

Tropic Lightning



Social Guide

2020

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WELCOME TO SCHOFIELD BARRACKS - HOME OF THE 25TH INFANTRY DIVISION TROPIC LIGHTNING!

The historic 25th Infantry Division, nicknamed “Tropic Lightning”, was activated on 1 October 1941 and conducts military operations primarily in the Asia-Pacific region. The 25th Infantry Division has participated in every major conflict since World War II and continues to carry that tradition into the future. We are honored that you and your family are now a part of this unique Army community.

Introduction to Protocol

The Army is an organization richly steeped in tradition, most of which is rooted in its earliest beginnings. Being an Army spouse is an honor, but it will likely introduce an individual to a whole new world of customs, etiquette, courtesies, traditions and protocols. The wealth of information available pertaining to these areas resides in many books, guides, official regulations and websites. It can seem overwhelming and intimidating, but it doesn't need to feel that way. The intent in writing this social guide is to provide the spouses of Schofield Barracks with a reference, touching on the basics, and capturing some of the long-standing Army and spouse traditions you may encounter. It provides a baseline or foundation from which to plan. It does not capture information on every topic in these areas or address every possible situation that might arise. We recognize that the world is rapidly changing and many social transitions have occurred. As the title implies, use this as a guide and recognize the importance of tradition and the role it plays in our military life. Expand upon it to fit your unique event as the circumstance or social environment dictates, recognizing that in many situations, there are exceptions. Use this information as a foundation upon which to build your own “rules” that reflect your respect and high esteem for others, and recognize and honor their specific needs.

The three concepts listed below, tradition, protocol and etiquette, all combine to encompass what it means to honor our role as Army spouses and how to keep them not only relevant, but maintain them for the next generation.

Tradition

Tradition is the handing down of statements, legends, customs, etc. from generation to generation by word of mouth. It is the practice of an unwritten body of law and doctrine. There are several military traditions imbedded in each unit along with their specific history. Army professionals and their spouses incorporate Army history into formal and informal activities to inspire a sense of both unit and Army heritage among their members.

Protocol

While good manners are the rules followed in everyday contact with other people, protocol is the set of rules which prescribes good manners in official life. They include diplomatic courtesy, customs of service (system of accepted social patterns and traditions accepted by the military) and common courtesies (the traits of kindness, friendliness, thoughtfulness and consideration of others) to create order. They let us know what to expect in a given situation.

Protocol is considered the “science” of governing rules for good manners.

Etiquette

Etiquette is the conduct or procedure required by good breeding or prescribed by authority to be observed in social or official settings. There is more than just learning the rules, mechanics of good behavior, or graciousness. ***It means showing kindness and concern for everyone and respecting the feelings of others.*** The consideration you grant someone as a person should be done because that person is a human being, worthy of respect, not just because that person is important or of high rank. Etiquette is not just an ornate show of ceremony; it reflects the observance of mutual respect and consideration between individuals. Military etiquette consists of the overall concept of exhibiting everyday good manners, along with the customs, courtesies, and traditions. Etiquette is the “art” of the application of rules and principles.

The ultimate expression of social grace and etiquette is kindness.

Leadership Guidelines

The following guidelines are based on a blend of tradition and practical experiences of senior spouses and offer suggestions for each level of command. Please remember, ***all of the following are positions based solely on their spouse's role within the 25th Infantry Division and, as such, are VOLUNTARY. Being the spouse of a commander can feel overwhelming, but you should feel free to be yourself and plan your involvement according to your personal schedule, personality and preferences.***

Role of a Commander's Spouse

As a commander's spouse, you may have the opportunity to have a profound positive impact on the fellow spouses in the unit. Spouses may look to you for guidance, mentorship and encouragement. Your leadership, by example, may be the key to their development as future leaders.

DIVISION LEVEL COMMAND GROUP

Division Commanding General's (CG) Spouse Opportunities

In addition to the leadership responsibilities of the unit, the spouse of the Division CG in our community potentially may engage in the following activities:

- Advisor to the Commander and SFRG.
- Serve as Senior Spouse Advisor on the installation, and familiarizes themselves with many agencies, programs, facilities, resources, services, etc., such as the following: American Red Cross, Army Community Service (ACS), MWR, Housing, etc.
- Serve as the honorary President of the Schofield Barracks Spouses' Club: The Hui 'O Na Wahine (a Private Organization)
- Facilitate monthly and "as needed" meetings for Brigade and Battalion level spouse leadership
- Host special events and holiday receptions for Schofield Barracks and other local community leaders and supporters
- Play a key role in the community's continuing effort to stay current and forward-thinking
- Delegate tasks, as needed, to Deputy Commanding General's (DGC) spouses and Chief of Staff (CofS) spouse
- Maintain open communication with other Army Divisions, I Corps, FORSCOM, and other additional military spousal leadership on a routine basis, determined by need

Division Command Sergeant Major's (CSM) Spouse Opportunities

- Serve as leading spouse for all non-commissioned officers and enlisted spouses
- Serve as the honorary Vice-President of the Hui 'O Na Wahine Spouses Group (a Private Organization)
- Coordinate with CG spouse for joint gatherings of the staff spouses
- Welcome the new CSM spouses
- Meet with the unit's CSM spouses to share information, organize activities, and discuss concerns
- Serve as an advisor for the unit's CSM spouses
- Maintain open communication with CG spouse and the rest of the Command Group members
- Familiarize themselves with community agencies, programs, facilities, resources, services, etc.

Division Deputy Commanding General's (DCG) Spouse(s) Opportunities

- Maintain open communications with Command Team spouses (CG and DCSM)
- Serve as an advisor to community organizations, as needed
- Familiarize themselves with community agencies, programs, facilities, resources, services, etc.
- Play a key role in the community's continuing effort to stay current and forward-thinking
- Serve as advisors to Schofield Barracks Spouses' Club (a private organization)
- Perform any additional roles coordinated with them by the CG's Spouse

Division Chief of Staff's (CofS) Spouse Opportunities

- Inform CG spouse on all matters concerning spouses' activities
- Disseminate information from the CG spouse to the appropriate spouses
- Serve in an advisory capacity, as needed
- In some cases, when requested, act as the first spouse of the staff spouses
- Serve as the leader of the Staff Coffee Group
- Perform any additional roles coordinated with them by the CG's Spouse

BRIGADE LEVEL COMMAND GROUP

Brigade Commander's Spouse Opportunities

- Advisor to the Commander and SFRG.
- Support CG's spouse at community activities
- Serve as the leader of the spouses in the Brigade Headquarters
- Support/coordinate/organize get-togethers with the spouses of the Brigade Headquarters group
- Ensure new arrivals are welcomed
- Assist Battalion (BN) Commanders' spouses whenever necessary
- Coordinate with BN Executive Officer's (XO) spouse to welcome the new BN Commanders' spouses
- Meet with BN Commanders' spouses informally to exchange ideas, discuss concerns and coordinate activities within the Brigade
- Support/attend BN unit and spouses' activities as his/her schedule permits
- Attend Changes of Command/Responsibility within the community as schedule permits
- Attend community updates or community information forums and disseminates the information to the families of the Brigade
- Assist the Brigade Headquarters' Soldier & Family Readiness Group (SFRG) in the organization of activities and roster updates
- Familiarize themselves with community agencies, programs, facilities, resources, services, etc.
- Maintain open communication with the Brigade CSM's spouse

Brigade Command Sergeant Major's Spouse Opportunities

- Serve as leading spouse for all noncommissioned officers and enlisted spouses in the Brigade
- Coordinate with the Brigade Commander's spouse for joint gatherings of the Brigade spouses
- Welcome the new BN CSM spouses
- Meet regularly with the BN CSM spouses to share information, organize activities, and discuss concerns
- Serve as an advisor for the BN CSM spouses
- Maintain open communication with the Brigade Commander's spouse

Brigade Deputy Commanding Officer's Spouse or CAB Command Chief Warrant Officer's Spouse Opportunities

- Serve in the place of the Brigade Commander's spouse when he/she is not available
- Assist the Brigade Commander's spouse as able
- Set an example of loyalty and adaptability during the Change of Command
- Coordinate/orchestrate welcome and farewell functions for the outgoing and incoming Brigade Commander's spouses
- Serve as the sponsor for the new Brigade Commander's spouse and family
- Function as a sounding board for the Brigade spouses and a confidential listener for the Brigade Commander's spouse

BATTALION LEVEL COMMAND GROUP

Battalion Commander's Spouse Opportunities

- Advisor to the Commander and SFRG.
- Support the Brigade Commander's spouse at Brigade and community activities
- Maintain open communication with the Brigade Commander's spouse concerning BN spouses' activities and invites him/her to attend as his/her schedule permits
- Assist in Brigade level functions, acting as the chairperson if his/her BN is hosting the event
- Assist the Brigade XO's spouse in organizing welcome and farewell activities for the Brigade Commander's spouse
- Serve as the leader and mentor for the BN spouses
- Develop a positive working relationship with the BN CSM's spouse for joint spouse activities and projects for the soldiers and families
- Assist Company Commanders' spouses when necessary
- Ensure that new arrivals in the BN are welcomed
- Attend Company Changes of Command/ Responsibility ceremony and promotions when schedule permits
- Attend BN sponsored activities whenever possible
- Attend community updates or information exchanges, if possible
- Provide guidance to Company SFRG leaders to organize activities and update rosters

- Familiarize themselves with community agencies, programs, resources, facilities, services, etc.

Battalion Command Sergeant Major's Spouse Opportunities

- Serve as leading spouse for the BN non-commissioned officer and enlisted spouses
- Coordinate with the BN commander's spouse for joint BN gatherings and activities
- Welcome all new BN First Sergeants' spouses
- Organize informal meeting with the First Sergeants' spouse to exchange ideas, disseminate information, and discuss concerns
- Maintain open communication with the BN Commander's spouse
- Inform Brigade CSM spouse about matters concerning non-commissioned officer and enlisted families
- Familiarize themselves with community agencies, programs, resources, facilities, services, etc.

Battalion Executive Officer's (XO) Spouse and Battalion Operations Officer's (S3) Spouse Opportunities

- Serve in the place of the BN Commander's spouse when he/she is not available
- Assist the BN Commander's spouse as able
- Coordinate/orchestrate welcome and farewell functions for the outgoing and incoming BN Commanders' spouses
- Provide a sounding board for the BN spouses

COMPANY LEVEL COMMAND GROUP

Company Commander's Spouse Opportunities

- Advisor to the Commander and SFRG.
- Support the BN Commander's spouse at BN activities when possible
- Serve as the leader of the Company spouses
- Disseminate information to the Company spouses
- Serve as, or coordinate with, the SFRG leader in organizing company activities and soldier support
- Arrange for regular get-togethers for the Company spouses, preferably with the First Sergeant's spouse's participation
- Attend promotion ceremonies and Company sponsored activities whenever possible
- Assist in the smooth transition during the Company Change of Command

Company First Sergeant's Spouse Opportunities

- Support the Company Commander's spouse and assists him/her at Company spouses' activities
- Notify the Company Commander's spouse of newcomers, illnesses, births, and deaths in the Company
- Assist the Company Commander's spouse in welcoming incoming spouses to the unit
- Maintain open communication with the BN CSM spouse concerning non-commissioned officers and enlisted family issues
- Assist the BN Commander's spouse in welcome and farewell activities for the CSM spouse

In the absence of a Commander's or CSM's spouse:

Occasionally, the Commander or Command Sergeant Major is single, unaccompanied on the command tour, or has a spouse who is unable to participate. In these cases, the Commander or CSM can seek the assistance of the next senior spouse (based on active spouses' responsibility, not always time-in-grade), on advice of the BDE/DCG/CG spouse, who is willing to fulfill the responsibilities. This individual is frequently called an SFRG advisor. There is a clear distinction between the advisor and the working commander's spouse. For example, the working spouse may not be able to attend daytime functions and may request someone to attend those in his/her absence, although he/she is an active participant with the spouses' groups.

The advisor may be asked to:

- Represent the unit for the Commander or CSM at spouses' functions and meetings
- Serve as a communication link between the Commander or CSM and the unit spouses
- Arrange get-togethers and lead the coffee group
- Communicate with the senior spouses at the higher headquarters

Welcomes and Farewells

The purpose of a welcome is to provide a venue for the incoming spouse to meet members of the unit and the community. Traditionally, welcomes are offered to the spouse of the Commander and the Command Sergeant Major of a Division, Brigade, and Battalion. The welcome event should take place, if possible, within two weeks following the Change of Command. This will give the spouse an opportunity to get to know the other spouses of the unit who they will be working closely with in a timely manner. It is inappropriate to mail the invitations or host the welcome before the Change of Command. Farewells should take place before the Change of Command.

Remember, a welcome or farewell should be planned in keeping with the preferences of the Guest of Honor and the personality of your organization and the spouses involved. These guidelines reflect the most formal type of welcome or farewell and should be tailored to your unique situation.

It is recommended to begin planning early, after checking with the Guest of Honor about personal preferences. Usually, the best type of event for a welcome or farewell could be a brunch, luncheon, or dinner based on the preference of the Guest of Honor.

- The official host should always check with the Guest of Honor for the most convenient date
- The Guest of Honor should be asked for a list of special guests they would like invited to the event
- Contact the next Senior Spouse to see what potential conflicts might exist for the senior leadership
- Make sure to keep the “Battle Buddy” of the Guest of Honor a part of the planning process
- If a Command Team is arriving or leaving together, it is acceptable to do a joint event if the Guests of Honor so choose
- Please note that for Welcomes and Farewells, guests may be added or deleted at the Guest of Honor’s discretion.

Who Hosts?

The official host for the welcomes and farewells should be established as soon as possible. **Below are recommended guidelines:**

Division CG’s Spouse

Host - Division DCG spouse, CofS spouse, CSM spouse, G3 spouse

Members of the Planning Committee – Brigade Commander Spouses and Schofield Barracks Spouses’ Club (if desired)

Members of the Planning Committee – G3 spouse, Brigade Commander Spouses and Schofield Barracks Spouses' Club (if desired)

Division CSM's Spouse

Host – CofS spouse, Brigade CSM spouses, G3 spouse

Co-Host – Division CG, DCG and CofS spouse, Schofield Barracks Spouses' Club (if desired)

Members of the Planning Committee – Brigade CSM Spouses, Schofield Barracks Spouses' Club (if desired), Division Staff Spouses

Division DCG's Spouses

Host – Division CG spouse, CSM spouse, CofS spouse, G3 spouse, Schofield Barracks Spouses' Club (if desired)

Members of the Planning Committee – Brigade command team spouses, Division Staff spouses, Schofield Barracks Spouses' Club (if desired)

Brigade Commander's Spouse

Host – Brigade XO/S3 Spouse and/or Brigade CSM spouse

Members of Planning Committee – Battalion Commander and Staff spouses

Brigade Command Sergeant Major's Spouse

Host – Brigade Commander and/or BN CSM spouses in the brigade

Members of the Planning Committee – BN CSM spouses in the brigade

Battalion Commander's Spouse

Host – Battalion XO/S3's spouse and/or Battalion CSM spouse

Members of Planning Committee – Headquarters Staff and Company Commander's spouses

Battalion Command Sergeant Major's Spouse

Host – Battalion Commander's or Senior First Sergeant spouses

Members of the Planning Committee – Battalion First Sergeant and Senior NCO spouses.

Whom to Invite to a Welcome/Farewell

Division CG's Spouse

- Brigade and Battalion Commanders' and CSMs' spouses
- Division Primary Staff's Spouses
- Hui Spouses' Club members
- Selected civilian VIP spouses. Obtain a recommended list from the Protocol Office
- Presidents and directors of nonprofit organizations
- Personal friends and family of Guest of Honor
- Spouses and personnel in Garrison and Tenant command groups. Contact Protocol for names and addresses
- Schofield Barracks Directors/Managers (i.e. Red Cross, ACS, MWR, etc.)

Division CSM Spouse

- Brigade and Battalion Commanders' and CSMs' spouses
- Division Primary Staff's Spouses
- Schofield Barracks Spouses' Club members
- Personal friends and family of Guest of Honor
- Spouses and personnel in Garrison and Tenant command groups. Contact Protocol for names and addresses
- All Schofield Barracks Directors/Managers (i.e. Red Cross, ACS, MWR, etc.)

Division DCG's Spouse

- Brigade Commanders' and CSMs' spouses
- Division Primary Staff's spouses
- Personal friends and family of Guest of Honor
- Spouses and personnel in Garrison and Tenant command groups. Contact Protocol for names and addresses

Brigade Commander's Spouse

- Division CG, CSM, DCGs', and CofS's spouses
- Brigade Commanders' and CSMs' spouses
- All Officers', CSMs', and 1SGTs' spouses within the brigade
- Personal friends and relatives of Guest of Honor

Brigade Command Sergeant Major's Spouse

- Division CG, CSM, DCG, and CofS's spouses
- Brigade Commanders' and CSM's spouses
- All Officers', CSMs', and 1SGTs' spouses within the brigade
- Personal friends and relatives of Guest of Honor

Battalion Commander's Spouse

- Division CG, CSM, DCGs', and CofS's spouses
- Brigade Commanders' and CSMs' spouses
- All Battalion Commanders' and CSMs' spouses within the brigade
- All Officers', CSMs', and 1SGTs' spouses within the battalion
- Personal friends and relatives of Guest of Honor

Battalion Command Sergeant Major's Spouse

- Division CG, CSM, DCGs', and CofS's spouses
- Brigade Commanders' and CSMs' spouses
- All Battalion Commanders' and CSMs' spouses within the brigade
- All Officers', CSMs', and 1SGTs' spouses within the battalion
- Personal friends and relatives of Guest of Honor

Quick Reference for Host Duties

- Coordinate date and time with Guest of Honor and Senior spouses
- Request special guest list with addresses from the Guest of Honor
- Determine if various committees are warranted for level of event (i.e. committees may be needed at the Division level but not necessarily needed at the Battalion level)
- Assume responsibility for overall planning, timing and tracking of committee activities
- Determine budget for event
- Host should introduce Guest of Honor, conduct presentation of lei and gifts, and offer the Guest of Honor the opportunity to speak
- Keep a list of those who assisted and attended to properly thank them (provide list to Guest of Honor if requested)
- Complete a thorough after-action report to ease the workload at future Welcomes and Farewells

Committees

In planning the Welcome for a **Brigade level spouse**, the official Host should meet with the spouses of all the Battalion Commanders in the brigade. As a courtesy, the date of the event should be cleared with the Division CG's spouse.

In planning the Welcome for a **Battalion level spouse**, the official Host should meet with the spouses of all Company level commanders. As a courtesy, the date of the event should be cleared with the Brigade Commander's spouse.

In planning the Welcome for a **Brigade or Battalion CSM spouse**, the official Host should meet the senior NCO spouses of the Brigade or Battalion, keeping the Brigade or Battalion Commander's spouse informed.

Considerations

The following considerations are recommended to assist in planning a Welcome or Farewell:

Invitations	Refreshments/Food	Guest book	Reserving Location
Decorations	Finances	Photography	Nametags
RSVP's	Escort	Gift	Entertainment/Music
Lei			

Finances

The cost of the function is to be pro-rated across the number of guests. It will be determined by factoring in the cost of invitations, menu, decorating, lei, nametags and gifts. Be realistic about cost and budget accordingly. A good target is for the event to cost no more than \$15.00 for BN and \$20 for BDE/DIV.

Communicate with the Guest of Honor regarding how the cost of attendance for any personal guests will be handled. Typically, military-affiliated spouses who are personal guests will expect to pay at the door but non-military-affiliated friends or family members of a Guest of Honor may not be aware, therefore the Guest of Honor may choose to pay in advance for their personal guests.

Always keep the receipts for all expenses and a record of money collected for the event.

NO UNIT FUNDS MAY BE USED FOR THESE EVENTS!

Formal Sample Military Invitation:

*The Chief of Staff of the Army
requests the pleasure of your company at a
Promotion Ceremony
in honor of
Brigadier General Benjamin S. Griffin
on Thursday, the third of June
at ten o'clock
Room 3E668
The Pentagon*

*R.S.V.P.
(703) 697-0978*

*Class A Service Uniform
Civilian Informal*

Welcome Sample Invitation:

*The spouses of the 299th BSB
request the honor of your presence at a
Welcome Reception
for
Susan Jones
4 May, 2014
6:00 pm
Riley's Conference Center*

*R.S.V.P NLT 1 May
kelly.civilian@civilianserver.com*

*Aloha crisp
\$15 at the door*

Farewell Sample Invitation:

*The spouses of the 299th BSB
request the honor of your presence at a
Farewell Reception
for
Susan Jones
4 May, 2014
6:00 pm
Riley's Conference Center*

*R.S.V.P NLT 1 May
kelly.civilian@civilianserver.com*

*Aloha crisp
\$18 at the door
If you'd like to contribute to the farewell gift, please bring a
donation of \$2*

Gifts

Welcome Gifts

A welcome gift must not exceed \$20 in value to avoid issues under Government Ethics Rules (classified as a “gift from a non-federal entity”). It is merely a token of friendship; a welcoming embrace from their new unit. A unit bracelet, unit pin on a brooch, unit stemware/glassware, or coffee table book about the local area are all examples of appropriate gifts. A pineapple is a sign of welcome in the Hawaiian culture as well.

Farewell Gifts

A farewell gift is a meaningful reminder of friendship and sincere appreciation. It is appropriate to ask the Guest of Honor if she/he desires something in particular. Examples include unit stained glass panes, a watercolor of the Guest of Honor’s house, handmade items like quilts or wall hangings, garden pavers with unit crests, purchased items such as local area souvenirs (paintings, pottery, glassware) or something related to a personal hobby.

It is always best to consult with your unit JAG officer for guidance concerning gift giving in a farewell setting as there are peculiar rules governing these situations. All farewell gifts must adhere to the guidelines within the sections of the Joint Ethics Regulation (DoD 5500.7-R) regulating the standards of conduct for employees of the Executive Branch. Here are some key rules applicable to farewell gifts:

- ***Farewell group gifts are capped at \$300 for any departing spouse.***
- *Contributions toward a group farewell gift can be **sought/requested in the amount of \$10.00 or less per person.***
- ***It must be made clear donations are 100% voluntary in nature.*** (No lists should be maintained, or pressure to donate exerted.) See Farewell Sample Invitation above for suggested language regarding gifts.
- *A donation may be made towards the gift even if an individual is unable to attend the event.*

Presentation of the Lei (Optional based on Planning Committee Decision)

- This ceremony is normally conducted during the formal portion of the event. After introducing the Guest of Honor, the Host will place a lei on her/him. The Host will then be followed by subordinate unit (Brigade/Battalion/Company) representatives presenting a lei to the Guest of Honor on behalf of their unit.
- It is helpful to ask the Guest of Honor if s/he has a flower allergy in which case alternates such as shell, nut, or ribbon leis may be more accommodating. Additionally, a pregnant woman should not receive a closed lei, it is considered bad luck for the unborn child. An appropriate alternative is an open-ended lei, draped across the shoulders, open in the front.

Quick Reference for a Receiving Line (Optional based on Guest of Honor preference)

- The Host would be the first in line with the Guest of Honor next, *the Host makes the introductions but does not shake hands*
- The Host says the name of the Guest of Honor, then the name of the spouse coming through the line. Always introduce junior to senior spouses.
- As an individual enters the receiving line, they should give their name to the introducer (unless they are wearing a name tag), who introduces the individual to the Guest of Honor, **whose hand they do shake**. A simple "Welcome to the DIV / BDE/BN Ohana" or "Lovely to meet you" is appropriate and keeps the line moving
- Let committee members or those with assigned tasks at the event go through the receiving line before the other guests arrive to allow them the opportunity to meet the Guest of Honor
- Farewells need not always have a reception line, ask the Guest of Honor what she/he prefers

Planning Checklist for Official Host and/or Committees

(Checklist can be modified for almost any function)

Invitations:

- Design, distribute, email/mail. Prepared 3-4 weeks before event, mailed 2 weeks before event
- Prepare special guest invitations and distribute
- Track reservations
- Contact the event location by the deadline with number of attendees

Payment Table and Nametags:

- Arrange for a cash box with change, if needed
- Check guest name for reservations and payment status
- Have nametags prepared for guests. Have sufficient blank nametags available and make sure to bring pens
- Direct guests to the nametags and request that they sign the guest book

Menu Planning and Venue Arrangements:

- Reserve location
- Select menu. Check with Guest of Honor about food preferences and possible food allergies
- Coordinate with event location regarding special requirements, i.e. tables for nametags, guest book, gift and their placement, podium and microphone, desired color scheme, etc.
- Coordinate entertainment (simply having music playing in the background is acceptable)
- Coordinate decorations

Other Reminders:

- Designate an escort for the Guest of Honor
- Have the guest book open and ready for when the guests arrive
- Lei
- Gift
- Camera

Timeline Checklist for Planning a Welcome or Farewell Function

2-3 Months Prior:

___ When you know about the arrival or departure of a Commander or Command Sergeant Major's spouse, and you know you'll need to plan a reception, check first with your higher headquarters senior spouse to make sure their schedule is open for the date(s) you are considering

___ Plan your location; reserve a room on post, secure a space at a local restaurant, consider using a private home. Check with the Guest of Honor for his/her wishes

___ Plan what Welcome/Farewell gift you would like to give. Many items may need to be ordered well in advance to insure on time arrival

___ Determine if the event needs separate committees

1 Month Prior:

___ Designate person to take RSVP's

___ Food list: If being catered or at restaurant, determine menu. If individuals will be providing food and beverages, set up a sign-up sheet

___ Invitations: Ask the incoming/outgoing spouse if she/he has any additional guests that they would like to invite and get those addresses. Send out your invitations early, 2 weeks before the event is a good rule of thumb. Consider sending a "Save the Date" email a month in advance

___ Plan the "emcee" for the event. This person will introduce the Guest of Honor and tell group a little bit about their background. Make sure to gather this information from the Guest of Honor

2-3 Weeks Prior:

___ Plan for decorations/music. When using a room at a facility, try to provide a few simple decorations (unit colors or favorite colors) and background music. There is no need to be elaborate; just use your own creative flair

___ Purchase a guest book or ask the Guest of Honor if he/she has one they would like to use. Provide a nice pen for guests to use when signing the book

___ Ensure you have designated an escort to pick up the Guest of Honor

___ Be sure to have a designated photographer to take pictures of the event and provide them to the Guest of Honor

1 Week Prior:

___ Be sure to provide nametags once you have all your RSVP's. They should be made up in advance but keep some blank ones available in case anyone is missed. It is appropriate to send a "gentle reminder" to let those invited know the RSVP deadline is approaching

2 Days Prior:

Run quick 'checks' to ensure the following:

___ Lei is lined up

___ Food and beverages will be incoming

___ Decorations

___ Music

___ Nametags are ready to go

___ Photographer is prepared

___ Escort is prepared and has correct address

Reception location:

___ Guestbook and pen are open and ready for signatures

___ Speaker (Host) is ready with background info to present/introduce

___ Gift(s)

___ Host thanks everyone who helped out

Social Event – Local Locations

On-Post Venues

Personal Home

Neighborhood Community Center

Nehelani Conference Center

Schofield Bowling Center

The Hangar – Bowling Alley on Wheeler

Schofield Arts and Center

Off-Post Venues

Hickam Beach Park Pavilion

The Leilehua Golf Course

Waikele Country Club

Monkeypod Kitchen – Ko Olina

Manoa Chocolate Hawaii

604 at the Beach House at Piliilau Army Recreation Center

The Sunset Lanai at Camp Smith

Bayer Estate

USCG The Hideaway Club

Ko Hana Distilleries (Rum Tasting)

Beach Park Pavilions throughout the island

Hickam Officers Club

The Lanai at Mamala Bay on Hickam

Paradise Pedals Hawaii

Boutiki (on Pearl Harbor)

Escape Room

604 on Pearl Harbor

Officers Club at Kaneohe Bay

Walter J Nagorski Golf Course, Ft. Shafter

Green World Coffee Farm

Tea at 1024

Please note that this is not an exhaustive list but rather a starting place for location ideas.

Spouses must avoid giving the appearance of any Department of Defense official endorsement of any non-

Federal entities used for these events. Avoid use of the official Army insignia, graphics, etc.

Command Team Transition Guidelines

The following are tips for Commanders/Command Teams and Command Sergeants Major and their spouses. The departure of a commander/command team is a major event in the life of a unit. It marks the end of one chapter in the continuing story of the unit and the beginning of another.

The goal is to ensure a smooth transition!

Outgoing Spouse

Need to do:

- Place a congratulatory/welcome phone call or email to your successor within an appropriate time frame of the command announcement (6 months before the Change of Command is acceptable).
- Take the time to provide transition notes/information for the new team. Ensure a well-maintained continuity binder with current rosters, ongoing programs and schedule of unit activities (at least 3 months out)
- Provide your successor an opportunity to ask questions through follow up phone calls or emails about Coffees, Hail and Farewells, Family Readiness Groups, Change of Command Ceremony/Reception, etc.

Nice to do:

- Provide information about housing, schools, military community and local community

When your successor arrives (or shortly before the Change of Command, if they have resided at the installation for an extended period of time):

- Warmly and personally welcome them; possibly invite them to dinner
- Initiate a one-on-one meeting with your successor
- Don't – Discuss personalities of individuals within the unit
- Do – Share important facts: key people, trauma or crisis (individual or unit), serious medical conditions of individuals (pregnancy, mental health concerns, etc.) special roles, projects or unit commitments
- Acknowledge and emphasize confidentiality
- Introduce them to key people in the unit (CSM spouse, XO's/S3's spouse)
- Bring them to your last senior spouses meeting

- Inform them of the Change of Command schedule and any special procedures unique to the unit

Additional tips:

Don't let the group (SFRG or Coffee), establish new policies just prior to you leaving

Keep members of both groups informed about what you've discussed with your successor

Encourage and ensure the XO/S3 spouses that a welcome call and offers of assistance to the new commander's spouse are entirely appropriate and, tactfully, ascertain that the new spouse will be properly welcomed

Positively discuss the transition at your last SFRG meeting/Coffee. Acknowledge that the time has come for you to move on, and ask that the group warmly welcome the new commander's spouse

After the Change of Command:

Have plans for the rest of the Change of Command day

Understand the need to cut ties. Allow loyalties to begin to shift – disengage!

Don't discuss unit business once you've left.

Send thank you notes for farewell gifts, dinners, parties, get-togethers, etc.

Don't be drawn into comparisons with others.

Don't feel guilty if you're glad the command tour is over, there are lots of valid reasons why you would be ready to move on and it is normal to feel a range of emotions from relief to loss.

Incoming Spouse

Before the Change of Command

Avoid contact with the unit unless initiated by the current command team.

Graciously accept outgoing commander's spouse suggestions and information – decide later what to keep.

Discuss with your spouse what types of social events you are comfortable hosting.

Mull over and decide whether you will give gifts (i.e. baby, wedding, welcome and farewell). Standardize and possibly buy ahead. Make sure you are willing to commit and plan for two years, once you have established a tradition of this nature, make certain that you continue it and don't forget anyone.

After the Change of Command

Keep in mind, you are a newcomer. The other spouses may welcome you with open arms and much warmth, or they may hold back and come around slowly. *Don't take it personally.* They have lost a friend with the departure of the last commander's spouse, give them time to respond to the change.

Don't make instant changes.

Meet with the other key spouses in the unit, to include the CSM spouse, in order to get to know each other and to discuss "business."

Discuss with the Coffee group changes they would possibly like to make. Try to determine the needs, desires, and interests of the group, implementing them when possible.

Forge a strong working relationship with the Chaplains, the S-1, the CSM's spouse, and SFRG leaders. Think twice about making overwhelming changes. **Watch, listen, and learn.**

Events at Schofield Barracks

Community Information Exchange (CIE)

Time/Date: Takes place on the last Wednesday of each month. Each meeting last approximately 1 hour. CIE begins at 9am.

Location: Nehelani

Dress: Business Casual/Informal

Attendees: BN, Brigade and Division Command Teams and Spouses, Division and Garrison Primary Staff

Information Exchange - On post agencies brief information on current and future events and programs. Examples: Desmond T. Doss Health Clinic, School Liaison Office, ACS, AAFES, Commissary, Housing, Chaplains, Spouses Club, DPW, Red Cross, USO, and at times surrounding community people come for special events happenings, etc.

Tropic Lightning Week

The Division annually conducts usually in the month of October.

Location: All throughout Schofield Barracks and Wheeler Army Airfield

Dress: Varies based on event

Attendees: Depends on event

Tropic Lightning Week is used to celebrate and honor the rich heritage of the 25th Infantry Division. This event provides the Division the opportunity to reach out to Veterans and continue to show them support and gratitude. Events throughout the Week/Day are conducted at the Battalion, Brigade, and Division levels and include physical and sports events, breakfast/lunch with Veterans and current unit members, static displays, etc. The Tropic Lightning Week concludes with a ceremony at the Weyand Field.

Volunteer Appreciation Ceremony

On a rotational basis, brigades are assigned to host the Volunteer Recognition Ceremony which is conducted quarterly.

Location: Sergeant Smith Theater

Dress: Aloha Crisp

Attendees: Volunteers receiving awards and their families

Quick Protocol References

Social Functions

Ceremonies	<p>Are conducted to honor the service member (and their families) for their service, and to foster unit cohesiveness. Spouse attendance shows support for the service members, their families and the unit</p> <p>Quick Tips:</p> <ul style="list-style-type: none">• Remember to RSVP, dress appropriately and turn off your cell phone during ceremonies• You are encouraged to congratulate those being honored / if it's a memorial ceremony, speak to the family members of the deceased, show them you care. A little compassion and empathy go a long way.• Seating – dependent on the type of ceremony, but seating is usually done by precedence (rank / date of rank / position)• After the ceremony, it is appropriate to give a lei to both incoming and outgoing service members and spouses during the receiving line
Coffees	<p>Unofficial social group in unit, usually formed at Battalion level or higher. Usually held monthly, coffees are an opportunity to welcome new spouses, farewell outgoing spouses, meet other spouses in the unit and share information about what is happening in the unit and the local community. Hosting a coffee is voluntary and hosting duties are shared by all members of the group. Invitation list varies from group to group; however, it typically consists of Officer spouses and Senior NCO spouses.</p>

Hail and Farewells	Unit parties intended to welcome and farewell Officers and Senior Enlisted NCOs. Typically held quarterly, this event provides the opportunity to meet and mingle with the soldiers and family members in the unit. Unit members share the cost and planning of the event. They can be held at a number of venues to include restaurants, outdoor parks, or event rooms.
Luncheons (Hui Spouses Club)	Hui has a luncheon schedule or similar activity held monthly. There may be a social hour before and a program after the luncheon. Membership and reservations are almost always required; a guest may attend one time before deciding to join.
Promotion Party	Given by an Officer, NCO or group of people with similar dates of rank, shortly after being promoted. Promotion parties are an opportunity to share the good fortune with invited friends and their spouses and typically food and beverages are provided by the newly promoted soldier.
Receptions	Usually held in honor of a special guest or for guests after a Change of Command ceremony. There may or may not be a receiving line and before departing, guests should thank the Host and give their farewells to the Guest of Honor (if not the Host).
Dining-In	An old military tradition passed down from the British, a dining-in provides an opportunity to celebrate unit successes and enjoy the tradition and heritage of the unit and Army. This is the most formal of events for Officers and NCO's and <i>does not include spouses</i> .

<p>Formal/Dining-Out</p>	<p>Sometimes referred to as a ball, this is the most formal of events and includes spouse/dates. Most formals have a receiving line and will include posting/retiring of the colors, guest speakers and honored guest as well as toasts as part of the formal program.</p>
<p>Holiday Reception</p>	<p>These receptions are one of the oldest traditions in the Army. Hosted by the unit commander and spouse, they are most frequently seen at the Battalion level and higher. This event is considered to be a 'Command Performance' event, therefore all of the military members who are invited are expected to attend. It is typically held at the Commander's home and attendees arrive in a shift format as a group. One group may attend for a set time (30-45 mins) followed by a break (15-30 mins) so that food and beverages may be replenished before the next group arrives. Arrival and departure time should be adhered to strictly.</p>

R.S.V.P

When you are asked to R.S.V.P to an event, it is common courtesy to do so in the manner requested on the invitation and to do so in a timely manner.

- Always try to respond to an invitation within 3 days. The only exception to this is if the Host has written “please respond no later than...” or “please reply by the...” In these instances, you may wait until the deadline given if needed.
- Whatever means of response is indicated on the invitation should be used for the reply. If a phone number is given, please call; if an email address is given, please email your response. Always tell the Host whether you are or are not attending, do not simply state “I am R.S.V.P.’ing. There is no expectation to explain your response, you can simply state, “Thank you for your kind invitation, I will/will not be able to attend.”
- If responding by phone, it is appropriate to leave a message but remember to state your name and indicate what event you are responding to so the Host will understand the message.
- Do not ask to bring your children if their names are not on the invitation or if the invitation does not indicate “family” (ex. “The Smith Family”).
- Always make sure to contact the Host if your R.S.V.P status changes from a “yes” to a “no.” After the deadline, it is not appropriate to ask the Host if you may attend the event if you have previously indicated that you would not be able to attend.

Hostess Gifts

Hostess gifts are ALWAYS optional, but if you would like to contribute one there are a few guidelines to consider. A hostess gift is not necessary to bring to a coffee or an event you are paying to attend or contributing to in some way with food, decorations, etc. Be aware that a host whose active-duty spouse is senior to the guests or their spouses can only accept a hostess gift legally **if a meal is being served**. A customary hostess gift in the \$10 range is recommended in that case. If you are hosting an event and guest brings a more expensive gift (i.e a \$20 bottle of wine), the gift may still be accepted but again, only if a meal is being served. Otherwise, the gift requires a legal review by your unit’s JAG officer.

Thank You Notes are gestures of appreciation

A personal thank you is always appreciated and can be a mailed note, a phone call, or a thank you at the door, depending on the occasion. It is generally not necessary to write a thank you note for large official functions, such as a reception to which hundreds of guests have been invited.

Remember, the expression of appreciation and promptness are what really matter, not how well you follow the guidelines!

When to Stand

- During “Ruffles and Flourishes”
- Posting of the Colors/Retiring of the Colors
- Lei presented to you and/or your children at a ceremony
- National Anthem (ours and Host County)
- Invocation
- Flags passing in review (6 steps before and 6 steps after passing you)
- Division and Army Song played
- Retreat and Reveille
- Attention to Orders

Flag Etiquette – Spouse places hand over heart during:

- The playing of the National Anthem
- The playing of Taps
- US Flag Passing by (during a review/parade)
- Pledge of Allegiance
- Movement of a casket
- The playing of Retreat and Reveille

Receiving Lines

- Couples should stand together in line
- No food, drink, cell phones or cigarettes in line
- Spouse goes before Solider
- Solider gives name to adjutant (protocol officer, first person in line)
- Do not shake hands with first person in line

Silverware

- Start from the outside and work your way in
- Dessert utensils are frequently at the top of the place setting

Attire

What to wear? There is no single universally applicable answer to this question. The **five W's** can help when deciding the most APPROPRIATE dress for an event:

- **Who** is hosting the event? Best friend, neighbor or the Commander
- **What** is the event? A BBQ or a formal ball
- **When** is it? Generally, the later the function, the dressier the affair
- **Where** is it? Coffee at the bowling alley or a reception hall
- **Why** are we gathering? To make crafts or to honor a senior spouse

Two rules of dress:

1. If you receive an invitation and are not certain of the dress requirement, never hesitate to ask the Host for more information or ask the Host or another senior spouse what they are planning to wear.
2. If you discover that you've worn the wrong type of clothing to a function, laugh it off and enjoy the party!

General guidelines:

- Invitation should have "dress" in the bottom right-hand corner, but it may not always be indicated on the invitation. If it is not, ask the Host when you RSVP
- Time of day (Standard of Dress) depends on local customs and time of day:
 - Morning – skirt/blouse/sweater, simple dress or slacks, open shirt (no tie)
 - Luncheons – skirt/blouse, dress, suit or slacks, tie, no jacket
 - Reception – dressier dress, suit or dress pants, sports coat
 - Cocktail – dressier dress or evening suit, or men's suit
- Some of the different forms of attire: Aloha Casual, Aloha Crisp, and Formal.
- Under these forms of attire, there are also numerous sub-categories, when in doubt, call your Host and ask them what they are wearing.
- Always remember, it is better to come dressed UP, than come dressed DOWN to an event.

Event	Dress (unless otherwise noted on the invitation)
Coffees	Aloha Casual
Hails & Farewells	Aloha Casual
Receptions	Aloha Crisp
Balls/Dining Outs	Formal
Cocktail parties/CG's Lawn Party	Aloha Crisp
BBQ's and other Casual Outdoor Affairs	Aloha Casual
Open House (before 6pm)	Aloha Casual
Parades and Change of Command Ceremonies	Aloha Crisp
Graduations	Aloha Casual or Aloha Crisp
Promotions	Aloha Crisp
Military Funerals	Aloha Crisp
Retirement Ceremonies	Aloha Casual or Aloha Crisp

Attire	Service Member	Spouse/Guest
White Tie (The most formal event one can attend, usually a State or Diplomatic Function)	Army Blue/White Evening Mess	Women: Long Gown Men: Tuxedo/Tails
Black Tie	Army Blue/White Mess or Blue with Bow Tie	Women: Long gown or tea-length, dressy cocktail suit Men: Dinner Jacket/Tuxedo
Formal	Service Uniform with bow tie equivalent	Women: Long gown or tea-length, dressy cocktail suit. Men: Tuxedo or Suit with bow tie
Aloha Crisp	Service Uniform with Four-in- Hand Tie or equivalent	Women: Long Dress, Knee length, tailored dress, Blouse with knee length skirt, heel, wedge, sandals or flats. Men: Collared shirt, tucked in Muted/subtle aloha shirt tucked in, belt, dress slacks, closed-toe shoes, sport coat is optional, no tie.
Aloha Casual	Service Uniform with Four-in- Hand Tie or equivalent	Women: Casual dress, blouse with skirt, dressy shorts, cropped or full-length pants, sandals or leather style flip flops Men: Collared shirt or polo shirt,

		untucked, cotton shorts or pants, sneakers or leather style flip flops
Very Casual	Jeans, capris, shorts, t-shirts, etc. (nature)	Jeans, capris, shorts, t-shirts, etc. (that are appropriate in nature)

Notes:

If a Service Member is attending as a guest (not their own unit), then they may wear “Spouse/Guest” attire.

When looking at the charts above, it is useful to remember that there is often a mismatch between our interpretations of what is appropriate to wear. For example, although the duty uniform might be appropriate performing duties on a military installation, it might seem out of place at a civilian business meeting or ceremony. In that instance, the Service Uniform may be a better choice. Always err on the side of being more nicely and respectfully dressed.

Tropic Lightning March

We strike like Tropic Lightning,
We're trained and we're ready to fight!
The Twenty-Fifth has written tales of glory,
We can always add another story.
Through the whole Pacific,
Our answer will always be swift!
We're tough,
We're ready for whatever mission
We are the Twenty-Fifth!

The Army Song

March along, sing our song, with the Army of the free Count
the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:

First to fight for the right,
And to build the Nation's might,
And the Army goes rolling along
Proud of all we have done,
Fighting till the battle's won,
And the Army goes rolling along.

Then it's Hi! Hi! Hey!
The Army's on its way.
Count off the cadence loud and strong;
For where e'er we go,
You will always know
That the Army goes rolling along.

Resources

The Tropic Lightning Social Guide is a compellation of ideas, references, insights, and protocols in part gathered from previous works published by other Army installations. Therefore, duplication of content or structure is unavoidable as it represents the standard of social guidelines to which all Army Spouses strive to adhere.

101st Division Protocol Office, *Screaming Eagle Guide to Protocol*, 2010.

Maneuver Center of Excellence, Office of Protocol, *The Benning Book 2nd Edition*, 2017.

Training and Doctrine Command (TRADOC), *Army Spouse Protocol and Social Guide*, Fort Eustis, VA, 2017.

US Army War College, *Basics from the Barracks, Carlisle Barracks Military Etiquette and Protocol: A spouse's quick reference to its unique customs, courtesies, and traditions*, 2011.

Online Resources

Basics from the Barracks, Carlisle Barracks Military Etiquette and Protocol
<https://www.armywarcollege.edu/orgs/mfp/docs/Spouses%20Edtiquette%20book.pdf>

Drowning in Lemonade, Reflections of a Hopeful Woman
<https://drowning-in-lemonade.com/2019/06/16/army-tradition-one-more-time/>

