***JOAG Cyber-Gram***

***May 2018***

***Volume 3, Issue 3***

***Marks of respect***

**Don’t:** Overlook marks of respect

**Do:**

* Always walk and sit to the left of a senior-ranking officer
* Always introduce junior- to senior-ranking officer and wait for senior to offer a handshake
* Never acknowledge a senior-ranking officer with “Very well.” Say “Yes, sir/ma’am” (or “Aye, aye, sir/ma’am” to naval officers)

Bookmark:

* [*USPHS Officer’s Guide: Leadership, Protocol, & Service Standards (2nd ed.)*](http://www.coausphs.org/membership/publications/)
* [*Basic Military Requirements (NAVEDTRA 14325)*](http://www.courses.netc.navy.mil/courses/14325/14325_ch9.pdf)
* [*Cyber-Gram Volume 1, Issue 1, Complimentary Close*](https://dcp.psc.gov/OSG/JOAG/resources_cybergram.aspx)

**Policy Review**

**Marks of respect IQ Test**

Test your knowledge of marks of respect to senior-ranking officers.

1. When boarding a boat or a vehicle, junior-ranking officers board\_\_\_\_\_\_\_.

a. the bow (stem or front) first and exit last

b. the stern (aft or back) last and exit last

c. the stern and always sit to the left if two senior-ranking officers are in the back seat

2. When boarding the rear of a vehicle with a senior-ranking officer, junior officers \_\_\_\_\_.

a. enter first through the right door and move to the left

b. open the right door for the senior and walk around to the left door

c. open the left door for the senior and walk around to the right door

3. When passing through doorways, junior-ranking officers should \_\_\_\_\_.

a. Enter first and exit last

b. Hold the door and enter last

c. Hold the door for female, but not male, officers

Answers: A, B, B

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**Keep your finger on the pulse, check for policy updates at**

<https://dcp.psc.gov/ccmis/bulletin/BULLETIN_archives_m.aspx>

**Policy Awareness and Notification (PAN)**

Co-Leads: LCDR Dakota McMurray & LT Danny Benbassat

LCDR Linda Park

LCDR Mindy Chou

LT Stephanie Lanham

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**PAN Mission:** Provide policy guidance and support to the JOAG Policy and Procedures Committee Chair and updates to all junior officers.

The PAN Subcommittee is under the direction of JOAG’s Policy and Procedures Committee (Chair: LCDR Chris Sheehan)