



MARKAS PEMERINTAHAN PENDIDIKAN DAN LATIHAN

NAVAL TERMS & ETHICS

ISI KANDUNGAN

PRAKATA

01 NAVAL TERMS	1
02 THE NAVAL VALUE SYSTEM	3
03 CUSTOM AND TRADITION	4
04 THE NAVAL OFFICER	9
05 CUSTOM AFLOAT	16
06 COURTESIES AND ETIQUETTE	21
07 MESS CUSTOMS	23

PRAKATA

Markas Pemerintahan Pendidikan dan Latihan TLDM (MPPL TLDM) merupakan salah satu dari elemen di dalam TLDM yang bertanggungjawab dalam semua peringkat iaitu strategik, operasional dan taktikal. Penyampaian latihan bermula dari seawal peringkat kemasukan di dalam TLDM dan berkembang kepada pelbagai peringkat disiplin yang membentuk dari seorang individu menjadi sebuah pasukan yang berprestasi tinggi dan sentiasa bersedia. Tugas kami bukan mudah tetapi sangat signifikan.



Sebagai menambahbaik indoktrinasi latihan sedia ada, lima buku panduan iaitu Buku Panduan Jurulatih, Buku Panduan Pegawai Kadet, Buku Panduan Laskar dalam Latihan, Buku Panduan Perajurit Muda dan *Naval Term and Ethics* telah dibangunkan. Buku-buku panduan ini adalah salah satu mekanisme pengukuhan kepada pembangunan modal insan termasuk Nilai-Nilai Teras TLDM. Ini bagi memastikan implementasi latihan yang konsisten dan *knowledge management* yang standard di dalam TLDM. Maklumat umum organisasi dan panduan asas disiplin adalah kritikal di dalam pembentukan awal bagi pegawai dan anggota TLDM. Pembangunan buku-buku panduan ini juga bagi menterjemah pendekatan kepada implementasi latihan yang betul dan penyampaian maklumat umum yang bersifat inklusif dan bukan eksklusif. Berdasarkan pendekatan ini juga, warga TLDM akan dibudayakan dengan merujuk kepada garis panduan serta rujukan yang telah sedia ada di dalam TLDM khususnya dan ATM amnya.

Semoga buku-buku panduan ini akan dimanfaatkan sepenuhnya oleh semua kumpulan sasaran serta warga TLDM dalam bersama-sama membangunkan modal insan yang berguna kepada agama, bangsa dan negara.

SEDIA BERKORBAN

NAVAL TERMS

No	Naval Term	Meaning
(a)	(b)	(c)
Part of Ship's Terms		
1.	Abeam	At right angle to the centreline of the ship
2.	Aft	Toward the stern of a vessel
3.	Amidship	The middle portion of the ship
4.	Beam	The width of a ship at the widest point side to side
5.	Bilge	The lower part of a ship were waste water and seepage collect
6.	Bollard	Iron post on pier for securing mooring lines
7.	Bow	The forward part of the ship
8.	Bridge	Raised platform from which a ship is navigated
9.	Bulkhead	Transverse or longitudinal partition separating portions of a ship.
10.	Centreline	Divides the ship lengthwise vertically
11.	Compartment	Corresponds to a room in a building
12.	Deck	Corresponds to a floor in a building
13.	Draft	Depth of water from the surface waterline to the ship's keel
14.	Fore	Forward part of ship
15.	Galley	The ship's kitchen or food preparation area
16.	Gangway	A passage to give entrance or leaving the ship
17.	Hatch	A square or rectangular hole in the deck for access to a lower deck of ship
18.	Head	Shipboard toilet
19.	Keel	Protrudes below the surface of the hull to provides hydrodynamic resistance to the lateral forces
20.	Mast	A structure rising above the hull and upper portions of a ship to hold sails, spars or rigging
21.	Passageway	Corridor
22.	Port	Left side of the ship
23.	Quarterdeck	The aftermost deck of a warship
24.	Rudder	Flat moveable structure attach to the stern used for steering the ship
25.	Starboard	Right side of the ship
26.	Stern	The rear of a ship
27.	Waterline	The line which make the surface with the hull

(a)	(b)	(c)
Other terms		
28.	Abandon Ship	An imperative to leave the vessel immediately
29.	Action Station	See battle station
30.	Adrift	A boat that has broken from her moorings and may displaced by the ship's movement
31.	Ahoy	A cry to draw attention
32.	All Hands	The whole ship's company
33.	Anchor	Any object designed to prevent or to slow the drift of a ship
34.	Anchor buoy	A small buoy secured by a light line to indicate the position of the anchor
35.	Avast	Stop
36.	Aweigh	The moment a ship's anchor leaves the sea bottom
37.	Aye Aye	I understand and I will obey
38.	Ballast	Heavy material to provide stability
39.	Ballast Tank	A device used to control buoyancy and stability
40.	Beacon	A lighted or non-lighted fixed aid to navigation attached directly to the earth's surface
41.	Colours	A ceremony of hoisting and lowering the national ensign
42.	Ensign	The national flag flow from the flagstaff
43.	Fender	A flexible bumper used in boating to keep boats from banging into docks or each other
44.	Forecastle	A partial deck above the upper deck and at the head of the vessel. Pronounced fouksel
45.	Funnel	The smokestack of a ship, used to expel boiler steam and smoke or engine exhaust
46.	Gooseneck	A fitting that attaches a boom to a mast yet allows it to move freely
47.	Irish Pennant	Thread hanging from a uniform. Any loose or untidy end of a line
48.	Line	Rope
49.	Rat guard	One of the circular sheet metal fastened at the mooring line to avoid rat from entering ship
50.	Sickbay	Ship's hospital
51.	Wardroom	Officers mess and lounge room aboard ship

The **NAVAL** value **SYSTEM**

Reference: Time Tide and Tradition

- Customs and traditions are adopted by groups to nurture a sense of identity and homogeneity, and to set themselves apart in a subtle way from the rest of society.
- They are different in a very fundamental way which sets them apart from their brothers in civilian life: the soldier, the sailor and the airman are trained to lay down their lives willingly when required to in the course of their duty.
- The naval value system is a code which has been crystallised both by spontaneous evolution and the conscious adoption of high ethical standards.
- Social values are constantly subjected to change, and this phenomenon is a cause as well as an effect of the social turmoil witnessed in the world in recent times.
- The Navy cannot allow the effect of this turmoil to spill into the Service, as it would be detrimental to such a highly structured organization.
- It is, therefore, understandable that the Armed Forces should evolve and zealously conserve their value system and tradition.

There is no other profession except religious orders where individuals not only work together but live together. **The term shipmate means so much.**

- Admiral David McDonald,
CNO, US Navy

- The value system that the Navy strives to maintain is responsive to contemporary trends, but its innate conservatism protects it from drastic and short-lived changes that would, if allowed to affect the naval way of life, result in a tense and unstable service environment.
- The values that are cherished in the Navy may thus seem somewhat old-fashioned in a modern living have taken their toll and tradition; where disillusionment and event cynicism are common place.

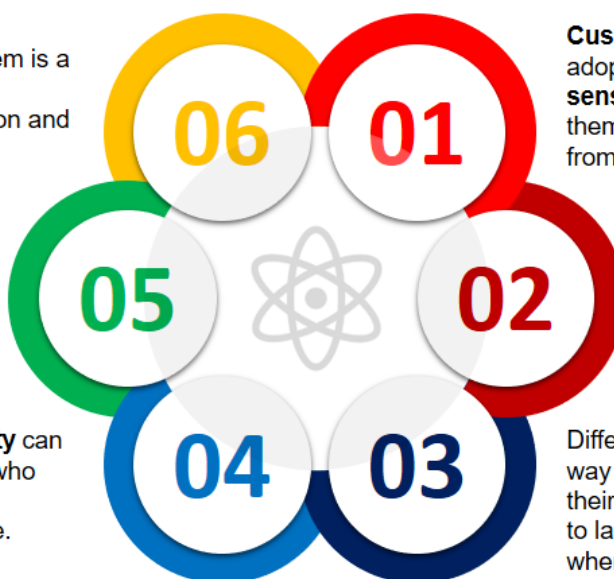
CUSTOM and TRADITION

Reference: Time Tide and Tradition

The Naval value system is a code which has been crystallised by evolution and high ethical standard

A man who has complete and unquestioning faith in the values he has imbibed in the ceremony of his superiors and colleagues.

Absolute devotion to duty can only be instilled in a man who believes implicitly in the righteousness of his cause.



Custom and traditions are adopted by groups to **nurture a sense of identity** in order to set themselves apart in a subtle way from the rest of society

Applies to the Defence Services, desire to be different, or to appear different – the **Armed Forces** of a country **are different**.

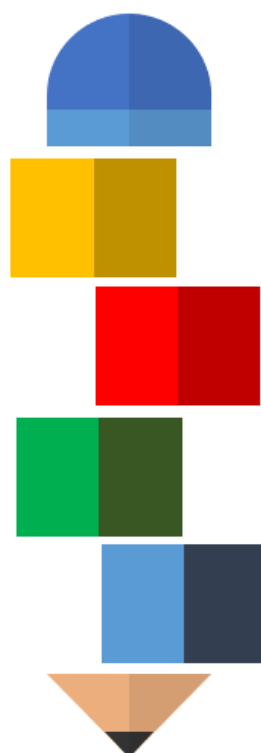
Different in a very fundamental way which sets them apart from their brothers in civilian life: train to lay down their lives willingly when required to in the course of their duty.

SOCIAL

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The Navy cannot allow the effects of this turmoil to spill into the service, as **it would be detrimental** to such a highly structured organization.

Old as these values are, they are far from irrelevant. Indeed, it may be said that it is upon these time-tested precepts that we can confidently pin our hopes for the future.

HONOUR

Reference: Time Tide and Tradition



1. Honour doesn't mean the mere acquisition of title, rank, or privilege. It is **self-respecting integrity**, a fine and scrupulous sense of what is right.
2. A sense of honour is **essential** in the mental make-up of an officer.
3. It is hard to define quality that gives him the courage and the will **to rise above** petty considerations and act as befits a **leader of men**.

PATRIOTISM

Reference: Time Tide and Tradition

1. When a country is passing through difficult times, only an unshakeable sense of patriotism will enable the young officer to do his duty.
2. Traditionally, the Navy has always paid great respect to its flag, and many of the service's most sacred ceremonies are centred around the hoisting and lowering colours.
3. The importance of this ceremonies must never be underestimated. **Men have died for their flag**; it is the symbol of their country and all that it represents.



LOYALTY

Reference: Time Tide and Tradition

Loyalty and *esprit de corps* are time-honoured and time-tested naval values.

Loyalty **doesn't mean blind subservience** to an individual.

Rather, it is a **total commitment to a cause and an institution.**

Mere upward loyalty is insufficient – loyalty must extend to peers and to those under your command.

This all-round loyalty to superiors, peers and subordinates makes for that most prized of naval qualities - *esprit de corps*.



Concern for his men has always been the hallmark of a good naval officer.

True concern lies in sharing men's hardship and their happier moments.

Fortunately, Naval officers are in a position to develop bond of trust and mutual respect with their men.

A lot of old and respected traditions which foster this relationship:

1. Officer **never eat before their men do**
2. **nor do they relax** while their **men are at work.**

A **good officer attitude** towards his men is "**let's go**" rather than "get going".

INTEGRITY

Reference: Time Tide and Tradition



An Officer must at all times conduct himself with utmost probity and act with total honesty of purpose and action.

Integrity requires unswerving adherence to the truth.

It is one of our most cherished values, for the sea is unforgiving environment, and in combat, ships are effective only if the men can repose unfaltering faith in their officers.

DUTY

Reference: Time Tide and Tradition

Duty is the great business of a sea officer. By performing his duty uncomplainingly and without expectation of a reward can a naval officer set a stellar example to those he hopes to lead.

COURAGE

Reference: Time Tide and Tradition

The principle that you can only command your men to do what you are prepared to do yourself.

But courage is not merely physical, although physical courage is an essential facet of a naval officer's character.



Courage is equally of the moral kind, which includes the ability to admit an error both to superiors as well as subordinates.

It implies the readiness to accept blame, not only for your own lapse, but also for subordinates when the occasion demands.

DISCIPLINE

Reference: Time Tide and Tradition

DANGER 1

Any compromise through poor judgement of the special demands of the sea would shake the very foundation of the Service.

SINE QUA NON 3

Naval discipline is the *sine qua non* (essential) of life at sea. Without it, nothing is impossible

TRUST 5

The off-watch crew sleeping below-deck have surrendered control of their survival because they trust the officer and men on watch. This trust requires discipline by those on watch to maintain professional and standards.

2 AIMS

Enables personnel to rely on each other in their common effort.

4 ESSENTIAL

Dealing with life-and-death situations, under a great stress, and in small groups which cannot but rely on strength of a group to fulfil a role.

6 EFFECT

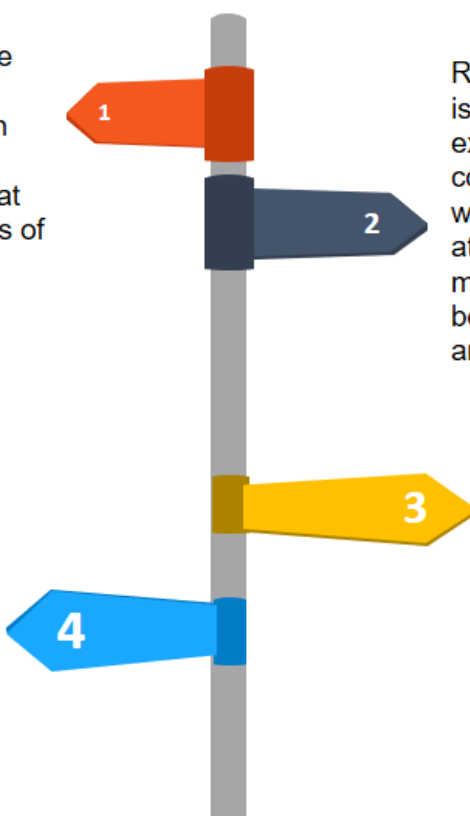
The absence of even a few men from shipboard fire party or machinery repair team can lead to disastrous effect on the outcome of an emergency at sea.

COURTESY

Reference: Time Tide and Tradition

In dealing with his men, the naval officer will find that courtesy and consideration go a long way towards earning him the respect that he should enjoy in the eyes of his men.

The Navy has a fine system of looking into personal injustice, wherein the aggrieved person can honourably seek reparation through his immediate superior.



Rude and arrogant behaviour is little appreciated, and men expect to be treated with courtesy. This doesn't mean weak or overly familiar attitude towards them. The men will know the difference between genuine courtesy and false friendliness.

An important aspect pertains to the avenue for seeking redressed of grievances, which exemplifies the conduct of an impeccable officer.

The NAVAL OFFICER

Reference: Time Tide and Tradition

A naval officer is a very special person as he is **expected to be a gentleman**.

The words 'officer' and 'gentleman' are synonymous where the service is concerned.

The word 'officer' originally **signified an official**, or one who performed an assigned duty in the fifteenth century.

Officers are required to **live by** strong and rigid **code of conduct** at all times.

- His **integrity** should always **beyond doubts**.
- Display genuine concern for men well being.
- Justice in handling discipline matters, must not only be done but be seen to be done.

CADETS

Reference: Time Tide and Tradition

The life for a naval officer begins when joining a ship as a cadet and become equal in their status as "the lowest form of marine life".

Conduct basic training which brings naval cadets shoulder to shoulder with the men they will eventually command.

Cadets join with seamen in their part of ship, doing everything a sailor is required to do such as general cleanship, ammunitioning, storing ship, quartermaster's duties and manning the boats.



Kadet
Cadet



Pegawai Kadet Kanan
Midshipmen



Leftenan Muda
*Setaraf Leftenan Muda
Acting Sub Lieutenant*



Leftenan Madya
*Setaraf Leftenan
Sub Lieutenant*



Leftenan
*Setaraf Kapten
Darat & Udara
Lieutenant*



Leftenan Komander
*Setaraf Mejar
Lieutenant Comander*



Cadets live in dormitories called chest flats with just a small locker for their belongings and a bunk to sleep on

The intention, clearly, is to bring up officers and gentlemen, learn to live as their men do, so that they become familiar with every aspect of their life.

At the end of year training period, the successful Cadet is promoted to Midshipman, a celebration for the young man earned the proud privilege of wearing epaulettes on his shoulder.

MIDSHIPMEN

Reference: Time Tide and Tradition

The word derives from an area aboard a ship, amidships, but it refers either to the location where midshipmen worked on the ship, or the location where midshipmen were berthed.

Midshipmen were also known as Snotties. The name comes from the days when young boys sent to sea in this rank, and often had runny noses due to crying because of homesickness.

Appropriately, the officer in charge of Midshipmen came to be known as the Snotties' Nurse.

Midshipmen live in a cramped dormitory where they were expected to make place for themselves – it is called the 'cowshed'. With the improved living condition, the cowshed has now acquired the more prosaic name of Junior Officer's Mess.

The life of a Midshipman in the Royal Malaysian Navy is very different from the days of old. The Snotty is now well on his way to become a full-fledged officer.

It is customary for a Midshipman to develop his professional knowledge while exercising his wit and ingenuity whenever opportunities arises.

At the end of their training, Midshipmen are examined by a board which clears successful 'Mids' for promotion to commission rank.

The Midshipman deemed posses the best Officer-Like-Qualities is awarded with the Sword of Honour – the traditional symbol of an officer.



The best Midshipman receiving the Sword of Honour

SUB LIEUTENANTS

Reference: Time Tide and Tradition

As the name implies, are subordinate or assistants to Lieutenants, and are expected to carry out all the duties of a Lieutenant.

On completion, they are sent to sea for award of their Watchkeeping Certificate, which testifies their ability to keep an independent watch at sea or in harbour.

Naval officers start their commissioned service as Acting Sub Lieutenant, undergo technical courses to get a grounding in the various subjects and disciplines.

It is generally after completing the Watchkeeping period an officer receives his first appointment letter.

It is service custom that an officer join his ship in uniform before Both Watches on the morning of the date of his appointment.

In case any difficulty is foreseen in reporting on time, it is preferable to join the ship the previous day, keeping the Executive Officer informed so that arrangement can be made for accommodation and messing on board.

It is also customary that an officer joining a ship to meet his Commanding Officer at the earliest in ceremonial dress, accompanied by the concerned Head of Department.

This provides the officer an opportunity to be introduced to his Captain and at the same time to get to know what is expected of him.

LIEUTENANTS

Reference: Time Tide and Tradition

The word Lieutenant is of French origin, and means holding in lieu of, or one who replace.

This rank was introduced in the British Navy to provide the Captain with an assistant or qualified relief if necessary.

The senior Lieutenant on board will become second-in-command, and was known as the First Lieutenant.


On smaller ship, the Executive Officer, who is given the title of First Lieutenant and is traditionally called 'Number One'.



An Officer is promoted to rank Lieutenant.

Lieutenant duties are numerous, and as specialist officers, they are responsible for advising the Commanding Officer in various situations.

They are expected to be at the peak of their professional knowledge, and must know everything about their particular specialization to be able to carry out assigned duties effectively.




A Lieutenant is also appointed on the staff of certain Flag Officers as the Flag Lieutenant, origin during those days when all messages between ships are exchanged using flags.

Since the eyesight of an Admiral would have deteriorated due to age, he was provided with a Lieutenant who could read signals passed between the ships, and hence became known as the Flag Lieutenant.


LIEUTENANT COMMANDERS

Reference: Time Tide and Tradition

Lieutenants given command of their own ships were known as Lieutenants and Commanders or Lieutenant Commanding.



In time the title was shortened to Lieutenant Commander. This became a rank in the United States Navy only in 1862, and in the Royal Navy almost 30 years later.



Promotion up to the rank is based on a time scale. For further promotions, however, an officer has to undergo a selection process at each stage.

COMMANDERS

Reference: Time Tide and Tradition

A leader must exhibit such resolve that it must be felt by his subordinates.

Till the early nineteenth century, the lower grades of Captains who were not yet eligible for promotion to the rank of Rear Admiral were called **Master and Commander**, and they command small warships.

This title was abridged to Commandeur in 1774, and it was only in 1827 when the British appointed officer of this rank as second-in-command of large ships that the rank was changed to Commander.

As there will be more than one officer of the rank Commander on board, only the Executive officer, is known as the 'Commander'.

CAPTAINS

Reference: Time Tide and Tradition

“Leaders are on duty 24 hours a day – more so a naval officer”.

- Adm I Yamamoto

Captains, as the name implies, are the leaders of all aboard their ships. Any Officer in command is entitled to this address, regardless of his actual rank. He is called 'the Old Man' by the crew, but always with respect and affection.

The duties and responsibilities of a Captain are multifarious. On board, his authority is supreme and unquestioned. As long as he is in command, he is entrusted with the safety of the ship and all the men on board. The fact of the immense responsibility he bears has led to the custom of the Captain being the last to abandon ship.

ADMIRALS

Reference: Time Tide and Tradition

After many years of distinguished service, the naval officer approaches the pinnacle of his career when he is promoted to the rank of Rear Admiral and given his 'Double Brass'.

This title can be traced back to the Arabic *Amir-al-bahr*, or ruler of the sea. The term was introduced in Europe during crusades, and the first English Admiral was appointed in 1297.

It would be apparent that every naval officer cannot rise to flag rank. The Navy has a pyramidal rank structure and it is only the exceptional few who progress to the highest ranks.

**“Personal example
is the most vital
factor in leadership”**

– Admiral Teiji Nakamura
CNO, Japanese Navy

CUSTOMS AFLOAT

Reference: Time Tide and Tradition

The Watch System

- The crew of a ship traditionally divided into two or more watches, depending upon number of men available.
- In the days of old, the two senior Lieutenants on board would pick their watches man by man before the ship sailed, with one standing on the port and the other on the starboard side.
- One watch expected to run the ship for all normal activities, while the other rested, which led to the two watch system.
- However, when a large number of men were required, both the watches were called out; hence the expression '**Both Watches**'.
- As ships become bigger, the number of men on board increased, thus divided into three watches, called Red, White and Blue.
- With increasing use of technology on board, it became necessary to pick a man for the job he can do, rather than for any strength of sinew.
- This is the origin of the **Watch and Station Bill**, which now divides the ship's company into two or three watches and allocates them stations which they are required to man under different situations.

Time

- The importance of time to seaman is perhaps responsible for the emphasis on punctuality in the Service.
- Ships go to great lengths to make sure that they arrive at the appointed spot exactly on time: it is indeed a poor pilot who cannot bring his ship to the exact position at the required minute.
- Ships customarily follow a 24 hour clock, with **the day commencing at 0001H and ending at 2359H**.
- For some unknown reason, the Navy does not recognise the existence of 2400H or 000H: midnight is always referred to as 2359H or 0001H.
- The day is divided into **six watches of four hours duration each, called the middle, morning, forenoon, afternoon, dog and first watches** respectively.
- In order to ensure that the watches belonging to everyone on board are synchronised, the Navigator's Yeoman traditionally gives a **time check at 0735H** every day, as also important evolutions like entering and leaving harbour.

The Ship's Bell

- For those who are young in service, the ship's bell may appear to have a purely ceremonial purpose, as the bell is sounded only at the time of Colours.
- It was not so long ago that the bell was importance to the ship for timekeeping.
- All men on board kept four-hour watches, and the bell would tell them how much of their watch had been completed.
- Time was indicated by striking the bell every half hour, with the number of strokes denoting the time that had elapsed since the watch began.



A sailor sounding the bell at the time of Colours

Make-And-Mend

- A **half working day** is traditionally known in the Navy as a 'make-and-mend'.
- It originates from the fact that hands were piped to make-and-mend clothes every Saturday, because their clothes were hand-stitched and had to be maintained by hand in the absence of machines.
- Hence, a newcomer hearing "hands to make-and-mend", is expected to understand that there will be no more official work that day, with the requirements, if any, handled by the duty watch.
- A make-and-mend is **customarily declared** on the last working day of each month, which is normally **the day on which the ship's company is paid**.
- The intention is to permit sailors, who always receive their pay in cash, to deposit it in the bank rather than keep money in lockers and run the risk of either misplacing it or losing it ashore.



KD MUSYTARI's crest.

Crest

- Ships for centuries past have been using crests for the purpose of recognition and to distinguish one from other.
- The crests was originally the insignia of each ship, and was affixed to her stem.
- Ship's crest can be seen on the bows of a ship when she is launched.
- It has become a source of inspiration and encouragement to officers and men belonging to that particular ship.

Conning Orders

- When conning a ship, the word 'starboard' is usually extended whereas the word 'port' is kept short and clipped.
- Thus, when giving wheel, the conning officer orders, "Staaaaarboard 30"; "Port 15!".
- This custom also applies to engine orders, especially when ships having twin shafts.
- Using the words 'both engine' is used when giving a combined order to both engines; and use only 'starboard' or 'port' for single engine.

Acknowledgement of Orders

- The Navy has special way of acknowledging orders and reports.
- A seaman acknowledges an order with "Aye aye sir!" and then carries it out with alacrity.
- An officer acknowledges a report with the words "Very good", even though the report may be a grave of nature.
- Acknowledgements on radio circuits are given by using the word "Roger"..

Woman Aboard Ships

- It is customary for a warship to be characterised as feminine, despite women are not allowed on board at sea except on special occasions such as Families Day.
- In the days of sail, a sailor's family lived with him in the mess, and children were often born on board.
- The delivery was done in the space between the guns, with the open area behind the guns being curtained off from public view.
- Perhaps this led to epithet "son of a gun" being used to describe a person of unknown parentage.
- Sign of change are once again evident, and many countries including Malaysia have allowed women to join the Navy.
- This signifies that women have begun to make inroads into seafaring, a profession that had hitherto been exclusively a male preserve.
- All women are saluted when they embark a ship. This custom is applicable irrespective of their status or that of their husbands. All women are considered equal and are treated as such unless the woman holds her own official position.

Weddings

- An officer is expected to obtain permission from his Commanding Officer before he gets married.
- In earlier days when an officer got married, his ship hoisted a garland between the masts to indicate the event, and all officer attending the wedding function in ceremonial uniform.
- After the service, the bride and groom walked out under an arch of crossed swords held by brother officers lining both sides of the passage, symbolising that all on board would defend the well-being of the newlyweds.
- Traditionally, the wardroom gives the couple a suitable present, such as a salver inscribed with the names of all its members.



Newlyweds walked under an arch of crossed swords.

Gin Pennant

- The hoisting of a gin pennant (the starboard pennant in the set of signalling flags) on the mast of the ship traditionally marks a celebration at which all officers are invited for a drink.
- The pennant may be hoisted by a ship to celebrate the winning of a coveted trophy or some similar event, or by an officer on promotion.
- Gin pennants likely originated in, and still remain in use today, in the commonwealth navies.



COURTESIES AND ETIQUETTE

Reference: Time Tide and Tradition

Navies the world over are reputed not merely for courage and gallantry in action, but also for courtesy and good manners.

Naval officers must be able to navigate the shoals and pitfalls of good society anywhere in the world as skilfully as they handle a ship in formation or in combat.

In order to do so, it is necessary for naval officers and their wives to be aware of the customs of the Service and of society, so that they are never found wanting.

Leadership is management of men by inspiration and persuasion rather than by direct or implied threat of force.

- Harry S Truman
US President

Courtesy costs nothing, but pays a huge dividend.

- A Japanese Proverb

Correspondence

- All naval officers are expected to be punctilious with their personal correspondence.
- Letters written to an officer in his personal capacity or demi-official letters must be replied to promptly without exception.
- It is considered extremely discourteous to 'forget' to reply, especially when the letter is from a colleague or a subordinate.
- Not replying to a superior's letter may invite the latter's wrath and create a poor impression.

Invitation

- Invitations fall into two categories – formal and informal. All invitations should be extended about ten days in advance.
- Last minute invitations should be avoided as they give the impression that the host is filling in because someone else backed out.
- Invitations are customarily replied to as soon as possible after receipt, and in any case within 24 hours so that the host can make a suitable arrangements and invite other guests to make up numbers in good time.
- The invitation must include the date, time and venue of the function, the dress specified, details of the function itself and the appointment and telephone number of the officer who is coordinating arrangements.
- An invitation once accepted makes attendance mandatory, unless circumstances beyond control dictate other wise, in which case involve an invitation from a senior officer, must personally be apprised about the reasons for declining his invitation.

Courtesies to Ladies

- Nothing discloses the presence or absence of manners in a gentleman sooner than his behaviour in the presence of ladies.
- Common courtesy demands that gentlemen avoid undue familiarity with a lady, especially in public.
- It is impolite to nudge a lady, slap her on the back in friendly manner, or indulge in whispered conversations.
- Similarly, any public display of affection including the use of endearing terms must be avoided.
- Whilst shaking hands with ladies, officers must be careful not to squeeze their hands too hard, and should not be held for longer than absolutely necessary.
- When escorting a lady, an officer should always be on her right, when necessary for a gentleman to have his sword arm free to defend the lady.
- Officers never remain seated in the presence of a lady who is standing, and never keep ladies waiting for an appointment.

MESS CUSTOMS

Reference: Time Tide and Tradition

Origin

- The officer's mess as institution was first started by the British Navy in the early eighteenth century. It was the CO of one of the ships who proposed that all officers eat and drink together with every officer paying in proportion to his daily subsistence allowance so that young officers would not be burdened with excessive expenditure.
- The proposal was approved, and continues to this day as a custom wherein officers eat and drink together and contribute to party shares in accordance with their rank.
- Since the officers were eating together, the word 'mess' based on the Latin word *missus* meaning course at a meal placed on a table, was used to describe their grouping.
- At the time the mess came into being, there was a large compartment aboard British ships used for the storage of valuables plundered from ships of other countries. It is called wardrobe.
- When the wardrobe is empty, the officers on board began using this compartment as a lounge and for meals. In time, it became the mess and its name was changed to wardroom.

CO's Cabin

- The CO customarily messes separately, to ensure that the authority of the Captain is not diluted due to familiarity caused by frequent informal contact.
- It is considered a good custom for the Captain to invite one or two midshipmen or officers under training to dine with him at sea occasionally.
- This custom provides the Captain with an opportunity to get to know his young officers better, and to assess their officer-like-qualities.



A midshipman at breakfast with the Captain.

Mess's Function

- For single officers who live in the mess and are known as Living In members, mess serves as a home; and apart from being a place where they eat, it is a place where they can entertain relatives and friends.
- For married officers, the mess serves as a social club, where they can gather for moments of relaxation and quiet talk with their brother officers.

Mess Night

- On arrival in the dining room, officers stand behind allotted chairs till every one is present, and then seat themselves at the table.
- The meal is served in a manner similar to that for a formal dinner.
- The play band, if in attendance, plays during each course, but is expected to stop when the PMC or host closes his plate at the end of the course, as a signal that the course is over.

Guest Night

- A Guest Night differs from a Mess Night in that the members of the mess, either individually or collectively, invite certain guest to dinner.
- The guest may occasionally be visiting dignitary who does not belong to the Armed Forces.
- Any guest invited is expected to be punctual and formally dressed, with guests from the other Services being in their appropriate uniform.

It takes the Navy three years to build a ship. **It would take three hundred to rebuild a tradition.**

- Sir Andrew Browne Cunningham

- The chair at the head of the table is normally occupied by the PMC, while the chair opposite to him, or at the other end of the table is occupied by the youngest officer present on the table.
- The youngest officer is expected to keep his wits about him and answer all questions which may be embarrassing, and many junior officers have been judged by his ability to field these questions, without any way bringing down the high standard of conversation at the table.

Ladies Night

- A dinner to which ladies are also invited is known as ladies night.
- The procedure is once again the same as for a Guest Night.
- Ladies are also expected to stand when toasts are drunk and national anthems played, and in general conform to the movement of the PMC.
- Every member of the mess acts as a host, and any discourtesy by one member reflects upon the entire mess.

The Wardroom

- It is in the wardroom that the bonds of friendship and camaraderie amongst brother officers are cemented, and many a disagreement amicably settled over a glass of drink.
- Traditionally, the highest standards of etiquette and gentlemanly conduct are observed in the wardroom, and young officers initiated into the customs of the Service.
- With all members, except the PMC, being equal, it is a place for officers to let their hair down and relax in a cosy atmosphere.
- The important duty of every member is to preserve the values of the wardroom and to contribute in building a strong and healthy spirit.
- The mood of the wardroom is infectious and quickly spreads throughout the ship and is best explained by the adage, "A happy wardroom is a happy ship".

Untuk sebarang pertanyaan sila hubungi



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