end, make a move to leave. He will either tell you to remain longer or rise, in which case the time allotted to you is over.

If the Executive Officer did not inform you about your future quarters, you should now see the First Lieutenant, or whatever officer is in charge of quartering, and find out where you are to be placed. Also, make messing arrangements—either join the Officers' Mess, buy chits, or find out what messing system is used on that station and where and when you mess.

You will proceed to the office of the Head of the Department to which you are assigned, and the Executive Officer or Department Head will then talk to you and explain your future work.

There should be plenty of time left in the day for you to see the Disbursing Officer and Supply Officer and take care of other routine items. Most large stations will give you a check list of things to do the day you report. Just follow it.

#### *Endorsement of Orders*

The Captain's Yeoman will take your orders and prepare them for the Captain's signature, showing that you have reported to that station. He will notify you when to return and get them.

#### *Compliance with Orders*

You will have to notify the district that you are now stationed in that district. Some stations attend to this for officers. Ask the Yeoman when he takes your orders for endorsement if he prepares the compliance-with-orders letter, or if you have to prepare it yourself. If you have to

prepare it, you will type a formal Navy or Coast Guard letter according to the form set forth in the regulations.

Those in the Naval Reserve must also see that the Compliance with Orders "B" slip is sent to the Bureau of Naval Personnel, which indicates that you have carried out your orders to report. No such procedure is followed in the Coast Guard.

#### REPORTING IN WASHINGTON, D. C.

Officers reporting in Washington to an office or bureau will follow the routine procedure for reporting. Some officers will be ordered to the Bureau of Naval Personnel, which is now located in the Arlington Annex. The easiest way to get to Arlington is to go to the Navy Department Building on Constitution Avenue and take the Navy bus marked "Arlington Annex." These busses run approximately every fifteen minutes.

Salute and show your identification card to the Marine on guard at any door or gate you enter.

#### B. ENLISTED PERSONNEL

##### REPORTING

Enlisted personnel usually are sent in a draft from a training school or from one activity to another. This simplifies the procedure for them since the officer or petty officer in charge takes them where they are to report. The individual members of the draft do not have the actual responsibility of reporting.

Enlisted personnel reporting individually to an activity should report to the petty officer in charge of the department to which they are assigned or to the personnel office, where they will be informed as to the correct procedure.

Enlisted personnel reporting in Washington, D.C., report to the Commanding Officer of the receiving station. Enlisted personnel of the Coast Guard report to Enlisted

Assignment Division, Room 3211, Coast Guard Headquarters, during office hours and to the duty officer, Room 7117, at all other times.

Personnel report ready for work. The navy-blue shirt should be worn in winter, and the working uniform in summer.

### OBSERVING THE CHAIN OF COMMAND

It is a cardinal mistake for Naval personnel to circumvent the Chain of Command.

The importance of the Chain of Command presents a recognizable difficulty for women who have so recently come from civilian life into the long established routine of the Navy or Coast Guard. In order that the enormous Naval organization may function with efficiency it is necessary to free the leaders from as much routine as possible and equally essential that some one may be aware of everything that is taking place at all times. For this reason a succession of authority has been arranged which functions both upward and downward.

Every activity in the service has its special Chain of Command, and one of the first tasks of any Naval person assigned to an activity is to determine the Chain of Command on that station and the way in which he fits into it.

The Commanding Officer will always be at the top of the Chain with the Executive Officer immediately under him. Whenever the Commanding Officer is "ashore" the Executive Officer succeeds to the authority during the Captain's absence. The Heads of Departments, followed by the Division Heads, come next in the Chain. Many stations do not clearly define the Divisions; but smaller units of Departments can be assumed to be Divisions with the Sections recognizable as units within Divisions.

In routing official correspondence or requests, remember that they must be sent from Sections to Division Heads to

Department Heads. The Department Head will make the decision as to whether the request or other communication is to go any further. If the request is purely interdepartmental, the answer will come back to the sender from the Department Head. If the request must be considered by the Commanding Officer, it will be endorsed and forwarded by the Department Head to the Executive Officer for presentation to the Commanding Officer.

Requests to a Naval Bureau or to the Coast Guard Headquarters must be sent in the name of the Commanding Officer unless it is a purely personal affair. Requests for change of duty, transfer, leave, change of name, or any other matter which is strictly between the Bureau of Naval Personnel or Coast Guard Headquarters and the individual will be sent in the name of the person asking the request via the Commanding Officer. But even these requests should be shown to the Department Head under whom you work. He will initial it and send it on. The Head of the Department is responsible for everything concerning his Department, and all the foregoing matters will indirectly affect his Department.

Enlisted personnel in the Women's Reserve will forward through the Division Officer in charge of their barracks any personal problems which may affect them or may necessitate official correspondence. If there is no quartering arrangement on the station and the Ship's Company has no supervising member of the Women's Reserve as Division Officer, all correspondence and requests will be routed through the head of that office to the Department Head and on to the Executive Officer.

It is obvious that all Navy business will be handled by the Division and Department Heads, and persons not in these positions will discuss what they need or want with one of them, or at the most submit a memorandum to the immediate superior requesting supplies or anything else that is needed.



The Women's Reserve is a part of the Naval Reserve or the Coast Guard Reserve, and there is no special Chain of Command for members of the Women's Reserve.

Never go over your Department Head to any other Department Head. Once in the service, you can no longer pick up the telephone and discuss matters with an official in another department or complain to any Department Head except your own. Complaints and requests to other departments must come from one Department Head to another.

## Chapter II

### UNIFORMS

It is a privilege to wear the uniform of the United States, whether it be Navy, Coast Guard, Marine Corps, or Army. The fact that this privilege has been granted to women is something for which they may all be proud.

The varied climates in which the uniform is worn in the United States necessitate a corresponding variation in the regulations. Commanding Officers have the authority to regulate adjustments of the uniform to meet special conditions. For instance, on some stations where the heat is intense the Commanding Officer or senior officer present may order the permanent removal of the jacket or even the wearing of a special uniform of the day. While personnel are under the jurisdiction of a station they must comply with the orders of that station.

The Government allows officers \$250 and the enlisted personnel \$200 for the purchase of uniforms. Out of these sums a complete set of standard uniforms may be obtained. There are several optional items of uniform, but everyone must maintain the basic articles which may be ordered as uniform of the day. Enlisted women are not required to own several items, such as the winter overcoat or the summer white uniform, but many may choose to purchase them. Enlisted personnel after a year in the service are entitled to a gratuity of \$12.50 quarterly for uniform maintenance.

Remember that even in uniform individualism asserts itself. You can be just as conspicuous in uniform for lack of good taste as you can be in civilian clothes. A woman

in a clean, well-pressed uniform looks as smart as any civilian in a tailored suit, but an important part of this impression is careful grooming. No matter how exhausting the day has been, it is necessary to spend a few minutes each night in keeping your uniform and accessory equipment up to correct Naval standards. Many women in uniform will feel that their hours are so long and their work so demanding and that they can neither find those few minutes nor spare them from a night's sleep. They should remember that the Navy demands that each person present the best possible appearance at all times, and one untidy-looking member of the Women's Reserve is a reflection on the entire group.

#### SPARS AND WAVES

There are slight variations between the uniforms of the Spars and the Waves, although the basic uniforms are identical. All Spars wear on their collar tabs a pin of gold crossed anchors and disc, while all Waves wear the blue and white fouled anchor and three-bladed propeller of the Waves. Spar officers wear the Coast Guard insignia on the hat and the gold shield of the service on the sleeve just above the rank stripes. Enlisted Spars wear "U.S. Coast Guard" on the riband of the hat and the white shield on the lower sleeve. Wave officers wear the insignia of the Navy on the hat. Enlisted Waves wear "U.S. Navy" on the hat riband. Each service has distinctive buttons. Officers wear gold buttons; and enlisted personnel, navy-blue plastic ones.

#### ACCESSORIES

No accessories of any kind, not prescribed, are to be worn with the uniform. One woman made the mistake of attempting to "pretty up" the uniform by adding a corsage, and a young officer was seen at a dance with flowers in her

hair. It is an honor to be allowed to wear the uniform and a woman willing to give her time to her country will also be willing to forego the frills of civilian clothing.

#### THE BASIC UNIFORM

You will probably own three types of basic uniform: a navy-blue wool (service dress, blue); a working uniform; and a white summer uniform (service dress, white). Enlisted women are not required to own the white summer service dress, but many prefer to do so. Many officers increase their wardrobe by having a worsted or gabardine uniform for spring and fall.

The uniform will vary with the season. Every Naval district sets its own calendar of winter, spring, fall, and summer and issues orders from the district headquarters establishing the date for wearing the uniform of the season. Usually the northern districts consider that summer begins around May 15 or June 1; fall, about October 1; winter, November 15; and spring, about March 15. The southern districts may not order the winter uniforms at all, while on the west coast the summer whites are not made compulsory.

The attached charts show the various items of apparel worn during each season. Generally, however, it can be assumed that in winter the basic uniform is the navy-blue wool; in summer, a cotton and a dress suit of white. However, if anyone wishes to enlarge her wardrobe at her own expense, she may purchase suits made out of any approved material.

The uniform is worn with dignity. No one is to walk along the streets, sit on trains or in public places with the jacket unbuttoned. At work in the work uniform the jacket may be removed, and when it is exceedingly hot permission may be given to remove the jacket as one would any suit jacket.

The following is the standard designation of uniforms:

*Commissioned Officers and Chief Petty Officers*

1. *Service Dress, Blue, A.* Navy blue jacket, Navy blue skirt, white shirt, Navy blue hat, black gloves, beige hose, black shoes. White gloves may be worn for dress occasions. Reserve blue shirt may be worn for work.
2. *Service Dress, Blue, B.* Same as Service Dress, Blue, A, but with white hat cover and white gloves.
3. *Service Dress, White.* White jacket, white skirt, white shirt, white hat cover, beige hose, white shoes, white gloves.
4. *Working Uniform.* Gray shirtwaist dress, gray jacket, gray hat cover, black tie, black shoes, beige hose. Black gloves shall be optional with this uniform.

*Other Enlisted Personnel*

1. *Service Dress, Blue A.* Navy blue jacket, Navy blue skirt, Navy blue hat, Navy blue shirt, Reserve blue tie, black gloves, beige hose, black shoes. The Reserve blue or white shirt and white gloves may be worn for dress occasions only.
2. *Service Dress, Blue B.* Same as Service Dress, Blue A, but with Navy blue and white hat and white gloves.
3. *Service Dress, White.* White jacket, white skirt, white shirt, Navy blue and white hat, beige hose, white shoes and white gloves.
4. *Working Uniform.* Gray shirtwaist dress, gray jacket, gray hat cover, black tie, beige hose, black shoes. Black gloves shall be optional with this uniform.

## THE SHIRTS

The regulations governing the wearing of the various shirts vary slightly from district to district and have changed since the original rules were issued, therefore personnel must be familiar with the newest regulations.

*The white shirts*, either long or short sleeved, may be worn by enlisted personnel only for dress occasions but they may be worn by officers and Chief Petty Officers at any

time. The long-sleeved silk shirt is usually worn by officers and Chief Petty Officers only on dress occasions because it is the only way to "dress-up" and they like to save it for formal and dress occasions. This is an all year around shirt and is worn in winter with the navy-blue uniform and in summer with the white uniform. The short-sleeved white shirt is usually worn in spring and fall and if the jacket may be removed when wearing this shirt officers wear collar bars. Enlisted personnel do not wear rating badges on either of the white shirts since they may only be worn for dress and the jacket is not removed.

*The reserve blue shirt* is the dress shirt for enlisted personnel. They never wear it to work unless it is the uniform of the day and no rating badges are worn on this shirt. Officers and Chief Petty Officers wear the reserve blue shirt for work or travel and when wearing it if the jacket may be removed officers wear collar bars.

*The navy-blue shirt\** is the work shirt for enlisted women other than Chief Petty Officers. Petty officers when wearing it must wear the rating badge.

## THE TIE

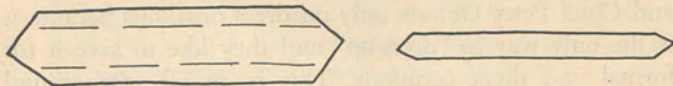
Since the eighteenth century a distinctive style of tie has been a feature of the Naval uniform, and with the creation of the Women's Reserve uniform the tie was retained. It is tied in a square knot (see attached sketch) and the ends are pulled out toward the arms.

*The black tie* is worn with all shirts except the navy-blue. This tie may be washed if care is taken.

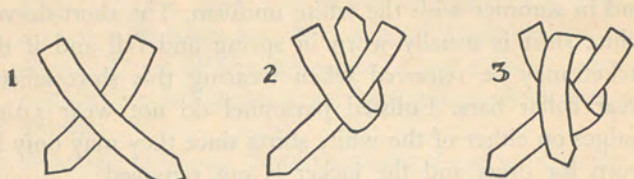
*The reserve blue tie* is worn only with the navy-blue shirt. This tie also may be washed, but extreme care is necessary to preserve the sheen; and for this reason dry cleaning is probably advisable.

\* Officers may wear the navy-blue shirts now in their possession until the shirts are no longer serviceable.

## THE TIE



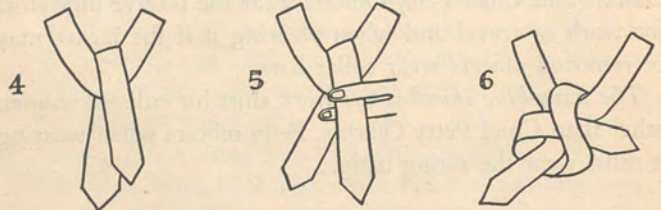
Fold tie from both sides in to center until it is about  $1\frac{1}{2}$  in. wide.



1 Right side should start about 2 in. longer than left side.

2 Cross right over and bring up under left.

3 Bring right down, thumb under left end, index finger over left, and middle finger on top of right end.

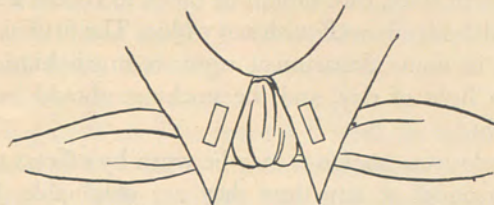


A simple way to tie the tie is to hold one end between thumb and index or first finger and the other between index and middle finger of the left hand and follow the six simple steps sketched above.

## COLLAR BARS

If the jacket may be removed, collar bars must be worn by an officer as part of the uniform. The 1944 uniform regulations state that the jacket should be removed only when wearing the working uniform. Thus collar bars would be worn on the collar of the gray shirtwaist dress. In spite of the rounded edge of the collar of the working uniform, the bars should be pinned approximately one inch in from the front edge and two-thirds of an inch up from the lower edge.

## CORRECT PLACEMENT OF COLLAR BARS



Pin them straight with the front line of the collar. If worn on a shirt, the bars should be pinned approximately one inch in from the front and one inch up from the point of the collar. (See sketch.)

## RATING BADGES

All petty officers will wear on the sleeve of the jacket and on the sleeve of the navy-blue shirt, the working uniform and the working smock the badge of their rating. The ratings earned by women are mostly "left-arm" ratings which means the badge is worn on the left arm. The rating badges for women are slightly smaller than those for men, and this difference must be checked when purchasing badges. They are to be sewn midway between shoulder and elbow, which is five to six inches below the shoulder and slightly forward, so that the rear edge of the badge comes down the center of the arm as the arm is seen hanging down.

## THE STOCKINGS

Practical considerations as well as patriotism dictate the wearing of lisle stockings. Once accustomed to the wearing of the good-grade lisle authorized by the Navy, many women prefer them even though silk is permitted. As it would be highly impractical to wear silk stockings marching in ranks daily, all personnel in training are required to wear lisle stockings during all seasons.

*Lisle stockings* are worn for drill by all members of the Women's Reserve. They may be worn all year round if

desired. If stockings are purchased in other than an authorized uniform store, care should be taken to choose a neutral shade which blends well with navy blue. The artificial light provided in many department stores is much kinder than the harsh light of day, and the stockings should be tested in daylight.

*Silk and rayon stockings* may be worn by officers and enlisted personnel at any time they are obtainable. In silk and rayon stockings, the colors which run toward the sand shades look better with the uniform than colors containing a reddish hue.

*A navy-blue ankle sock* may be worn with the aviation coveralls, the exercise suit, and with the slacks.

Other types of stockings are not permitted. Mesh stockings and stockings with clocks, decorations, or fancy heels may not be worn at any time.

Stockings must be worn with the seam inside. (Some women believe that stockings worn inside out appear more sheer. This may be so; but they are less attractive because the seam stands out on the leg and attracts undue attention.)

Personnel in uniform should never wear a stocking with a run. Even a run which has been mended gives an ill-groomed appearance, and until the stocking situation in the United States becomes considerably more acute than it is, there is no reason to wear mended stockings. It is not permissible to go without stockings or to wear liquid hose.

#### THE SHOES

The very character of the tailored suit demands a substantial shoe for street wear. The sturdy black Oxford required by the Navy and Coast Guard for marching and for work is practical and in good taste.

*The black Oxford* is worn while in training and at any time for drill. It is also permissible to wear the Oxford for

any dress occasion. This shoe may eventually be a standard required shoe, but at the present time any black four-, five-, or six-eyelet laced leather Oxford with a 1½-inch heel, plain toe, and black stitching is acceptable. Suède or patent leather may not be worn.

*Black pumps* may be worn for work or for dress occasions, except with the white uniform. They must not have open toes or heels; and the heel itself must not be higher than two inches. Like the Oxford, the pump must not be suède or patent leather.

*The monk-strap* shoe, so favored by the male Naval officers, may be worn for work or dress in place of the pump.

*White summer shoes* are to be worn with the white summer uniform and they may be Oxfords, pumps, or monk-strap shoes. They may be white buckskin, and the heels may be leather-covered, built-up leather, or wooden.

#### THE HAT

The hats for the Naval Reserve and the Coast Guard Reserve are basically the same. Officers wear the navy-blue, brimmed, stiff crown hat with interchangeable covers; and enlisted women, the navy-blue, brimmed soft-crown hat—not unlike the crew cap so popular in recent years with the younger college group.

*Officers* in the Navy and the Coast Guard use the navy-blue hat cover for winter, the white hat cover for spring and summer, and gray with the working uniform, the Naval Reserve officers wearing the standard Naval officer insignia on the front of the hatband and the Coast Guard Reserve officers the spread eagle and shield of the Coast Guard. An officer should wear her hat straight on her head and not tipped rakishly to one side. Hair should not show on the forehead (bangs are not considered military), and just enough hair should show below the hatbrim all

around the head to soften the hat line. The hair must not cover the collar.

Change the hat cover often enough to keep it clean. The hat is a distinctive feature, and civilians quickly notice a soiled hat cover.

A *garrison cap* may be worn by officers and chief petty officers within station limits when prescribed by the Commanding Officer.

*The enlisted personnel's hat* has had one difficult feature: it is very hard to keep clean. But provisions may be made for changeable covers. This means that of the two hats purchased one should be kept for dress occasions. In winter enlisted women of the Navy and the Coast Guard wear the hat with the navy-blue crown and the black silk band bearing "U.S. Navy" or "U.S. Coast Guard" in gilt letters across the front. In spring and summer the crown is white or grey. This hat must be worn with the brim rolled up in back and turned down in front. It should not be worn too far back on the head, and it should not be worn rolled all around.

The Navy has authorized a wrap-around turban-type head and hair cover for those women working in aviation assignments. This is called the aviation coverall cap and is of navy-blue cloth. It may be worn at work when the aviation coveralls are worn.

*The havelock* covers the hat and extends down over the shoulders as a protection against rain. For officers the havelock is of navy-blue material, similar to the raincoat, and for enlisted women it is of a transparent waterproof material. When wearing a havelock, women should be careful not to toss the ends up on top of the hat or bunch it up and expose the water-repellent crown cover\* worn beneath it. This is very unsightly, and as the havelock makes eating difficult it is better to remove it altogether when indoors. The crown cover should never be worn alone, in place of the havelock.

\* Called "icebox bag" by Midshipmen.

### COATS

Two types of coats are designed, the raincoat and the winter overcoat. It may not be necessary for women stationed in the South to purchase the overcoat since it is not a required item unless they anticipate transfer to the northern stations. The raincoat is navy blue with no markings for either officers or enlisted personnel and is similar to the men's raincoat. The overcoat has the rank stripes on the sleeve. Both the raincoat and the overcoat must be worn buttoned at all times. The raincoat may be worn over sports clothes since it has no distinctive Navy features and bears no insignia.

A muffler or scarf may be worn with the raincoat or overcoat in winter. It must be white and may be of silk, rayon, or wool. Beware the soft woolen muffler which leaves your uniform covered with lint that is almost impossible to remove. The muffler or scarf must be kept clean.

### THE PURSE

The satchel-type purse, worn on a strap over the right shoulder and across the chest (adjustable buckle to the front), leaves the arm free for saluting and provides plenty of room for carrying orders and papers. With all except the summer white uniform, it is worn over the shoulder and is of black leather. With the summer white uniform, the strap is removed, a white slip cover is fitted over the purse, and it is carried in the hand.

### GLOVES

A wide latitude is allowed in style and type of gloves, except that black suède may not be worn. In winter the gloves are black leather or fabric. They should be short and as plain as possible, without fluted edges or appliqué. In spring and summer and on winter dress occasions, they are white, but otherwise resemble the black winter gloves.

Washable white gloves are the most practical for work, as they must always be spotless and this is the only kind which assures a constant supply of clean gloves. Even when wearing the raincoat and havelock, personnel must have gloves that conform to the order of the season. Black gloves are optional with the working uniform. Black stitchings on white gloves and white stitchings on black gloves are not permitted.

The regulations state that the glove must be short; and a glove well fitted around the wrist is more attractive than a glove cuff which either hides the uniform sleeve or forms a bulge under the cuff. The material of the glove should also be in keeping with the occasion. Kid not only is impractical for work but is a very formal material, unsuited to military uniform.

Gloves should be worn whenever possible, but in excessively hot weather it is permissible to carry the gloves in the purse or hand.

At a tea or reception in a private home, you may remove your gloves and leave them with your coat and purse. If you have retained your purse and coat, remove your gloves and place them in your purse when the food is served. Women do not need to remove the glove when shaking hands; but it must be removed when an oath is taken.

#### SPECIAL UNIFORM APPAREL

Tight skirts and stiff hats do not lend themselves to manual labor around an airplane or in a chemical laboratory. For personnel doing this type of work, the Navy has authorized a practical work outfit.

*The aviation coveralls* are a cotton one-piece blue overall type outfit with large pockets. They are similar to the coveralls worn by all aviation mechanics. With these overalls are worn socks of navy blue and a turban-type head covering. This outfit is to be worn only on the actual job; in

traveling to and from work the regular uniform will be worn, unless you are directed otherwise.

*Slacks* are also permitted in certain activities, and they will match the jacket which is worn in that season. Navy-blue socks may be worn with the slacks. This is also merely a work outfit, and the uniform must be worn to and from work unless you actually "live on the job"; in that case the officer in charge may permit the wearing of slacks from the barracks to work.

*The working smock* serves the purpose that dungarees do for men, and will be worn over the uniform skirt—which it must cover. It is reserve blue.

*The exercise suit* is worn for gymnasium classes and may be worn for any physical exercise.

#### SPORTS

Sports clothes are permitted for active sports. "Active sports" is to be interpreted as actual participation in active sports. Thus the uniform should be worn to the gymnasium, where the change is made into sports clothes.

Naval personnel should not ride on any public conveyance out of uniform. In case of accident the uniform is necessary as a means of identification for hospitalization or legal care.

Permission to ride a bicycle to and from work while in uniform may be granted by the commanding officer, where transportation is very difficult.

Social dancing is not considered as an active sport; but square dancing may be, especially if it is in a gymnasium or is supervised by the recreation officer. Sports clothes should be taken to the gymnasium and put on there, especially if you intend to go to a public eating place for refreshments after the dancing. It is not permissible to leave the sports area and enter any public eating place out of uniform.

On a camping, hunting, or fishing trip the uniform must

be worn to the actual camping or hunting area. If it is necessary to use a public conveyance to get to picnic grounds, the uniform should be worn.

#### HOW TO TAKE CARE OF THE UNIFORM

A good strong clothes brush is essential to the neatness of the uniform. Brush your uniform briskly every time you take it off, and let it hang outside the closet at night or for a few hours after removing it. The next time you put it on, it will be a good deal fresher. If you can afford several uniforms, wear them in turn. This will make them last longer; besides, the hanging after each wearing will help them retain their shape. At the least, you should have two skirts and wear them alternately.

Be critical of your own clothes. Hold them up before you in daylight, and see that they are not spotted and mused beyond the "hanging-out" stage. You will find that suits worn alternately should go to the cleaner, on an average, once every two or three weeks.

Obviously the uniform must be hung on a hanger whenever it is removed, in order to avoid wrinkles. The skirt should be placed on a skirt hanger, or two clothespins can be bought and rigged up in the closet to hold it. The hat should be placed on a hat form or stuffed with paper. This is especially true of the enlisted woman's hat, because the soft crown shows wrinkles even when worn snugly on the head.

Some officers stationed where the air is salt find that painting buttons and gilt insignia with clear nail polish helps to keep them from tarnishing. If they do tarnish, it will probably be necessary to buy new insignia.

One Naval officer's wife cushions her husband's chair with canvas to keep the serge of his uniform from becoming shiny; and a housewife tells me that a dry crust of bread, rubbed briskly over elbows and other shiny areas will take away some of the shine. Nevertheless, those of us who have

been in the Navy for a good many months have had to face the fact that it is necessary sometimes to discard a uniform or save it for a rainy day.

In washing the white cover of her hat the enlisted woman must see that the navy-blue brim does not run into the white. Probably the best way is to scrub the crown with a brush and thick suds and then stuff it with a towel or tissue paper, shaped to fit the crown. Place it right side up, so that the navy blue will not run down into the white.

There will be a certain amount of shrinkage when the officer's hat cover is washed unless a form or block is used. A round cookie tin padded with a bath towel makes a fair substitute block. Some officers have discovered that the hat cover dries satisfactorily if it is dipped in a cold-water starch, squeezed in a bath towel, and replaced on the hat over the water-repellent crown cover. For added crispness it may be taken off after an hour, ironed while still damp, and then replaced.

When washing the gray seersucker uniform, first remove the shoulder pads, then wash in water that is not excessively hot. For best results use a mild soap suds in warm water. Rinse thoroughly, wring out gently or roll in a bath towel and squeeze the water out. It is best not to use starch but shape the uniform while it is still wet and then iron with a medium hot iron.



CHART SHOWING IN GENERAL THE

Occasion	Suit	Blouse	Tie	Rating Badge or Collar Bars
<i>Work</i>				
Winter	Navy-blue	† O. White O. Reserve-blue E. Navy-blue	Black Black Reserve blue	* Worn Worn
Spring and fall	Navy-blue	Same	Same	Same
Summer	Working uniform		Black	Worn
<i>Dress</i>				
Winter	Navy-blue	White E. Reserve blue	Black Black	Not worn Not worn
Spring and fall	Navy-blue	Same	Same	Same
Summer	White	White	Black	Not worn
<i>Train or Travel</i>				
Winter	Navy-blue	O. White O. Reserve blue E. Navy-blue	Black Black Reserve blue	* * Worn
Spring and fall	Same	Same	Same	Same
Summer	*Navy-blue or Working uniform	White	Black Black	Not worn Worn
<i>Reporting for Duty</i>				
Winter	Navy-blue	O. White O. Reserve blue E. Navy-blue	Black Black Reserve blue	* * Worn
Spring and fall	Navy-blue	Same	Same	Same
Summer	Working uniform		Black	Worn
<i>Weddings</i>				
Winter	Navy-blue	White	Black	Not worn
Spring and fall	Same	Same	Same	Same
Summer	White	White	Black	Not worn

\* Depends on activity to which attached. † O, Officers only. E, Enlisted only

UNIFORM BY SEASON AND OCCASION

Purse	Gloves	Hat	Shoes	Stockings	Protective Cover
Black	Black	Navy-blue	Black Oxfords or pumps	Rayon or lisle	Coverall or Reserve blue smock (where prescribed)
Black	White	White	Black Oxfords or pumps	Rayon, lisle or silk	Same
Black	Optional	Gray	Black Oxfords or pumps	Silk or rayon	Same
<hr/>					
Black	White	Navy-blue	Black pumps	Silk or rayon	
Black	White	White	Black pumps	Silk or rayon	
White (no strap)	White	White	White pumps	Silk or rayon	
<hr/>					
Black	Black	Navy-blue	Black Oxfords or pumps	Lisle or rayon	
Same	White	White	Same	Same	
Black Black	White Optional	White Gray	Black Oxfords or pumps	Silk or rayon	
<hr/>					
Black	Black	Navy-blue	Black Oxfords or pumps	Lisle or rayon	
Black	White	White	Black Oxfords or pumps	Lisle, rayon or silk	
Black	Optional	Gray	Black Oxfords or pumps	Silk or rayon	
<hr/>					
Black	White	Navy-blue	Black pumps	Silk or rayon	
Black	White	White	Black pumps	Silk or rayon	
White (no strap)	White	White	White pumps	Silk or rayon	

### Chapter III

## YOUR PERSONAL LIFE AND CONDUCT

### REQUESTS FOR CHANGE OF DUTY

A REQUEST for a change of duty may be made only for the "good of the service"—not for your personal well-being and only then after six months of service. It is pointed out to volunteers when they join that they may be sent anywhere within the continental United States; and each person signs a statement that she will join without any mental reservations. This means that the Navy sends you where it pleases, be it back to your home town or across the continent. One Bostonian joined the Women's Reserve of the Naval Reserve and was sent to Northampton, only ninety miles away, where she was stationed for nine months without change. Then one day orders came for Temporary Additional Duty, and in glee she exclaimed: "Now I shall see the world!" But the temporary duty was—in Boston! In the year that she has been in the Navy she has never been more than ninety miles from her home.

The Navy has jobs to be filled, and cannot accept requests for changes of duty unless they are valid improvements for the service.

### REQUESTS FOR LEAVE

Leaves are favors granted by the Navy to its personnel only for valid reason during any war period. No one is "entitled to leave" or "due for some leave," unless he has been in battle where, naturally, different considerations determine the granting of leave. Regardless of how hard

you are working for the service, you should not request leave unless there is real necessity for it.

Leave requests, other than week-end leave, should not even be submitted until you have served at least six months. A leave request to visit friends, family, or to sight-see is not acceptable. If you are needed in an emergency at home, or if you want time in which to be married, or to handle your personal affairs, you may put in a formal request, which may be granted if your services can be spared on the station.

### NOTIFYING THE BUREAU OF ADDRESS DURING LEAVE

Personnel in the service must be available at all times. For this reason the Bureau of Naval Personnel or the enlistment Assignment Division of the Coast Guard (in the case of enlisted women) or the station to which you are attached must be notified of any change of address while you are on leave.

While on leave all that is necessary to notify the station of a change of address is a telegram to the Officer of the Day:

OFFICER OF THE DAY

NAVAL TRAINING STATION, SAMPSON, N. Y.

MY ADDRESS FOR THE NEXT TWENTY-FOUR HOURS WILL BE  
BAKER HOTEL, NEW YORK CITY.

ENSIGN HELEN JONES

This holds true for either week-end leave or leave of absence.

If you are detached from one activity and not yet attached to a new activity, notify the Bureau of Naval Personnel directly of any change in your address during any leave or proceed time. This is only necessary when a change of address means that the Bureau could not locate you immediately. Therefore, if you are not to be at the permanent address listed in the Bureau or at the address

given at the station from which you were just detached, you should wire the Bureau:

BUREAU OF NAVAL PERSONNEL,  
ARLINGTON ANNEX, NAVY DEPT.,  
WASHINGTON, D. C.  
ADDRESS DURING LEAVE CHANGED TO BAKER HOTEL, NEW YORK  
CITY.

ENSIGN MARY SMITH, USNR

The officer's Bureau of Naval Personnel jacket number may be added.

#### TWENTY-FOUR-HOUR DUTY FOR OFFICERS

All officers are considered to be on duty twenty-four hours a day. If their work is finished, they may secure\* in the late afternoon; but no officer may leave unfinished work which is due. No excuses will be accepted for a report or paper that is not turned in on time. Often this means that Yeoman and officer work all night to turn out a report which is due the next morning. No matter what the job is, it must be done, and the report turned in on schedule.

Never leave your Watch with work undone or material incomplete. The relieving Watch Officer has no time to gather together your loose ends. No matter how pressing an engagement may be, or what plans you may have made, the termination of your Watch does not entitle you to leave at once unless everything is in order and you have been properly relieved. It is expected that women in the service will accept upset plans with good grace and a cheerful "Aye, aye, sir," no matter how irksome the task assigned may be.

No one will ask to be relieved of her Watch or to substitute a Watch for personal reasons and without valid justification. No person on Watch will take a drink or leave her post.

\* "To Secure" in Naval terminology means to go off duty after all work is finished.

Your responsibility to the service is for twenty-four hours of the day, and if something occurs during your tour of duty which necessitates the guidance or authority of an officer, you are obliged to exercise that authority. In any crisis the officer present must take charge. This applies to women officers wherever women are concerned.

#### RELATIONS WITH THE PRESS

The Navy does not intend to stifle professional interests or ambitions, so long as they do not hinder your work for the Navy. You may publish material on professional, political, or international subjects, if you sign and attach to the article a statement to the effect that the opinions contained in the article are the private ones of the author and are not official views of the Navy Department. Any material dealing with the Navy or Coast Guard must be approved for security by the Washington office of Public Relations, and the district office may be asked for help and advice and local approval. Copies of all published material should be sent to the Secretary of the Navy with place and date of publication for the files of the Navy Department.

During war no one except the public relations officer may act as a correspondent for any journal or radio station (the public relations officer may do so only without remuneration) unless given special permission by the Secretary of the Navy. [See revised Articles 113-114 *Navy Regs.*]

A public relations officer should be present whenever anyone in the service is interviewed or photographed for publication. Off-the-record interviews are dangerous, and misquotation may expose Navy personnel to serious trouble. (See also "Newspaper and Press Notices," p. 95.)

#### MEDICAL CARE

The Navy provides medical care for all Naval personnel, and the personnel are expected to utilize that service. If you

are taken ill away from your station, report to, or call, the nearest Naval hospital or dispensary. If no Naval dispensary is near, then a statement from the civilian doctor should be obtained for submission to the commanding officer and disbursing officer. Naval doctors will notify your station of the illness if you are unable to do so, especially if it requires an extension of leave. Otherwise you must notify the station immediately.

The Coast Guard, through the Public Health Service and Naval facilities, provides medical and dental relief for all personnel, and they are expected to utilize such service. If you are taken ill away from your station, report to or call the nearest Coast Guard or Naval station, stating the facts. If no government facilities are available, medical relief obtained while away from your regular station in a non-duty status (that is, while on leave or liberty) will not be paid for by the government and is a personal obligation of the individual. Medical certificates to cover any absence incurred should be obtained from the civilian physician.

The activity must always be notified when medical treatment is obtained. When medical relief is obtained from civilian facilities your Commanding Officer should be notified. If emergency treatment is furnished by Coast Guard or Naval facilities under these conditions, the unit furnishing relief will make the report to the Commanding Officer.

#### PLATFORM APPEARANCES AND SPEECHES

Members of the Women's Reserve are asked frequently to speak or appear publicly before a club or on a program. These invitations are flattering because they show the interest of the general public in the Navy or the Coast Guard and in the work the women are doing.

The Commanding Officer, probably through the Public Relations Officer, will detail someone for that purpose. Explicit orders will be given indicating where the appearance is to be, the type of meeting, and the method of

transportation. Whoever is detailed will carry out the orders and return to the station immediately upon completion of the assignment.

Many times no speech is required: the mere presence of a representative of the Women's Reserve is all that is necessary. If a talk is requested, the Public Relations Officer will help in preparing it and securing approval. The type of meeting will indicate whether or not the routine for reviews or salutes should be reread before attending the meeting.

The dress uniform is required for public appearances at which one woman represents the whole group and the Naval or Coast Guard service in general. The uniform should be flawless; excessive make-up avoided, and only the highest standard of personal conduct displayed. The hat should always be kept on when speaking. Gloves should be worn unless the affair is a luncheon or dinner meeting. No flowers or badges should be worn on the uniform.

#### WALKING WITH ESCORTS

Women in uniform on the street must not walk arm and arm with nor hold hands with their male escorts. To do so at any time is in bad taste, but particularly when wearing the uniform, which requires the highest standard of dignified conduct.

#### DRINKING

Members of the Women's Reserve of the Naval Reserve and the Coast Guard Reserve are not forbidden to drink except while in training. However, when they do drink they are expected to do so with discretion.

Women wearing a uniform naturally attract attention, and the public is inclined to assume that the behavior of one is typical of the behavior of all. For this reason it is the responsibility of every individual in the service to consider herself at all times as the representative of the Women's Reserve, and to make the best possible impression.

## SMOKING

Women should be careful to observe the social customs relative to smoking. At formal dinners or banquets the ranking officer indicates when cigarettes may be lighted.

Naval personnel should not smoke on the street. This is particularly applicable to women.

Women stationed in areas where smoking by women is considered incorrect should be circumspect about smoking in public. Do not attempt to reform the area: the favorable impression of the Women's Reserve as a unit in that area depends largely on your graceful acceptance of the local customs.

## CHEWING GUM

It is undignified to chew gum while wearing the uniform. The reason for this rule should be obvious to anyone who has ever watched a person chewing gum. Most training schools have a regulation that personnel may not chew gum while in uniform.

## YOUR ROLE AS AN ENLISTED WOMAN

It will not take you long to realize that you have joined a men's service. The routines have been worked out by men and for men through many years, and in so far as we adapt ourselves to them we are welcome. You have a "duration and six months" job, they have a career to make in the Naval service. Your role as an enlisted woman is to do the job at hand in the best way you can, as quickly as you are able, and thus hasten the end of the war.

## HOW TO TREAT OFFICERS

Enlisted women in the service must treat officers, both men and women, with deference and respect. The officer is a friend and guide to all enlisted personnel, and although

his training and position allow him special consideration, a good officer is his men's best friend.

Within the office and on the job your officer's word is law; but outside office hours no officer is entitled by his position in the Navy to win from an enlisted woman social favors that she does not care to give.

You must never argue with your officers, in the office or outside it. If an officer approaches you on the train or street and criticizes your conduct or uniform, you simply reply, "Aye, aye, sir," and make whatever adjustment is directed. You may later ask your Division Officer or the officer in charge of your barracks if the criticism was justified, but in doing this you must simply ask for information, without criticizing the officer. Never tell one officer that another officer told you to do something differently, unless the direct question is asked, "Who told you to do thus and so?"

Discipline and punishment in the Navy and the Coast Guard are obviously necessary to the maintenance of order and military regulations in the services as a whole. If you are found breaking a rule, regulation, or law, you will be disciplined by your Commanding Officer. Your Division Officer will be aware of your errors, and will be obligated to put you on report for any infraction. *You* made the mistake. Do not hold any grudge against an officer who is duty-bound to report you. Your officers have to observe the laws on reporting infractions, no matter how minor; and though many times they would like to ignore a mistake, for the good of the entire service they cannot.

When the tragic Coconut Grove fire occurred in Boston, many enlisted women gave aid and helped the stricken relatives. The need for their help was so great that they remained too long in Boston and missed train connections which would have returned them to their barracks on time. They were late, and there is a standard punishment for absence over shore liberty. No matter how tragic and extenuating the circumstances, and though the Commandant

of the First Naval District commended those women in a letter to their Commanding Officer, they had to be disciplined for breaking a regulation. The punishment was as light as it could be made; but a law is a law and must be obeyed. To the glory of the women it can be said that each one took the punishment with a smile, and no word of complaint was heard.

You may take your problems to your officers. They are interested in helping where they can. If one particular officer has been designated as division officer for enlisted women, all your problems should be taken to her. Do not violate the chain of command and go over her head or detour her authority. She is obligated to take your criticisms and suggestions to the Executive Officer, even if the criticism concerns herself.

#### YOUR SERVICE RECORD

Enlisted personnel have a running record of their work and leadership qualities while in the Navy or the Coast Guard; it is called their Service Record. All pertinent information such as enlistment papers, physical data, leaves, duty assignments, service training, promotions or reductions in rating, commendations and punishments are recorded in the Service Record which is carried by all enlisted personnel throughout their service.

Marks are given semiannually during the war by the person under whom they work. An average grade must be maintained over three to nine months to make one eligible for promotion. Thus, anything which mars the semiannual mark may keep an enlisted woman from increasing her rating and her salary. Keep your record clear, and do the best work you can at all times. The service is not so large that you cannot earn the reputation in the Navy—and especially in the smaller Coast Guard—of being argumentative, making mistakes or being frequently in trouble.

Every time you are put on the report, which goes daily

to the Executive Officer, for being late, untidy, or breaking any regulation, your semiannual mark is affected. Do your best to stay off report. These seemingly minor items can soon mount up to create an unfavorable impression in the mind of your Commanding Officer.

At the completion of enlistment your Service Record is filed permanently in the Bureau of Naval Personnel, and thus can be referred to in future years when questions come up as to your service in the Navy or the Coast Guard.

#### THE GENERAL MESS

Enlisted personnel will conduct themselves in the general mess with decorum. The general mess will usually be presided over by a petty officer who will be responsible for the entire mess. All complaints or suggestions should be taken to the petty officer in charge, and he or she is free to suggest changes in any person's attitude or conduct within the mess.

As with officers, the hat is not usually worn in the general mess, and any male officer entering, including the Captain, would remove his hat in courtesy to the enlisted personnel, just as any enlisted man entering officers' mess would remove his hat. Enlisted women have been permitted to wear their hats while in the mess.

#### WITHIN THE OFFICE

During the working day, you will probably be under the immediate supervision of a petty officer who is designated by the Division Officer as senior petty officer for that division. If men are still attached to the activity this will probably be a Chief Petty Officer with years of service who can be of invaluable assistance in all your working problems. Gather as much information and aid from him as you can. The more you know about your job and office, the easier the work becomes, and the more rapid will be your advancement. The Chief Petty Officer gets his orders

from the Officer in charge of the division or department and passes them on to the personnel under him.

If you are a yeoman for an officer or attached to a small activity, you will take your orders directly from the officer for whom you work. You will maintain a businesslike atmosphere within your office and speak only when the officer indicates that you are free to speak.

Within the office your demeanor and manners must be perfect. Never smoke at your desk unless the officer in charge has specifically said that you may do so. Never lean on the officer's desk when giving or receiving information. Stand when talking to an officer or when receiving orders, unless told to do otherwise.

#### CONDUCT OUTSIDE THE OFFICE

Your conduct outside the office should be as military as possible. Whenever you wear the uniform of the services you are obligated to do credit to that uniform and never by word or action to draw criticism on the Navy or the Coast Guard. Consider it as your duty to learn and observe the customs and courtesies of the service.

Wear the correct uniform, and wear it correctly.

Have all buttons policed.

Wear your hat correctly.

Never chew gum in uniform.

Never wear earrings or bracelets.

Have your shoes shined and your stockings clean.

Never remove the navy blue jacket in public or walk about with your jacket, overcoat, or raincoat unbuttoned.

Do not hang on your escort's arm or be overly affectionate in public.

#### CONDUCT IN THE BARRACKS

Some women find it irksome to live in a barracks with a great many other people. Men do too, but they accept it as

part of their job, and the women must do the same. Living in a small space with other people means that every individual must keep her own quarters in order and forget any selfish tendencies to claim for herself too much space or the best of everything. Your barracks will be supervised by an officer who is responsible for the cleanliness of the building, and equipment, and the appearance of personnel living there. Her responsibility for the building means that it may be inspected by the authorities at any time and must be in perfect order whenever it is inspected. She has the authority to make you keep your section shipshape.

There is a standard Navy way to do most things; but the personal belongings of women differ in many respects from those of the men, and so a little latitude has been allowed to them in placing their belongings. Thus the ways of the different stations will vary slightly, and each one must learn the way things are done on her station.

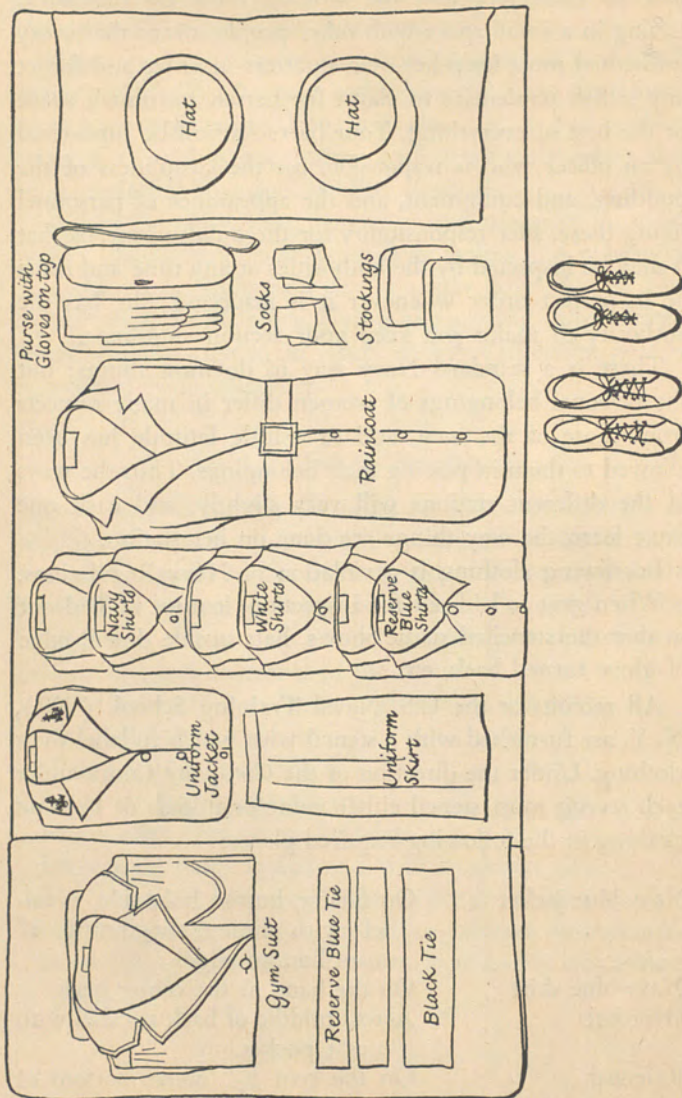
Borrowing clothing is a violation of Navy Regulations.

When gear is laid out for inspection, it must be laid out so that the stenciled name shows, hats upside down, edge of glove turned back, etc.

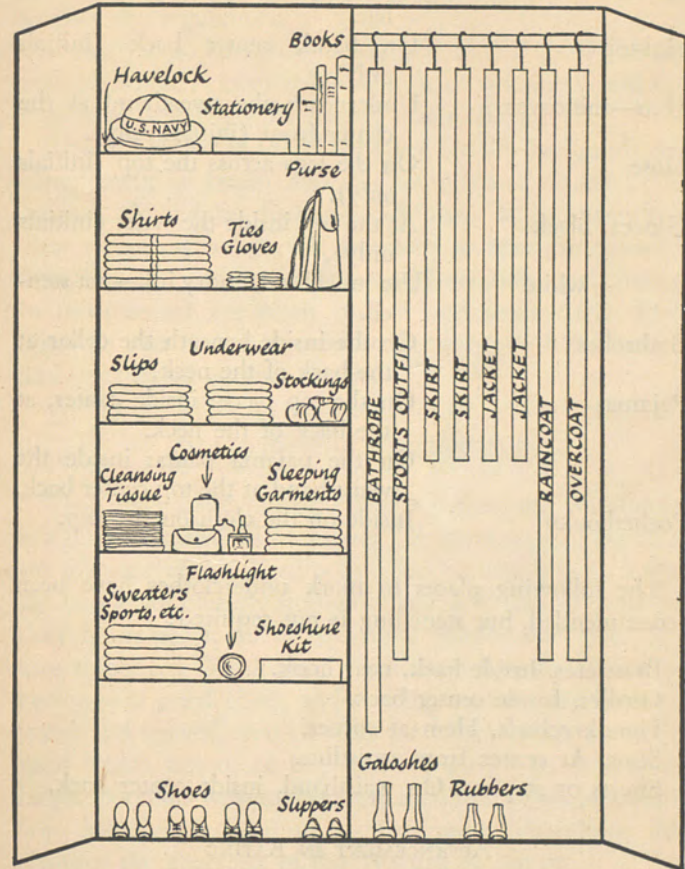
All recruits at the U.S. Naval Training School. (WR), N. Y. are furnished with a stencil with which to label their clothing. Under the direction of the Company Commander each recruit must stencil either name or initials or both on clothing in the following required places:

Navy-blue jacket	On facing, button hole side, parallel with lining, beginning 1" from bottom edge.
Navy-blue skirt	On the band at the center back.
Overcoat	Across middle of back parallel with breast pocket.
Raincoat	On the coat $\frac{1}{2}$ " above bottom of lining, center back.
Woolen lining	Same as overcoat.

SUGGESTED METHOD FOR STOWING A LOCKER



Gear laid out for inspection.



- Shirts, white, reserve blue, and navy On the inside facing near the hem on button hole side, parallel with buttons, starting  $\frac{1}{2}$ " from bottom (initials only).
- Ties, reserve blue and black Diagonally across the center (initials only)—old type; on narrow part of each piece—new type.
- Hats Inside the sweatband at the center back (initials only). Name to be



	printed on name tag sewed in hat.
Hat-top	On band, center back (initials only).
Hats—raincover	Underneath the sweatband at the center front (initials only).
Hose	On the legs across the top (initials only).
Gloves: black	At the top inside the wrist (initials only).
white	Use indelible laundry ink—not stencil.
Bathrobes	On the inside beneath the collar at the back of the neck.
Pajamas	On the top piece: inside center, at the back of the neck. On the pajama pants: inside the waist band at the top center back.
Pocketbooks	Inside on the cloth on the flap.

The following places to mark underclothes have been recommended, but stenciling is not required:

Brassieres. Inside back, near hook.

Girdles. Inside center back.

Handkerchiefs. Hem at corner.

Slips. At center front waistline.

Shorts or step-ins. On waistband, inside center back.

#### ADVANCEMENT IN RATING

An education officer will probably be attached to your activity. Most large stations have such an officer, who works with the enlisted personnel to aid advancement. If you are prepared to take an examination for advance in rating, or if you want to arrange a correspondence course, ask permission to talk to this officer.

To advance in rating in the Navy your service record must show a good conduct record for several months.

Therefore, it is important not to mar your record by failing to obey the regulations.

If there is no education officer you should study the Bureau of Naval Personnel Manual on advancement and discuss your problem with your division officer.

Remember that in the Navy every activity has an allotted complement on board, and this complement cannot be increased. Do not be discouraged if there is no vacancy in your rating just when you are ready to take the examination. The Navy moves its personnel frequently, and changes in complement are often sudden and unexpected. Keep ahead in your rating in order to be ready when the sudden and unexpected vacancy occurs.

#### WARDROOM ETIQUETTE

That inner sanctum of the Naval Officer, the Wardroom, is a place of manifold traditions. On shore stations much of the glamour of the Wardroom is lost because it is no longer the hub of an officer's after-work hours. When all your off-duty hours are spent in one small comfortable area, such as a shipboard Wardroom, where numerous conversations, evenings of good cheer, and exciting events have been enjoyed and relived, you develop an affection for the room itself which cannot be duplicated ashore. The greatly enlarged Navy of wartime and the inclusion of many officers who have never been in a Wardroom afloat have also changed the character of the Wardroom ashore.

Furthermore, the coming of the woman officer has made it necessary to open the sacred doors to other than males; and this is probably the greatest change. One noon, soon after the Women's Reserve was organized, I was taken as guest by a Commander of the Line to the Officers' Mess of a large Navy Yard. Admittance was denied me because I was a woman, and I was startled to hear the Commander say: "This isn't a woman. This is a Naval officer."

### THE OFFICERS' MESS

At shore establishments the Officers' Mess and the Officers' Lounge will probably be two separate areas. The station may not even supply a Wardroom in which officers may relax; but it will probably have an Officers' Mess, or several of them if it is a large station. Many stations will have an Officers' Club which will combine the features of the Mess and the Wardroom. No matter to what type of station you are attached, remember that there is a code of conduct for such places which should be observed by the woman officer.

#### *A Few General Rules of Conduct for All Messes*

1. Always be in full uniform in the mess. The mess is no place to relax into careless habits.
2. Officers must pay all mess bills promptly. The officers' mess is strictly a business arrangement, and you receive a subsistence allowance to pay these bills.
3. Make any complaints to the proper authorities. Do not criticize your fellow officers. Make constructive suggestions, or make none at all.
4. Do not use the mess as a lecture platform from which to announce your ideas of how the Navy should be run.

#### SMALL, FORMAL OFFICERS' MESS

If your station is a small one, or if your station has numerous small officers' messes which are run very formally, read the rules and regulations for messes aboard ship, and follow them as closely as possible. There are not many of this type during the war, and so a few words of caution should be sufficient:

1. The Executive Officer is the President of the Mess. If he does not eat in the Mess, he will designate the senior officer who will be President of the Mess.

2. In the Navy, you are late if you arrive after the Senior Officer Present. Therefore, you must arrive before the President of the Mess or apologize to him for being late.
3. Introduce your guests to the President of the Mess.
4. Arrange with the Treasurer of the Mess before bringing a guest. Sometimes there is a shortage of supplies and guests are not welcome.
5. Ask permission of the President of the Mess to be excused from the table if you must leave before he does.

#### LARGE INFORMAL OFFICERS' MESS

The enlargement of the Navy has necessitated the introduction of the large mess, often cafeteria style. The size alone makes many problems which can only be handled if each officer individually takes an interest and pride in the mess. Rationing and the limitation of the food markets mean that it is impossible to make every meal pleasing to everyone. Remember that you may yourself some day be the mess treasurer. He or she is probably doing the best that can be done under the circumstances.

No matter how large or informal the mess, officers must never criticize their superiors, the Navy, or their Commander-in-Chief. The good old Navy quotation, "Loyalty down begets loyalty up," holds very true in such situations. No one can expect from his fellow workers or those under him any more cooperation and devotion than he gives to his superiors.

#### ENLISTED PERSONNEL IN THE OFFICERS' CLUB OR MESS

The Navy and the Coast Guard have never permitted the male officer and enlisted man to mix socially. The authorities have felt that to break down the relationship of officer and subordinate on a small and confined ship area might lead to a slackening of authority which would be harmful when the battle crisis came. The entrance of edu-

cated and attractive enlisted women into the service has caused a special ruling to be invoked whereby male officers may take enlisted women out socially. This does not hold true on all stations; and, whatever the ruling may be, no officer should attempt to mix enlisted men or women and officers at an officers' club or mess. It will only cause embarrassment for the enlisted personnel, and it may cause the officer some trouble with his or her fellow officers.

#### WEARING OF THE HAT IN MESS

Hats were never worn in the Wardroom. Some old-time Naval officers were shocked when they first saw women in the Navy wearing their hats in the Wardroom or Mess. There has been some agitation to require women to remove their hats, but as it is practically impossible to remove the hat without readjusting the hair, and as the provision of facilities for recombining the hair is difficult, women have been wearing their hats in the mess on some stations.

#### SALUTES AND COURTESIES IN THE MESS

The requirement that no hats be worn in the Wardroom eliminated the necessity for men to salute in the area, and time has congealed this into the standing rule that salutes are not exchanged in the Mess.

Junior officers stand whenever a senior officer stops to speak to them in the Mess, and remain standing until the termination of the conversation, unless the senior officer indicates otherwise.

#### MARRIED WOMEN IN THE SERVICE

Many new problems in social behavior have arisen with the entrance of women into the service. Some married women now find themselves with a rank or rating superior to that of their husband and are often puzzled on social

occasions as to the correct procedure. Others are married to civilians or members of another service.

#### IF THE HUSBAND IS A CIVILIAN

The fact that a married woman is in uniform does not change certain social customs to any appreciable degree. At a hotel or club the husband will register for both, as follows:

Dr. and Mrs. Robert Fairfax  
2243 Oneida Street  
Troy, New York

However, if the wife feels that orders may be on the way for her, or that her station may wish to reach her during her leave, her husband will register her separately on the line beneath his own name:

Dr. Robert Fairfax  
Ensign Jane Thompson Fairfax (Mrs. Robert Fairfax)

The woman in uniform must be extremely careful not to dominate the social situation. However proud a husband may be of his wife in the service, he still wants to be "boss in his own home" even if that home is nothing but a hotel room every other week end.

#### IF THE HUSBAND IS IN THE SERVICE

Many women join the Navy or the Coast Guard when their husbands enter the armed forces—not only to occupy their time profitably, but in order to feel closer to their men by helping behind the lines.

To find a week end when two people in the service can be free at the same time is a major task in itself. Having found the time to be together, you will probably stay at a hotel in some metropolitan center. If both are officers or both are enlisted personnel, the problem of registering is

fairly simple. The complications arise when one is an officer and one is enlisted.

Let the husband, whether officer or enlisted, register for both. He will register:

Private Henry Thompson, Quartermaster Corps  
 Ensign Jane Abbot Thompson (Mrs. Henry Thompson),  
 U.S.N.R.

Or, if the hotel provides separate registration cards, he may fill in two cards, one for himself and one for his wife, registering her as Ensign Jane Abbot Thompson (Mrs. Henry Thompson) and writing "U.S. Naval Reserve" where her occupation is requested. Or it may be done this way:

Sergeant Clark Everett, Signal Corps, and  
 Jane Hawkins Everett, Yeoman, U.S.N.R. (Mrs. Clark  
 Everett)

It is not possible where both are in the same service ever to register as Private and Lieutenant John Jones. John Jones is not a lieutenant. The lieutenant is Mary Smith Jones. Nor is it accurate to register as Lieutenant Commander and Ensign John Jones.

On the other hand it would be unwise to register as Commander and Mrs. Henry Birch, because if an attempt were made to reach Ellen Payne Birch, Yeoman, and no one by that name could be found registered, the necessary explanations to the Navy or the Coast Guard might not be easy to make.

The problem of mixing officers and enlisted personnel socially will have to be faced by women officers married to enlisted men. The difficulty is not so acute if the situation is reversed; but the male officer is again cautioned to remember that enlisted women are not welcomed in many officers' clubs and canteens. If the husband is an enlisted man, no attempt should ever be made to take him to an officers' club; nor must a woman officer ever let an enlisted

man take her to a canteen or club which is strictly for enlisted personnel. Enlisted men and women go to the places reserved for them to get away from officers. An officer in such a club would probably feel like a bull in a china shop; and certainly the enlisted personnel do not feel free to relax when an officer is present, particularly if the officer is a woman. Because of their limited free time it is not fair for an officer to impose himself on them.

It is permissible for an enlisted man and a woman officer or vice versa to go to any hotel to dance and dine. Some private clubs may have no objection to mixing enlisted personnel and officers, unless their membership consists largely of officers. Before attempting to visit a private club, ascertain its policy in this respect.

#### JOINT CALLING CARDS

Unless your husband is a civilian and you have a large joint mailing list, it is advisable not to employ the joint calling card. You certainly could not engrave "Mr. and Lieutenant So-and-so."

It is patently impossible to have a joint calling card if both the husband and the wife are in different services and want to indicate this. Therefore, whenever a husband in one service, and his wife in another, want to pay a joint call or send a joint gift, a separate card for each should be left or enclosed.

## Chapter IV

### RECOGNIZING RANKS AND RATINGS IN THE VARIOUS SERVICES

#### THE NAVY AND THE COAST GUARD

##### RECOGNIZING OFFICERS

THE quickest way to recognize an officer when he is covered is by the hat or cap device. All Naval officers, men and women, with the exception of Navy nurses, wear the naval insigne of eagle and shield on crossed fowl anchors. Navy nurses wear the fowl anchor and leaf of the Medical corps with N.N.C. diagonally across. All Coast Guard officers, both men and women, wear the Coast Guard insigne of spread eagle holding a fowl anchor with shield superimposed on the eagle.

The ever present eagle in U.S. military and naval insignia has led to the suggestion that everyone in the services should "get the eagle eye" and when you "see the eagle's eye, salute."

The rank of Naval officers including Navy nurses may be recognized either by the stripes on their sleeves or shoulder boards or by the symbol worn on their collar. Women officers of the Women's Reserve do not wear uniforms requiring shoulder boards; therefore, their rank is indicated by sleeve stripes of reserve blue on Navy uniforms and navy-blue on white uniforms. Male officers and nurses wear rank stripes of gold. Men and women of the Coast Guard Reserve wear the gold Coast Guard shield immediately above their rank stripes.

Officers, both men and women, wear rank pins on their work-shirt collars. If they are attached to a corps, such as the Medical Corps, they wear the corps pin on the left side and the rank pin on the right side of the collar. There are no devices worn to indicate corps in the Coast Guard.

The three places where the rank of a Naval officer can be identified are as follows:

*The Sleeve:* If there are stripes near the cuff, and a star immediately above the stripes (a shield instead of the star indicates the Coast Guard), the wearer is a line officer.

*The Shoulder Boards:* When wearing khaki, white, slate-gray, or an overcoat, the officer will not wear gold stripes on the cuff but will wear shoulder boards bearing stripes to indicate his rank (stars, if he is a Commodore or an Admiral). If he is a line officer, there will be a single star or shield above the stripes, as on the cuff.

*Shirt Collar:* If the officer is not wearing his jacket, a collar device on the right side of his shirt collar will identify his rank.

A male officer in one of the corps of the Navy will wear, instead of the star of the line officer, a symbol in gold above the rank stripes on sleeve, or shoulder board or on the collar. Women members of a corps wear the corps symbol in reserve blue on navy and navy-blue on white. The Navy corps are: Medical, Dental, Hospital, Chaplain's, Civil Engineer, Supply, and a small group called Professors of Mathematics. The corps insignia are usually some arrangement of leaves and acorns but Protestant and Catholic Chaplains wear a cross, Jewish chaplains the Tablet of Moses with Star of David, Hospital corps a caduceus.

Warrant officers wear gold rank stripes, broken at intervals of an inch. If the officer is a Warrant Officer, he will wear a quarter-inch gold broken stripe with the symbol of his specialty in gold above the stripe. If he is a Commissioned Warrant Officer, he will wear a half-inch broken stripe with the symbol above. On working shirt collars War-

rant Officers wear their specialty symbol in gold and Commissioned Warrant Officers in silver.

One way in which an enlisted man can become an officer is to progress through the petty officer grades, then through the warrant grades. He must be especially trained and must have served in the Navy as a rule from seven to fourteen years. He is expected to have accumulated considerable knowledge in a specialty or to have had special training in one of the specialties which may be warranted. A man passes examinations in his specialty and applies for a warrant. If it is approved he is promoted to the grade of Warrant Officer. After approximately seven years he may apply for a commission from the President of the United States and if it is granted he becomes a Commissioned Warrant Officer, ranking with, but below, Midshipmen and Cadets and immediately below Ensigns. During the war the length of time may vary or even be waived for highly trained men. Men who have passed examinations in one of the following trades can become warranted: Boatswain, Gunner, Machinist, Electrician, Radio Electrician, Torpedomen of the line, and Carpenter, Aerographer, Pharmacists, Pay Clerk, Ship's Clerk, Photographer.

#### ENLISTED PERSONNEL


After serving a short time as recruits or Apprentice Seamen in the Navy or the Coast Guard the majority of enlisted men become either Seamen second class or Firemen second class. A few begin as Steward's Mates, Buglers, or Hospital Apprentices, but by far the largest number can be grouped as Seamen or Firemen while they are training or striking for a rating.

#### WATCH MARKS

Both Seamen and Firemen wear the bell-bottom trousers and blouse of the bluejacket. When they are wearing their winter blues Seamen wear a white watch mark around

#### NAVAL AND COAST GUARD OFFICER INSIGNIA

	SLEEVE	SHOULDER BOARD	COLLAR DEVICE
Admiral			
Vice Admiral			
Rear Admiral			
Commodore			
Captain			
Commander			
Lieutenant Commander			
Lieutenant			
Lieutenant Junior Grade			
Ensign			
Commissioned [Chief] Warrant			Silver symbol of specialty.
Warrant			Gold symbol of specialty.

Coast Guard shield worn on sleeve and shoulder board 

CAP DEVICES

Navy



OFFICER AND COMMISSIONED WARRANT OFFICER

Coast Guard



WARRANT OFFICER



CHIEF PETTY OFFICER



LINE AND STAFF INSIGNIA

LINE OFFICERS



NAVY



COAST GUARD

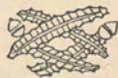
CORPS DEVICES—NAVY



MEDICAL



SUPPLY



CIVIL ENGINEERING



CHAPLAIN



DENTAL



HOSPITAL

the seam of their right shoulder and Firemen wear a red watch mark on their left shoulder. In summer Seamen wear a blue watch mark on the white uniform and Firemen a red one. The watch mark is worn until the man qualifies for a Petty Officer rating.

CUFF STRIPES

Apprentice Seamen wear one white stripe around the sleeve cuff of their blues, or one blue stripe on their whites. Seamen second class and Firemen second class wear two, and Seamen first class and Firemen first class wear three. From this point on all enlisted men wear three stripes on the cuff until they become chiefs.

PETTY OFFICERS

All enlisted personnel who have a special trade or specialty and have passed an examination are called Petty Officers. There are three grades of Petty Officer—first class, second class, and third class; and they wear chevrons in reverse order to class. Thus the third-class petty officer is the lowest grade and wears one chevron; the second-class wears two, and the first-class three. The three parts of the petty officer rating badge are: chevrons, specialty symbol, and eagle. Each specialty in the Navy and the Coast Guard has its identifying symbol, which is often so closely akin to the actual work performed that it can be easily identified.

CHIEF PETTY OFFICERS

To identify Chief Petty Officers, notice first the cap device, which is a fowl anchor with U.S.N. across it for those in the Navy and a fowl anchor and shield for those in the Coast Guard. The petty officer rating badge has an additional arch over the chevrons upon which the eagle perches. Chief Petty Officers do not wear the bell-bottom trousers and blouse. They wear a uniform similar to an officer's, and a

## PETTY OFFICER RATING BADGES



Chief  
Petty Officer  
SIGNALMAN



Chief  
Petty Officer  
ELECTRICIAN'S MATE



1st Class  
Petty Officer  
STOREKEEPER



2nd Class  
Petty Officer  
PHARMACIST'S MATE



3rd Class  
Petty Officer  
TORPEDOMAN'S MATE

cap with a black chin strap or an overseas cap with their Chief Petty Officer pin device on the left side.

## SERVICE STRIPES

Service stripes, called hash marks, are worn on the lower left sleeve. They are diagonal stripes which indicate four years of service. After twelve years of service if all marks are good conduct marks the hash marks may be worn in gold; otherwise they are red on blues and blue on whites.

## DISTINGUISHING MARKS

Proficiency in some type of work over and above the rating is indicated by distinguishing marks. If the man is qualified for submarine duty, P.T. boats, Construction Battalion, for diving, or any of several other special lines, he may wear a symbol indicating this on his lower right sleeve. If he is one of a gun crew that has distinguished

itself he may be awarded an E, which is worn immediately below the rating badge.

## MATES

In the Navy, the word "Mate" is no longer used in its original and historic meaning. With the one exception of the new title of Steward's Mate, all mated ratings in the United States Navy are ratings which may become warranted. Thus a Boatswain's Mate is a petty officer who when qualified for a warrant becomes a Boatswain; a Carpenter's Mate is a petty officer, but a Carpenter is a Warrant Officer. This is true for the twelve grades which are warrant grades.

## RIGHT- AND LEFT-ARM RATINGS

It is puzzling to some people to distinguish between right- and left-arm ratings. This can be simplified when it is noticed that the right-arm ratings are those which can be compared to the line officer who navigates and fights the ship. Thus all men in the Seamen's Branch wear the rating badge on the right arm. This includes the Boatswain's Mate, which is the senior rating in the service, Gunner's mates, Torpedoman's Mates, Quartermasters, Fire-controlman, Signalman, Turret Captain. By far the largest percentage of the ratings are left-arm ratings and can be compared to the Staff or Technical Sergeants of the Army and Marines.

## TECHNICIANS

Technicians serving with the Navy wear a uniform similar to that of an officer but it has no insignia of rank or corps. They wear the regulation officer's type cap with black chin strap and no cap device, or a garrison cap without insignia. The insignia of the Technician which is worn on the left breast of coat and shirt is a spread eagle clutching in the right claw an olive branch and in the left claw a



group of tools. Under the eagle are the letters "U.S. Technician" in white on blue coats—and blue on other coats.

## ARMY

### HOW TO RECOGNIZE ARMY OFFICERS

The khaki of the Army uniform is familiar to most people; but many are unable to distinguish between officers and enlisted personnel. The quickest way to recognize an officer in the Army is by his cap device. The Army officer wears in the center front of his visored cap a shield superimposed on a large spread eagle which clutches wheat sheaves in one claw and a sheaf of arrows in the other. (The enlisted personnel wear a similar but very much smaller insigne superimposed on a disc.) If one learns to identify quickly this insigne the immediate recognition of an officer is easy. The overseas cap worn by officers has black and gold piping.



ARMY OFFICER'S CAP EMBLEM      ENLISTED MAN'S CAP EMBLEM



If the officer is not wearing his cap but is wearing his coat, the three places where he may be identified as an officer are:

1. On the collar of the coat by a gold silhouetted "U.S."
2. On the lapel of the coat (unless a general) by the insigne of the arm, bureau, or service in which he serves:

Pay Grades	Seaman Branch	Artificer Division	Engineer Division	Aviation Branch	Special Branch						Commissary Branch		Stewards' Branch			
					A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.		A. S.	A. S.	
7 (\$50)	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	A. S.	St. M. 3c	St. M. 3c	St. M. 3c	
6 (\$54)	S2c	S2c	F2c	S2c	S2c	Hosp. Appren. 2c	S2c	Bugler 2c	S2c	S2c	S2c	S2c	St. M. 2c	St. M. 2c	St. M. 2c	
5 (\$66)	S1c	S1c	F1c	S1c	S1c	HA/1c	S1c	Bugler 1c	S1c	S1c	S1c	S1c	St. M. 1c	St. M. 1c	St. M. 1c	
4 (\$78)	PO/3c	PO/3c	PO/3c	PO/3c	Yeoman 3c	Phar. M. 3c	Mus. 3c	Bugle master 3c	Spec. 3c	Ship's Cook 3c	Ship's Cook 3c	Bakers 3c	Cook 3c	Cook 3c	Stwd. 3c	
3 (\$96)	PO/2c	PO/2c	PO/2c	PO/2c	Yeoman 2c	Phar. M. 2c	Mus. 2c	Bugle Master 2c	Spec. 2c	Ship's Cook 2c	Ship's Cook 2c	Baker 2c	Cook 2c	Cook 2c	Stwd. 2c	
2 (\$114)	PO/1c	PO/1c	PO/1c	PO/1c	Yeoman 1c	Phar. M. 1c	Mus. 1c	Bugle Master 1c	Spec. 1c	Ship's Cook 1c	Ship's Cook 1c	Baker 1c	Cook 1c	Cook 1c	Stwd. 1c	
1 or (\$138)	CPO	CPO	CPO	CPO	Chief Yeoman	Chief Sltpr.	Chief Mus.	Chief Bugle Master	Chief Spec.	Chief Comm. Stwd.	Chief Comm. Stwd.	Chief Comm. Stwd.	Chief Cook	Chief Cook	Chief Stwd.	
	Can strike for: Coxswain and Bos'n. Mate Turret Capt. Torpedoman's Mate Gunner's Mate Quartermaster Signalman Fire-Controlman	Can strike for: Elec. Mate Radioman Carpenter's Mate Ship Fitter Patternmaker Radio Tech. Radial Man Sound Man Printer Painter Telegrapher Metalsmith Molder	Can strike for: Mach. Mate Motor Mach. Mate Water Tender Boilermaker	Can strike for: A. M. M. A. Elec. Mate A. Radioman A. Metalsmith A. Ordnance man Parachute Rigger Aerographer's Mate Photographer's Mate												

Specialists:  
A—Physical Instructor  
C—Classification Interviewer  
I—Operator (Elec. Acct'g. Machines)  
M—Mail  
O—Ordnance Material Inspector  
P—Photographic Specialist  
R—Recruiter  
S—Shore Patrol, aide to Training  
T—Teacher,  
V—Transport Airman  
W—Welfare  
X—General Classification  
Y—Control Tower Operator

Infantry: crossed rifles  
 Cavalry: crossed sabers  
 Field Artillery: crossed cannons  
 Engineers: crenelated castle  
 Signal Corps: crossed semaphore flags  
 Air Corps: propeller with wings  
 Armored Forces: a tank

Generals wear one star on the lapel in place of these insignia.

3. On the shoulder tab a rank pin.

#### CHART OF ARMY RANKS COMPARED WITH NAVY AND COAST GUARD

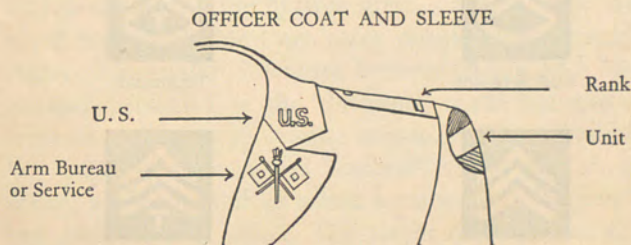
General	Four stars	Admiral (none in Coast Guard)
Lieutenant General	Three stars	Vice Admiral
Major General	Two stars	Rear Admiral
Brigadier General	One star	Commodore
Colonel	Silver eagle	Captain
Lieutenant Colonel	Silver leaf	Commander
Major	Gold leaf	Lieutenant Commander
Captain	Two silver bars	Lieutenant
First Lieutenant	One silver bar	Lieutenant (junior grade)
Second Lieutenant	One gold bar	Ensign

If the officer is without cap or coat he will have on the right side of the shirt collar a rank pin and on the left side a branch insignie.

If the Army officer is a woman she will have on her coat lapels the insignie of the Woman's Army Corps, the head of Pallas Athene. Otherwise the woman Army officer's uniform and insignia are similar to those of the male officer. Former members of the now disbanded WAAC wear a ribbon of green and gold on the upper left breast pocket.

All Army personnel are entitled to wear immediately below the shoulder seam of the left arm the insignie of the smallest unit to which they may be attached. These units are, beginning with the largest:

1. The Forces: The Army of the United States is organized into three general commands:  
 Army Ground Forces—all fighting units but air  
 Army Air Forces—all air units  
 Army Service Forces—all supply units (divided into Service Commands)
2. The Armies. In each area of battle and in the four sections of the United States proper the complete fighting unit is called an Army. Thus the First, Second, Third, and Fourth armies are in the United States, and the others through the Seventh are fighting in various parts of the world.
3. The Corps. Areas within armies are called corps.
4. The Divisions. Each complete unit within a corps is called a division. There are numerous divisions every one with its own special insignie. The division is the smallest unit for which an Army person wears an insignie on his left arm.



#### ENLISTED ARMY PERSONNEL

The enlisted Army personnel have a bronze disc behind their insignia on cap and coat lapels. The disc quickly identifies a man as enlisted. On the right lapel is the disc with the U.S.; and on the left, the disc with the insignie of the arm, service, or bureau to which he is attached. The chevron of grade is worn on the upper sleeve.



## ENLISTED MEN'S CHEVRONS—U. S. ARMY



Master Sergeant



First Sergeant



Technical Sergeant



Staff Sergeant



Sergeant



Corporal



Private, 1st Class



Technician



Technician



Technician

## MARINE CORPS

## RECOGNIZING MARINES

A Marine, man or woman, may always be recognized by the Marine insignie which is half of a globe, containing an imprint of the Western Hemisphere, superimposed on a fowl anchor with an eagle surmounting the globe. With the summer or winter undress uniform the officers wear it in dull-finish bronze on their cap and lapel, and enlisted personnel wear it in bronze.

The Marine winter undress uniform, which is the one seen most often during war, is more green than khaki and can be identified as Marine green at quite a distance. The crown of the officer's cap has a cross in dark green braid.

Marine officer ranks are the same as Army officer ranks, and their rank pins correspond. Marine enlisted personnel wear their chevrons on both sleeves midway between elbow and shoulder. On the Marine green uniform these are on a red background and are easily distinguishable from the Army. The major difference between Army and Marine enlisted personnel is the difference made between staff sergeants and line or combat sergeants. The chevrons for line sergeants have curved "rockers" below with chevrons above, while the staff sergeants have straight "rockers" below and chevrons above. The recent readjustment of the Marine ranks has made the following alignment:

Line	Staff
Sergeant Major	Master Technical Sergeant
Master Gunnery Sergeant	Quartermaster
First Sergeant	Paymaster Sergeant
Gunnery Sergeant	Technical Sergeant
Platoon Sergeant	Staff Sergeant
Sergeant	
Corporal	
Private, First Class	

## MARINE CORPS CHEVRONS

LINE



Sergeant Major  
Master Gunnery Sergeant  
First Sergeant



Gunnery Sergeant



Platoon Sergeant



Sergeant



Corporal



Private, 1st Class

STAFF



Master Tech. Sergeant  
Quartermaster  
Paymaster Sergeant



Technical Sergeant



Staff Sergeant



Cap Device

## Chapter V

### SOCIAL USAGE

#### CALLS FOR OFFICERS

If you are attached to a station where the war has made no change in obligatory calls, you will call at your Commanding Officer's home and, in order of precedence, on the other senior officers with whom you are associated. This order would be:

Commanding Officer  
Executive Officer or Chief of Staff  
Head of your department  
Head of your division.

Women do not leave cards for men. However, when calling upon your Commanding Officer you will disregard this custom and leave a card for him. During the war your official call at his office may suffice on most stations.

A call is a formal occasion, and you will wear the dress uniform prescribed for that district. In winter this would be the navy-blue uniform, white silk shirt, dark hat cover, white gloves, pumps if desired; in spring and fall, the same with white hat cover; in summer, the white uniform.

Wives of Commanding Officers would never be free if they received everyone who called upon them; therefore they often designate "at home" days, and if you call on another day you will not be received. This is perfectly proper. Leave your card (either in the mail box or on the tray which the maid will present for that purpose), and in time you will be invited to a tea or reception.

If you are received, do not stay too long. A visit of about twenty minutes is sufficient unless the senior officer present indicates otherwise.

For the duration of the war the wives of many Commanding Officers and other officers are replacing individual calls with large teas or receptions at stated times. This is particularly true in metropolitan centers where transportation over a large area makes calls impractical. If you are attached to a station where a large monthly tea takes the place of the social Sunday afternoon and other calls, you are obligated to attend the tea. *Captain's teas and other invitations are tantamount to a command performance, and personnel invited must attend unless on official duty at the time.* The attendance at the Captain's tea does not prohibit you from calling at another time; but it is usually a means of lessening the burden on the Captain and his wife and so, unless you know the Captain or have some definite reason for making an individual call, it will suffice as your official call. You leave cards for the Captain and his wife and any other women visitors or cohostesses to the party.

#### LETTERS OF INTRODUCTION TO SENIOR OFFICERS

Many people are kind enough to offer Naval officers letters of introduction to officers at other stations to which they may be sent. This places the junior officer in a curious position. Properly the junior officer should not seek out the senior for such a purpose; but many well-meaning civilians are not aware of this, and it is difficult to avoid the letter of introduction. If the letter is a purely business letter and you are going to the station as an observer, it is correct to have it sent in to the senior officer's office. It is not correct, however, to use such a letter socially. Therefore, when a letter of introduction is offered it is wise to suggest instead a letter written directly to the senior officer, calling his

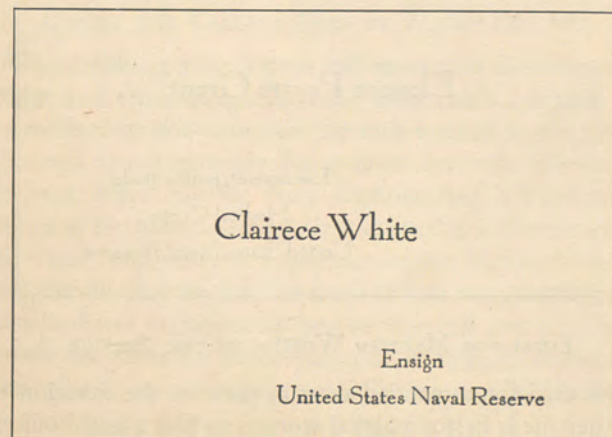
attention to your presence on the station. Then if he wishes, he may seek you out, and if he is married his wife will make some arrangement for entertaining you.

#### CALLING CARDS

Although calling cards in wartime may seem a luxury, military courtesy prescribes social calls on certain occasions; and it is not pleasant to have to make a formal call without a correct card.

The size of card for members of the Women's Reserve of the Naval Reserve or Coast Guard Reserve is the regulation woman's-size calling card—approximately  $2\frac{3}{4}$  by  $2\frac{1}{4}$  inches; but as they are a part of the regular Reserve the engraved form is identical with that of the men. A married woman's card may be slightly larger.

The card, to conform to the most correct standard, should be of good-grade white calling-card stock engraved as simply as possible. Since it is a military card it should not be elaborate. The rank takes the place of Miss or Mrs.



or

<p>Mary Virginia Harris</p> <p>Lieutenant, junior grade United States Naval Reserve</p>
---

Women members of the Medical Corps would insert the corps:

<p>Eleanor Payne Grant</p> <p>Lieutenant, junior grade Medical Corps United States Naval Reserve</p>
--

#### FORM FOR MARRIED WOMEN IN THE SERVICE

The card for a married woman presents the question of whether she is first a married woman or first a naval officer.

For the war she is obviously first an officer. It is impossible to speak of Mrs. Ensign Jones or Lieutenant Mrs. Jones. She is either Ensign Jones or Mrs. Jones. Furthermore, as she is carried on the Naval records by only one name, she must use that on her military calling card. If she is carried on the records as Mary Smith Jones, her card would read

<p>Mary Smith Jones</p> <p>Lieutenant United States Coast Guard Reserve</p>
---

For joint calling cards see p. 57.

#### USE OF THE CALLING CARD BY NAVAL OFFICERS

When making your formal call upon your Commanding Officer and other obligatory calls, leave cards whether you are received or not—one card for each woman in the house. Although it is customary for women never to leave cards for men, leave one for your Commanding Officer when calling at his home. Ordinarily one card is sufficient unless you know that there is a woman visitor, in which case a card should also be left for her. If you are married and your husband accompanies you on the call you will leave one of his cards for each man and woman in the home. Since this is an official formal call you should not use a joint card but should leave separate cards.

## COURTESY CALLS AFTER BEING ENTERTAINED

It is courteous to call at the home of one who has entertained you at dinner or luncheon approximately three days afterward. In this case merely "leave your card," and do not ask to be received unless you especially want to or are a particular friend.

## COURTESY CALLS TO INQUIRE ABOUT ILL HEALTH

When one of your senior officers or his wife or some member of his family is ill it is correct to make a call of inquiry. This may be done by telephone, but it is more courteous to call in person. If callers are not permitted, you should write "To inquire" across the face of your card and leave it with the maid; but if you are received either by the person who is ill or by another member of the family, merely leave your card as inconspicuously as possible on the hall tray.

## LEAVING THE CARD

Situations during the war will vary considerably from station to station and Commanding Officer to Commanding Officer. Some homes are still run with extreme formality, but most are by necessity very informal. If the home is a formal one the maid will present a tray for your card upon your arrival, so that the hostess may know who is calling. If you are not asked for your card upon arrival, look around as you leave, and you will probably find a card tray in which to place your card with others. This formality applies to teas and receptions as well as to individual calls.

## MUTILATION OF CALLING CARDS

It is not generally acceptable in the United States to mutilate the corners of calling cards. This custom grew up in foreign countries where lackeys or rickshaw boys were often detailed to go about the town leaving the cards of the person who hired them. In Peking you were never re-

ceived on a first call, so that it was more convenient for a newcomer to have a servant deliver the cards to the basket which hung on every gate. The practice of turning down the corner developed to indicate that the card was delivered in person. In the United States it is customary to deliver it in person, so that mutilating the corner has little meaning.

## WHAT TO DO IF YOU HAVE NO ENGRAVED CARD

The alternative to an engraved card is one carefully handwritten. In Victorian days cards were used only when the visitor found no one at home, and were handwritten to indicate that he had called. If you need a calling card and do not have an engraved one, purchase the finest-grade white calling-card stock, approximately  $2\frac{3}{4}$  inches long by  $2\frac{1}{4}$  inches wide, and, in your neatest handwriting, copy the correct form for military cards.

## INTRODUCTIONS

Women in the Navy and Coast Guard consider it an honor to be treated by the men in the service as equals, without deference to them as women. They accept this as the highest compliment that can be paid to the work they are doing.

In introducing one Naval officer to another in a situation which is strictly military, precedence and rank will guide the introduction, and lower ranking women will be introduced to senior officers. "Captain Blank, may I present Ensign Jones who has just joined our staff?" In any business situation—for example, in an office where the woman is first a member of the Navy and secondly a woman—rank again takes precedence.

In a social situation the correct procedure is still to present a gentleman to the lady no matter whether the woman is in uniform or not, unless extreme age or eminence becomes a factor. The Commander-in-Chief of the United States

Navy or the Chief of Naval Operations would obviously be of such eminence that all persons would be presented to him regardless of whether they were men or women, in uniform or out.

In accordance with regular Naval procedure women may be called "Miss" or "Mrs." up through the rank of Lieutenant Commander, just as all Naval officers are properly called "Mr." up through the same rank. The initial introduction may include the rank, but after that the woman should properly be called "Miss Jones" or "Mrs. Jones": "Lieutenant Jones, may I present Lieutenant Commander Blank? Mr. Blank will be your dinner partner this evening. Miss Jones has just come from Northampton."

In acknowledging an introduction, the woman will say, "Good evening, sir," or, if the officer's rank is Commander or higher, "Good evening, Commander Blank." A woman should never say, "Pleased to meet you," or use any similar expression.

In speaking to other officers it is necessary to remember to add the name of the person addressed. No well bred woman would dream of saying, "Good evening, Mr." But it is not unusual to hear, "Good evening, Lieutenant," which is just as improper as the first. The only time the abrupt use of the title is prescribed in the Women's Reserve of the Naval Reserve is when the name of the woman officer is not known and the title is the only alternative. It should be avoided, however, whenever possible. Members of the Coast Guard may use "sir" where the name of the woman officer is not known.

When introducing two women members of the Naval or military services, rank and precedence will govern the introduction. If you think the officer of some other service does not know to what service you and your friend belong, avoid embarrassment to her by saying: "Commander English, may I present Lieutenant Jones of our Coast Guard Reserve?"

## UNOFFICIAL CORRESPONDENCE

Women in the services frequently have difficulty in distinguishing between official and unofficial correspondence. Often the border line is very finely drawn; but it is advisable not to overstep the line at all, and better to be too official than to avoid official procedure and detour the chain of command. Civilians can approach friends and accomplish business socially or unofficially, but a Naval officer or enlisted woman cannot do this without jeopardy. A very small part of the functioning of government is in your hands, and you must be cautious how you handle it.

Being in the Navy will really make very little difference in your personal correspondence. You should choose a good quality of stationery, neither ornate nor strongly colored but in keeping with your position as a woman in uniform. If you feel that you are settled permanently enough to have your address printed at the top with your name and rank, the following is correct:

Mary Ellen Smith, Ensign, U.S.N.R.  
Naval Reserve Midshipmen's School  
Northampton, Massachusetts

Prepared letter papers which have the insignia of the services at the top are popular and are acceptable except for purely business letters. A plain piece of stationery with your name and address typed in the appropriate place is proper for a business letter.

The body of the letter will follow the accepted standard for civilian practice. Business letters will have your address either at the top above the date line or on the bottom below your signature. Today the latter method is more often seen. Formal personal letters will have the date written out in full below the signature on the bottom of the page.



Sincerely,  
Mary Ellen Smith  
Monday the twentieth of June

This form will be used in answering all formal invitations and in extending any formal written invitation. All formal correspondence must be written without exception in longhand. The beginning of a formal letter—for example, to your captain's wife—should either be very formal, "My dear Mrs. Hanson," or less formal, "Dear Mrs. Hanson."

The closing of a letter should be a complete sentence or a conventional phrase such as "Yours truly," which is the conventional closing for all business letters. And although respect is dinned into members of the services, "Respectfully" at the end of a letter indicates a quality of inferiority which is unbecoming and should be avoided. "Sincerely" and "Sincerely yours" are proper letter endings. Since you cannot leave the "Looking forward" dangling in mid-air the following illustration shows the use of the complete sentence in closing a letter:

Looking forward to hearing from you, I am  
Sincerely,  
Mary Ellen Smith

#### ADDRESSING ENVELOPES

Members of the Women's Reserves have the same privilege that the men do of franking their own letters. The letters should be franked in longhand in the upper right corner, and the complete rank or rating and the address of the correspondent must be in the upper left corner of the envelope:

Lt. (jg) Jane Black, USNR  
22 South Street  
New York City

Or:

Anna Brown, Y2c, USNR  
15 Elm Avenue  
Denver, Colorado

Envelopes should be addressed in the same manner.

Lieutenant Commander John Marsh, U.S.N.  
1543 Beech Street  
Annapolis, Maryland

Or if the man is in the Army:

Pvt. Henry Rudge, Quartermaster Corps  
Q.M.U.T.C.  
Camp Blair, Oregon

If the woman is in the Army:

2nd Lieutenant Elizabeth Carter, W.A.C.  
Army Recruiting Center  
New York City, 22

#### SIGNATURES

In the service as in civilian life, a woman will sign her full name; and she will not include her rank or rating in formal social situations. A married woman should never sign herself "Mrs. Jane Smith" or "Mrs. Mary Jones." A married woman in the Navy or the Coast Guard should use her own full name without the "Mrs." for all official and semiofficial signatures. She will only use her husband's name when traveling with him or while on leave. For example, "Mrs. John Henry Brown" when she joins the Navy becomes "Ensign Mary Smith Brown, U.S.N.R."; she will never be "Ensign Mrs. John Henry Brown, U.S.N.R.," because John Henry Brown is not an Ensign in the U.S.N.R. A married woman, in or out of the service, will use the form "Mary Smith Brown" and, in parentheses, "(Mrs.

John Henry Brown)" when writing to a stranger or when it is necessary for the recipient of the letter to identify her as "Mrs. Brown."

The signature on a business letter for any woman in service should be the full name in longhand and the complete, typed address underneath:

Yours truly,  
 (Signed) Mary Smith Brown  
 Ensign Mary Smith Brown, U.S.N.R.  
 Naval Training School  
 New York City

This is necessary because in replying, the recipient will then have the correct form for addressing you.

The signature for a formal letter of appreciation, a thank-you note, or any private correspondence where formality is required and your rank is not known will read:

Sincerely,  
 (Signed) Mary Smith Jones, Lieutenant (jg)  
 United States Naval Reserve

#### SIGNATURES OTHER THAN ON LETTERS

Officers when entering their names on a hotel register, which is in reality a business contract and a means of identification for the hotel, will sign:

Ensign Helen Blank, U.S.N.R.

Enlisted personnel will sign a hotel register:

Helen Jones, Yeoman, U.S.N.R.

The rating may be abbreviated to the standard symbol, Y2c or SK3c, or eliminated altogether at choice. On more formal occasions, such as signing a club register or the guest book of a friend, the name will be signed in the same way, but the very informal abbreviations should generally be avoided.

An officer, on more formal occasions, will sign her name and then her rank:

Helen Smith, Lieutenant, U.S.N.R.

Or

Helen Smith, Lieutenant, junior grade  
 United States Naval Reserve

The correct form of abbreviation for "United States Naval Reserve" is U.S.N.R. USNR is an informal short cut, and so is USCGR in the case of the United States Coast Guard Reserve.

The Navy identification letters W-V(S), differentiating the Women's Reserve of the Naval Reserve from the other units of the Naval Reserve, should be restricted to official use. Standing for Women-Volunteer (Special), they correspond to the letters D-V(S)—which indicate that the man is a Deck-Volunteer (Special) or a line officer in the Naval Reserve—and E-V(S): Engineer-Volunteer (Special). These are Navy classifications and have no significance for the general public. They are to be used in all official correspondence or semiofficial correspondence. This also applies to the V-10 and W-10 classification symbols used to indicate enlisted classifications of the Navy and the Coast Guard.

The use of the letters W.R. is unnecessary unless it is intended to differentiate one type of training school from another, and it should ordinarily be avoided in signatures or addresses. The correct name of the officer training school is Naval Reserve Midshipmen's School (WR). The correct name of the Coast Guard officer training school is the United States Coast Guard Academy. It is only rarely that the officer's given name fails to identify her as a member of the Women's Reserve; but if it is one also used for men she may place WR before the U.S.N.R.:

Ensign Sidney Smith (WR), U.S.N.R.

One officer telephoning for a reservation at a hotel in New York was asked if she objected to sharing a room with three other officers. Since that was the only accommodation available, she naturally said that she would not mind; but upon going to the hotel room, she discovered from the luggage and clothes lying about that the three other officers were obviously men!

### WEDDINGS

A woman in uniform who is to be married will have to make some minor changes in the usual wedding routine. If she is married outside her home state, she is considered to be a transient and should give her permanent home address as her "residence." Some states make the routine as easy as possible for people in the services, but three or four days should be allowed to secure all necessary examinations and the license.

#### *Civil Wedding Before a Justice of the Peace*

If the bride decides to forego an elaborate or formal wedding, the matter simply becomes one of compliance with local laws on physical examination, securing the license, and registering the marriage ceremony. For these informal weddings a woman should wear the dress uniform appropriate to the season, including the correct hat cover and white gloves. She will neither wear nor carry flowers, and the groom (if a civilian) should forego the boutonniere in deference to her. The announcements are sent in the name of her parents or nearest relative and should be mailed the day of the wedding.

#### *Informal Church or Home Weddings*

Many brides in the service will prefer a church wedding, and it is quite in keeping with their role to be married in

uniform. The bride should wear her dress uniform for an informal church or home wedding. This includes the hat, not only because most churches require women to wear a hat in the church, but because the hat is a necessary part of the uniform. She will also wear white gloves, doeskin being dressy yet not too formal for her uniform.

If the bride chooses, she may carry a white prayer book or Bible. The Book undecorated is best, but it may be decorated with a gardenia or some simple flower. Extreme care should be taken to see that the arrangement is not too elaborate. Streamers, ribbons, and flowers with color should be avoided.

The invitation to an informal wedding may be written in longhand by the bride (or by a friend if one volunteers to help!).

Dear Mrs. Smith,  
I shall be so happy to have you and Mr. Smith come to John's and my wedding which is to be in the parish house of All Souls' Church at noon on Tuesday, the twentieth. I hope you both will also join us after the ceremony for breakfast at the Calvin Hotel.  
Sincerely,  
Mary Jane  
Monday, the thirteenth

#### *Formal Church Weddings*

A woman in the Navy or the Coast Guard may request permission from her Commanding Officer to wear a wedding dress. This request should be regarded as a favor granted to Naval personnel; but the bride-to-be must remember that during war leave is uncertain and sudden orders often disrupt plans long laid. The request should be written as a formal Navy letter to the Commanding Officer unless a routine procedure has been established for such requests on the station to which the bride is attached. In making the request, allow ample time for your Com-

manding Officer to consider it. If the request is granted, permission to appear out of uniform will cover only the actual time of the wedding ceremony and reception. The bride must resume her uniform at the conclusion of the reception.

If the groom is in either the Army or some branch of the Naval Services, he will wear his dress uniform. During the war the full-dress uniform with sword has been canceled for officers. This means that, to be correct, civilians in the wedding party should not wear formal dress either. In any case, one thing to be kept in mind is that the men in the wedding party should be dressed as nearly alike as possible.

One item in connection with a war wedding party is the mixing of officers and enlisted personnel. Sometimes this cannot be done easily, although, because a wedding is such a personal occasion, it is quite feasible for the period of the ceremony and reception. If the groom is an enlisted man with numerous officer friends, it would be wise to make the wedding as simple as possible with the minimum of attendants. If the groom is an officer and his friends are enlisted men, he might choose a small number of ushers from among his civilian friends and seat his enlisted friends within the white ribbons without asking them to be in the wedding party.

On the other hand if the bride is an officer whose friends are enlisted women the problem is not so troublesome since the Navy and the Coast Guard have relaxed the ruling about fraternizing between the two groups as far as the women in the Navy and the Coast Guard are concerned.

Of course, for his Captain to act as best man is one of the finest compliments that can be paid an enlisted man; and for her Captain to give her away in the absence of her father would be flattering to an enlisted bride.

All the other routine of the wedding is, of course, identical with the usual civilian practice. Should the standing

order on the omission of swords during wartime be waived, it must be remembered that weapons are never unsheathed in a church. An arch of swords or sabers is made outside the church doors, usually from the door of the church to the car, or on the church steps. A sword may be used to cut the wedding cake, especially if the sword is an heirloom in the family of the bride or groom.

#### RANK AND PRECEDENCE AT THE WEDDING AND RECEPTION

The purely social character of a wedding makes it possible to eliminate much of the routine of rank and precedence during the wedding and reception. Deference will always be shown to senior officers; but it will not be necessary to salute when in the receiving line, nor need junior officers stand at the foot of the line.

A bride will turn to her mother and say, "Mother, this is my Commanding Officer, Captain Blank," if the receiving line is an informal one. If the receiving line is more formal, the mother of the bride will be the first to greet the guests, but later on the bride should take a moment to speak graciously to both her Commanding Officer and the groom's, if they are present. It is a gesture which will be appreciated, especially if the officer in question is a stranger to the other guests. This applies also to heads of departments and to any senior in authority.

The seating arrangement of the bride's table at the breakfast or reception will be the customary one, without regard for rank of the guests. It is not necessary to limit the table to the members of the wedding party (all members of the wedding party are obviously included), but you may also include as many others at the table as you wish. If married men are invited to sit at the bride's table, their wives too should be included. It is gracious to invite any friends of the bride or groom from the services who may have come some distance, or who have taken leave to attend the wedding. If the Commanding Officer (or department head) is

a bachelor he should be asked to sit at the bride's table; but if he is older it would probably please him more to be at a table with the parents or with interesting friends of the bride and groom.

#### GOING AWAY

Immediately after the reception or breakfast, the bride will change to her uniform. Naval personnel are not permitted to be out of uniform except for "active sports." Therefore, if the honeymoon is to be a fishing or camping trip, Naval personnel will have to wear the uniform until they get to the fishing or camping area before putting on sports clothes.

#### WEDDING INVITATIONS AND ANNOUNCEMENTS

If the woman in uniform decides that she is for the occasion of her wedding just a bride and not a "sailor"—her announcement may read:

Mr. and Mrs. John Henry Jones  
have the honour of announcing  
the marriage of their daughter  
Mary Jane

to

Mr. Stuart James Caldwell  
Friday, the twentieth of May  
One thousand nine hundred and forty three  
Palm Beach, Florida

Or, if it is a wedding invitation:

Mr. and Mrs. Michael Henry Harrison  
request the honour of your presence  
at the marriage of their daughter

Ellen

to

Thomas James Smith  
Ensign, United States Naval Reserve

Monday, the fifteenth of October  
at four o'clock  
Mayfield Parish Church  
Welwood, Maryland

But if the bride is in the Navy or the Coast Guard and wants to indicate this, the announcement will read:\*

Mr. and Mrs. John Thomas Grew  
have the honour of announcing  
the marriage of their daughter

Jean Ann Grew

Ensign, United States Naval Reserve

to

Robert Longwell

Lieutenant, United States Navy

Saturday, the eighth of May  
One thousand nine hundred and forty three  
Satinwood, Virginia

Or, for a wedding invitation:

Mr. and Mrs. Henry Fleetwell Barnes  
request the honour of your presence  
at the marriage of their daughter

Helen Fleetwell Barnes

Lieutenant, United States Coast Guard Reserve

to

Payne Thomas Ross

Lieutenant Commander, United States Naval Reserve

Monday, the first of June

at half after four o'clock

Calvert Church

Baltimore, Maryland

\*It will be noticed that, throughout these forms, I have given the full name of the woman when her membership in the service is indicated. I do this deliberately because it is inconceivable to me that a woman's given name is sufficient: "Jean Ann Grew," not "Jean Ann," is the Ensign in the United States Naval Reserve.

Announcements are never sent to persons invited to either the wedding or the reception.

An enlisted woman may choose, just as an officer may, whether or not to have her wedding invitation or announcement indicate that she is in the service. Most members of the service want it known that they are in the Navy or the Coast Guard; and it is the correct thing to do, for logically the individual in service is no longer a private citizen.

The announcement may be as follows:

Mr. and Mrs. Judsen Thompson  
have the honour of announcing  
the marriage of their daughter  
Josephine Thompson  
United States Coast Guard Reserve

to

John Havelock Wright  
United States Naval Reserve  
Wednesday, the twenty-first of April  
Sayersville, Long Island

The omission of any rank will automatically indicate that the bride is not an officer but an enlisted woman. Therefore, this form should never be used by officers.

Or, the form for enlisted personnel could be:

Mr. and Mrs. Judsen Thompson  
have the honour of announcing  
the marriage of their daughter  
Josephine Thompson  
Storekeeper, United States Naval Reserve

to

John Havelock Wright  
Corporal, Army of the United States  
Wednesday, the twenty-first of April  
Sayersville, Long Island

If it is desired, the name of the branch of the service to which the man is attached may be used: Frank Jones Quartermaster Corps, Army of the United States. However, Naval enlisted personnel are not directly attached to a corps as personnel in the Army are, and it would be incorrect to add the corps for Naval personnel other than officers. It is acceptable to use two lines where the rank and corps take up too much space:

Helen Maxine Yostman  
Lieutenant, junior grade, Medical Corps  
United States Naval Reserve

For the duration of the war, the correct name of our Army is "Army of the United States" since "United States Army" refers only to those men who make the Army a career, and the enlargement of the Army through the draft created the "Army of the United States." This can be compared to the difference between "United States Navy," which indicates a regular Navy career, and "United States Naval Reserve," indicating active participation for the duration only.

#### ANSWERING WEDDING INVITATIONS

Unless you are asked to the reception, there is no need to answer an invitation to a church wedding. If you are asked to the reception, you will reply by copying the form of the invitation you received on one page of good letter paper. The "informals" so popular these days should not be used for this purpose.

The short form which is given below is correct for an acceptance today:

Lieutenant, junior grade, Helen Ashley  
accepts with pleasure  
Mr. and Mrs. John Henry Thompson's  
kind invitation for  
Thursday, the twelfth of May  
at half after four o'clock

But if you are unable to accept, it is considered tactful and gracious to indicate why and the following form is correct:

Ensign Mary Helen Binghamton  
regrets that a previous duty assignment  
prevents her accepting  
Mr. and Mrs. Alan Farr Rand's  
kind invitation for  
Monday, the third of June

An enlisted woman will write:

Alice Leona Wilson, Yeoman  
accepts with pleasure (etc.)

It must be remembered that if the rating specialty is omitted "Miss" must precede the enlisted woman's name:

Miss Alice Leona Wilson  
accepts with pleasure (etc.)

#### ADDRESSING THE ENVELOPE

Wedding invitations during the war are sent in single envelopes. The envelope always includes the complete rank if addressed to one in the service:

Lieutenant Commander Henry Clark, U.S.N.R.  
Officers' Club  
New York City

Captain and Mrs. John Blue, U.S.N.  
477 Ogantz Avenue

Lieutenant, junior grade, Elizabeth Burton, U.S.N.R.  
5735 Chambers Avenue (etc.)

Invitations should never be addressed jointly to "The Misses Somebody" or "Mr. and Mrs. Roy Alread and Family." If there are children in the family who are to be invited, they should receive separate invitations. A wedding only takes place once, and there is no excuse for a

display of frugality which adds a long list of names to one envelope.

#### INVITATION AND ANNOUNCEMENT LIST

It is correct to include the name of the Commanding Officer on the list of those to receive announcements or invitations to the church if it is to be a large church wedding. Even if you have not met him or his wife socially, you should address the invitation to both at their home, inviting them to the reception if you desire. If the groom knows his Commanding Officer socially, and especially if his Commanding Officer is a bachelor, it is quite proper to invite him to the reception; and it would be pleasant as well as tactful to ask him to sit at the bride's table, or at least at the table set aside for the parents of the bride and groom.

Your list of those to receive announcements or invitations should include the senior woman officer on your station; and if you are married on the station she should also be invited to the reception. You will be guided by how well you know the various officers and enlisted personnel in adding their names to your list. An officer who works closely with the enlisted women will include those she knows on her list to receive announcements, and if she works very closely with one or two, such as her own yeoman, she may invite them to the reception.

Enlisted women will include on their list the name of the person for whom they work and the name of the head of the department as well as the Commanding Officer. They will please their immediate superiors by asking them to the wedding and reception, if they care to do so. Officers invited to enlisted affairs show their pride in their co-workers by attending.

#### NEWSPAPER AND PRESS NOTICES

The semipublic character of Navy and Coast Guard personnel leads to a necessity for protection of the service

through the checking by the Public Relations Department of all published material. For this reason, all personnel in the service must have authorization from the local Public Relations Officer before any material may be printed. This includes photographs.

To save time, try to have your photograph and press notices correct before submission. All photographs should be in full and correct uniform. This means that the hat must be on; if the hands show, the gloves should also be worn; all buttons must be policed, and nothing that is not a part of the uniform may be pinned on it or show in any way. The pose must be dignified and military. The background must not include any censorable material, such as airplanes or ships.

The press notices must be correct in regard to the service, and the correct terminology must be used. Rank of officers, name, and U.S.N.R. or U.S.C.G.R. (name, rating, class, and U.S.N.R. or U.S.C.G.R. for enlisted personnel) may be given; but the placement of Naval personnel is restricted material, and no mention should be made of the present or future assignments of anyone in the service. It is permissible to add that you have just finished training at a training school, or that you are going to advanced training somewhere, or that you are attached to a training school. You may also note that you have just been assigned to general duty, or that you will soon take up your duties as a Storekeeper with the Navy. More specific remarks may be cut out by the Public Relations Officer, to avoid unintentionally revealing information of possible use to the enemy.

#### NOTIFYING THE BUREAU OF A CHANGE OF NAME

It used to be difficult to register a change of name of Navy personnel, and if you once enlisted in the Navy under a certain name you kept that name as long as you remained in the Navy. The marriage of women in the service seemed destined to lead to a Lucy Stoner impasse. However, within

recent months a method has been arranged whereby women who marry after joining the service may request the Bureau to change a name.\*

Officers notify the Bureau by writing an official letter to the Chief of the Bureau of Naval Personnel, via their Commanding Officer, with the subject: "Change of name, request for." This letter must be accompanied by a copy of the divorce decree or certificate of marriage certified under seal of the clerk of records of the place where the certificate or decree was issued, as well as a properly executed Beneficiary Slip. The maiden name must be used for all official records and correspondence until formal notification has been received from the Bureau of Naval Personnel that a change of name has been authorized.

Enlisted women deliver to the Commanding Officer a copy of the marriage certificate or divorce decree certified by the clerk of records of the place where it was issued, execute a new Beneficiary Slip, and have the Commanding Officer make proper entry on pages 9-10 of the Service Record.

The procedure to be followed by members of the Women's Reserve of the Coast Guard Reserve who wish to record a change of home or marital status is outlined in Coast Guard Personnel Bulletin No. 63-43 of June 2, 1943.

\* Letter, April 12, 1943 (Pers-171-ACL OR8), from the Chief of Naval Personnel to All Stations Indicated.



## Conclusion

### "CARRY ON!"

You have had your preliminary training in the Women's Reserves of the Navy and the Coast Guard and have graduated to your full duties.

You can be proud of having joined when your country needed you. You are giving her your full measure of devotion, working for her to the fullest measure of your power. There are many who envy you that opportunity.

You can be proud that the glorious tradition of the Naval service is now in your keeping. Hew as closely as you can to the line the men have laid down. Everything you do or say is important if the Women's Reserves are to win and hold the praise and respect of all Naval men. Observe all the rules and traditions of the Navy and the Coast Guard, and never forget that many of these traditions grew out of the blood and toil and death of gallant men. Observing them is a tribute to gallantry and an acknowledgment of the honor that the Navy and the Coast Guard do you in trusting your ability and spirit so far as to take you into their organizations. Never forget that the work you are doing, whatever it may be, is important to your service.

And you can be proud to be given the opportunity to learn new skills, develop your abilities, and enrich your life by this experience in your Service.

Already men of the Navy are beginning to boast about the Women's Reserve. One Chief Commissary Steward with seven hash marks plus three years of service in this present war shows with glowing pride a list of women's

names, his work party. "My friends would say 'Liar' if I told them how much these girls do on their eight-hour shift. More than any work party I ever had before." And there is the Navy Captain who, when questioned about the women, said very simply, "We couldn't have gotten along without them."

It is up to you to maintain that reputation. Good luck!

## GLOSSARY OF NAVAL TERMS

- Activity** Any naval establishment to which a person may be assigned, such as a naval station, office, Navy Yard or base.
- Billet** The general duties to which a person is assigned, or the barracks or quarters assigned a person in which to sleep.
- Boats** Any craft which may be hoisted aboard another craft, such as PT boats, landing boats.
- Bunk** Bed.
- Chain of Command** The line of authority extending up or down in an activity.
- Colors** The National ensign or the ceremony of raising and lowering the flag in the morning and evening, at 0800 and at dusk.
- Captain** A rank immediately below Commodore and above Commander. The senior officer of any activity regardless of rank is spoken of as Captain.
- Commission Pennant** Pennant flown from the mast of a ship in command of a Commissioned Officer, other than a flag officer.
- Covered** Wearing any regulation head gear.
- Deck** Floor.
- Detached** Not directly assigned to an activity and waiting transportation or orders to proceed to another activity.
- Division officer** An officer in charge of a group of personnel forming a part of a department; for example, all personnel attached to one gun turret make up one division.
- Executive officer** Second in command of an activity or ship; next in line to the Captain.

- Enlisted personnel** All non-officer personnel consisting of non-rated personnel, petty officers, Chief Petty Officer.
- Ensign** The national flag. A junior officer immediately above Midshipman and Cadet and below junior grade Lieutenant.
- Gear** Personal belongings or materials such as ship's gear or mess gear.
- First Lieutenant** Not a rank in the Navy, but the officer in charge of the Construction and Repair, equipment and general cleanliness.
- Foul anchor** The anchor with a cable or line around it; not a clear or fair anchor.
- General Mess** Eating place or meals for enlisted personnel.
- Gangway** An order to stand aside or clear the way; an opening in rail or bulwark to give entrance to the ship.
- Juniors** Any person junior in rank or precedence.
- Leave** Authorized absence from duty for over 48 hours.
- Liberty** Authorized absence from duty for enlisted personnel up to 48 hours.
- Mast** A vertical spar, or the hearing of cases by the Captain for breaking regulations. Masts for requests are held by the Executive Officer to enable Ship's Company to make requests.
- Mess** Eating place, or the meal itself, as noon mess.
- Muster** The taking of roll call and accounting for all personnel.
- Officer of the Day** Officer in charge of the station and on duty as the Captain's representative.
- Police** To clean up; adjust as to police the uniform.
- Port** An opening (window or door). Also left side looking forward.
- Quarters** Living compartments. (*see* also billet)
- Quarter Deck** Part of ship or station set aside by the Captain for ceremonial or official use.
- Rating** Grade or class of an enlisted man or woman.

- Secure The completion of a drill, or an exercise; to go off duty after being properly relieved.
- Service Record The complete record of an enlisted person.
- Smart Seamanlike, or with military briskness.
- Striker (to strike) To seek a higher rating.
- Stow To put in place, as to stow a locker.
- Specialist An enlisted man or woman with a petty officer's rating of Specialist.
- Uncovered Without head gear.
- Watch On duty (guard). Period assigned to be on deck and ready for duty.
- Wardroom Officer's lounge.

## USEFUL BOOKS

- A. A. Ageton, *The Naval Officer's Guide*. New York: Whittlesey House, 1943.
- Bluejacket's Manual*. Annapolis: U. S. Naval Institute.
- Bureau of Naval Personnel Manual*, 1942.
- L. P. Lovette, *Naval Customs, Traditions and Usage*. Annapolis: U.S. Naval Institute.
- Uniform Regulations, U.S. Navy, 1943.
- U.S. Navy Regulations*, 1920 (Reprinted 1942).

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