Administrative Changes to AFI 34-1201, *Protocol*

OPR: AF/A1SO Certified by: AF/A1S (Mr Charles E. Milam)

Change typographical mistake in Attachment 2, Table of Honors. The following changes to be made in the last row, “Other Commissioned Officers”: Change value in column “Ruffles and Flourishes” from “1” to “None”, change text in column “ Music” from “Honors March” to “N/A” and column “Flags” from “United States Departmental” to “N/A”.

8 February 2011

BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 34-1201

4 OCTOBER 2006

Incorporating Change 1, 1 JUNE 2009

Services

PROTOCOL

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This instruction implements DoDD 1005.6, *Display of National Flag at Half Staff*, and AFPD 34-12, *Air Force Protocol*, and applies to all Air Force units and members as well as Air National Guard and U.S. Air Force Reserve units and members. Major commands (MAJCOM), direct reporting units (DRU) and field operating agencies (FOA) may supplement this instruction to furnish detailed guidance for base-level operations and provide for periodic self-inspections. All requests to issue supplements must be submitted to Headquarters Air Force Services (HQ USAF/A1S), 1770 Air Force Pentagon, Washington, D.C. 20330-1770. Send comments to Headquarters Air Force Services, HQ USAF/A1S, using AF IMT 847, Recommendation for Change of Publication. Ensure all records created as a result of processes pre-scribed in this publication are maintained in accordance with AFPD 37-1, *Air Force Information Management*, and AFMAN 37-123, (will become AFMAN 33-363) *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**.

SUMMARY OF CHANGES

This interim change implements new guidelines that clarify (1) types and display of the United States flag both at home and overseas; (2) display of the Prisoner of War/Missing in Action and the Medal of Honor flags; (3) updates recent changes in flag etiquette and adds a section on Saluting the Flag; (5) changes protocol to be observed during playing of the Air Force Song; (6) updates two internet based web sites.

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Chapter 1

AIR FORCE PROTOCOL PROGRAM

1.1. Scope. This instruction establishes policy and provides guidance for excellence in protocol, decorum, customs and courtesies during Air Force ceremonies, conferences and social events; in hosting distinguished visitors; and in honors afforded at military funerals. MAJCOM, DRU, and FOA commanders; the Chief, National Guard Bureau; and the Commander, Air Force Reserve Command, may issue additional instructions specific to their protocol operations so long as they further support the goals of the United States Air Force and specific military missions.

1.2. Overview. Protocol for the military and government agencies is a code of traditional precedence, courtesy and etiquette in matters of military, diplomatic, official and celebratory ceremonies. Military protocol encompasses the knowledge, accumulation and application of established service customs.

1.3. Roles and Responsibilities.

1.3.1. HQ Air Force Services is responsible for protocol policy, resource advocacy and oversight.

1.3.2. The Air Force Protocol Office supports the protocol needs of the Chief of Staff of the Air Force (CSAF) and the Secretary of the Air Force (SecAF), and provides protocol guidance to MAJCOM and DRU staffs.

1.3.3. The Air Force Personnel Center manages the protocol assignments process and maintains career path information in the development of officer, enlisted, and civilian personnel.

1.3.4. The Air Force Services Agency develops operational guidance to implement protocol policy and support protocol needs in the field.

1.3.5. The Air Force Institute of Technology, School of Engineering and Services develops and provides formal protocol training programs.

1.3.6. MAJCOM and DRU Protocol Offices support the protocol needs of the MAJCOM/CC and DRU/CC, support policy and procedural issues within the command or DRU and coordinate with HQ Air Force Services, the Air Force Protocol Office and the Air Force Services Agency, as necessary.

1.3.7. Installation Protocol Offices establish quality protocol programs, identify requirements and execute their programs in compliance with this instruction. Protocol officers are responsible for protocol decorum, customs and courtesies during Air Force ceremonies, conferences and social events; in hosting distinguished visitors; and in honors afforded at military funerals. They work special projects requiring an understanding of international, diplomatic or political sensitivity to individuals and groups representing a variety of politics, cultures, nationalities and religions.

Chapter 2

FLAGS AND PLATES

Section 2A—Introduction

2.1. Purpose. This chapter prescribes policy for the display, disposition, and use of flags, guidons, streamers, and automobile and aircraft plates. Only the flags, guidons, streamers, and automobile and aircraft plates described in this chapter are authorized for use in the Air Force and on Air Force installations.

2.2. Design. Design elements appear on both sides of flags and guidons with the image on the opposite side appearing as a mirror image (letters and numerals read from left to right on both sides).

2.3. Materials. Flags designed primarily for indoor and parade display will normally be made of banner rayon or heavyweight nylon with rayon fringe. Those designed primarily for outdoor display will be made of nylon-wool or heavyweight nylon without fringe. Older flags, made exclusively of wool, should be used until no longer serviceable and then replaced with flags made of newer synthetic materials.

2.4. Restrictions. The following limitations and prohibitions are applicable to flags, guidons and streamers.

2.4.1. Carrying of non-military organizational flags. United States military personnel in uniform or in civilian clothing, acting in an official capacity, will not carry flags of veterans groups or other non-military organizations; commanders may, however, authorize military personnel to carry state, territorial or national flags during military ceremonies. United States military personnel in uniform are authorized to carry all Department of Defense recognized flags.

2.4.2. Unserviceable flags. Unserviceable flags will not be used as banners or for any other purpose. When a flag is no longer suitable for display, it will not be cast aside or used in any way that may be viewed as disrespectful. Unserviceable flags should be destroyed privately, preferably by burning, in a way that does not show irreverence or disrespect to the flag.

2.4.3. Serviceable flags. Serviceable flags purchased with appropriated funds are not to be sold, loaned or donated to non-military persons or organizations. This restriction does not prohibit the presentation of flags to families upon the death of a military member at a funeral or other appropriate setting (consult with your comptroller and staff judge advocate).

2.5. Authorized flags and plates. Flags and plates are authorized for positions or individuals as prescribed in this publication.

2.6. Design of Official Emblems. For flags of organizations authorized emblems, refer to AFI84-105, Organizational Lineage, Honors, and Heraldry, for design, approval and construction. This instruction covers use of flags on Air Force installations after they have been approved and produced.

Section 2B—United States National Flag

2.7. Flag Protocol. Title 4 United States Code establishes the rules for proper use and display of, and patriotic customs to be shown to the flag of the United States. The flag of the United States shall only be displayed on Air Force installations according to these rules and customs and the below guidance.

2.7.1. Members must show proper respect for the flag. Criminal penalties for desecration of the flag of the United States are outlined in Title 18 United States Code, section 700.

2.7.2. Dependents or visitors to an Air Force installation are required to show due respect for the flag of the United States. Failure to do so renders them subject to exclusion from the installation.

2.7.3. Representations of the flag displayed in a manner or fashion that would impair the mission or detract from good order, discipline or morale of Air Force members may be excluded from the installation by the commander, as may the persons displaying representations of the flag in such a manner.

2.7.4. The flag of the United States will always be displayed or carried in ceremonies when any other flags are displayed or carried. The union of the flag and the flag itself, when in company with other flags, is always given the position of honor.

2.7.5. Flag spreaders are not authorized for Air Force usage.

2.8. Sizes and Occasions for Display. Sizes, types and occasions for display of the flag of the United States are as follows:

2.8.1. U.S. Installation/Base Flag. This flag is lightweight nylon bunting material, 8 feet by 17 feet and is only displayed in fair weather from an installation flagstaff. This is the typical flag used at Air Force installations.

2.8.2. US All-purpose Flags. The all-purpose flag comes in two materials:

2.8.2.1. A flag of lightweight nylon bunting material 5 feet by 9 feet 6 inches replaces the base flag during inclement weather. It is also used for outdoor display with flags of friendly nations in foreign dignitary arrival ceremonies.

2.8.2.2. A flag of rayon bunting material 3 feet by 4 feet is used for outdoor display with flags of friendly foreign nations in arrival ceremonies or to indicate joint occupancy of a building by two or more countries. They are also commonly used as the flag presented at retirements.

2.8.3. Ceremonial Flag. This flag is rayon or synthetic substitute material, 4 feet 4 inches by 5 feet 6 inches, trimmed on three edges with yellow rayon fringe 2 inches wide.

2.8.4. Organizational Flag. This flag is rayon or synthetic substitute material and is 3 feet by 4 feet. It is trimmed on three edges with rayon fringe 2 inches wide.

2.8.5. Interment Flag. This flag is 5 feet by 9 feet 6 inches of any approved material. The interment flag is authorized for deceased military personnel and for deceased veterans. To receive a flag, fill out VA Form 21-2008, *Application for United States Flag for Burial*

Purposes, and take it to any VA Regional Office or U.S. Post Office. This is the size flag used to drape over a closed casket.

2.8.6. Retirement Flag. The flag may be either 3 feet by 4 feet or 3 feet by 5 feet. Members retiring from the Air Force are entitled to presentation of a United States flag. Base O&M funds are authorized for this purchase. For details, refer to AFI 65-601V1, *Budget Guidance and Procedures*.

2.8.7. Automobile Flags. There are three sizes of this flag, each with specific uses.

2.8.7.1. The 12-inch by 18-inch flag is trimmed on 3 sides with yellow fringe, 1 inches wide. It is displayed with the individual automobile flag of the President and Vice President of the United States.

2.8.7.2. The 18-inch by 26-inch flag is trimmed on 3 sides with yellow fringe, 1 inches wide. It is displayed on government automobiles of individuals who are authorized positional colors.

2.8.7.3. The 6-inch by 9-inch flag is without fringe. This flag is authorized for display on government automobiles of general officers and members of the Senior Executive Service.

2.8.8. Garrison Flag. Made of approved materials, 20 feet by 38 feet. Flown on holidays and special occasions. Can be substituted with the installation flag.

2.9. Time and Occasions for Display. It is universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. All flags should be illuminated when displayed with the flag of the United States.

2.9.1. Each Air Force installation is authorized to fly one installation flag from reveille to retreat, normally on a flagstaff placed in front of the installation headquarters. Additional flagstaffs and flags are authorized adjacent to each dependent school on the installation. Written requests for exceptions to policy are sent to the appropriate MAJCOM vice commander for approval. Approval letter will be maintained by the installation protocol office.

2.9.2. The flag should be hoisted briskly and lowered ceremoniously.

2.9.3. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is used.

2.9.4. The flag should be displayed on all days, especially on New Year’s Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s birthday, third Monday in January; Lincoln’s Birthday, February 12; Washington’s Birthday, third Monday in February; Easter Sunday (variable); Mother’s Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Father’s Day, third Sunday in June; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day and Air Force Birthday, September 17; Patriot Day, September 11; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December

25; the birthdays of States (date of admission); on State holidays and other days as may be proclaimed by the President of the United States.

2.9.5. The flag should be displayed during school days in or near every schoolhouse.

2.10. Position and Manner of Display. The following rules will be observed:

2.10.1. When carried in a procession with another flag or flags, the flag of the United States should be either on the marching right; that is, to the flag's own right (to the far right of all others), or, if there is a line of other flags, in front of the center line as in **Figure 2.1.** This is also correct when flags are displayed in a stationary position. Flags carried by troops are never at half-staff.

Figure 2.1. Flag of the United States Carried in Procession with Another Flag.

2.10.2. The flag of the United States, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right (observer's left), and its staff should be in front of the staff of the other flag (**Figure 2.2.**).

Figure 2.2. Flag of the United States Displayed and Another Flag Displayed with Crossed Staffs.

2.10.3. When the flag of the United States is displayed from a flagstaff with other flags, the following applies:

2.10.3.1. When a number of flags are grouped and displayed from staffs radiating from a central point, and no foreign flags are in the display, the flag of the United States will be in the center and at the highest point of the group as shown in **Figure 2.3.**

Figure 2.3. Flag of the United States Displayed with Other Flags Radiating from a Central Point.

2.10.3.2. When a number of flags are displayed from staffs set in a line, all staffs will be of the same height and same finial. The flag of the United States will be at the right, that is to the left of an observer facing the display (**Figure 2.4.**). However, if no foreign national flags are involved in the display, the flag of the United States may be placed at the center of the line providing it is displayed at a higher level than the other flags in the display (**Figure 2.5.**).

Figure 2.4. Flag of the United States Displayed in a Line with Other Flags at Equal Height.

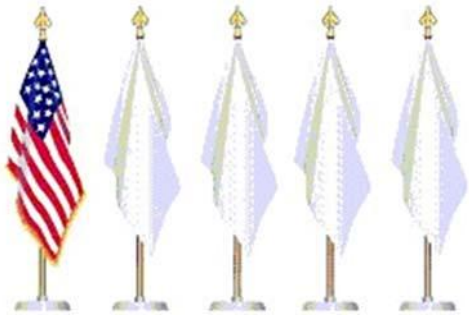


Figure 2.5. Flag of the United States Displayed in a Line with Other Flags at Lower Level.

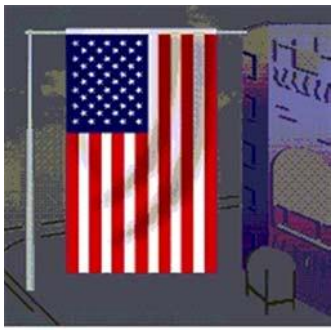
2.10.4. When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the flag of the United States should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No flag or pennant may be placed above the flag of the United States. The only exception is when the flag of the United States is flown at

half-staff for an official observance, foreign national flags may be above the flag of the United States.

2.10.5. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of equal size. International usage prescribes the display of the flag of one nation equal to that of another nation in time of peace. The flags will be displayed in a line, alphabetically, using the English alphabet, with the flag of the United States at its own right (the observer's left). When in North Atlantic Treaty Organization (NATO) countries, NATO member country flags are displayed in French alphabetical order. Use and display of flags by Air Force in foreign countries is done by the Air Force commanders obtaining instructions from the office of the United States Defense Attaché. In the absence of such an office, contact the senior Air Force officer on duty in the foreign country concerned. The Defense Attaché or senior Air Force officer formulates standardized instructions in keeping with existing treaties and arrangements or practices otherwise agreeable to the host country. Inquiries relating to display of flags in foreign countries may be directed to Headquarters US Air Force, International Affairs Division (HQ USAF/CVAI).

2.10.6. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony or front of a building, the union of the flag should be placed at the peak of the staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building (**Figure 2.6.**).

Figure 2.6. Flag of the United States Suspended over a Sidewalk.



2.10.7. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union (or blue field) to the left of the observer in the street.

2.10.8. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north on an east and west street or to the east on a north and south street.

2.10.9. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States should hold the position of superior prominence and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to

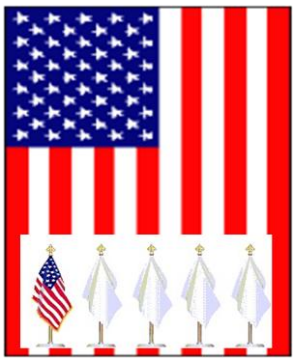
the right of the audience (**Figure 2.7.**). The flag should always be positioned at the same level or above as the clergyman or speaker, never at a lower floor level. When the flag is not on stage but placed on the floor in front of the stage, the flag is to the right of the audience.

Figure 2.7. Flag of the United States on Stage with Speaker.

2.10.10. The flag should never be used as the covering for a statue or monument.

2.10.11. When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. This includes aircraft hangars. It is permitted to have U.S. flag/color team display for ceremonial events in front of and in addition to a large permanently affixed U.S. Flag displayed in a hanger or building (**Figure 2.8.**).

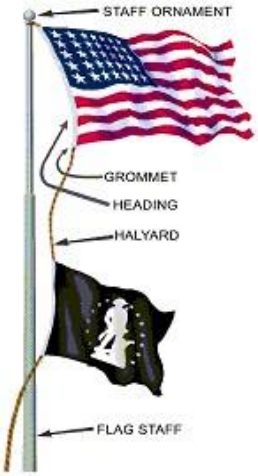
Figure 2.8. Flag of the United States/Colors with permanently affixed U.S. Flag display.



2.10.12. No flag or pennant may be placed (flown) above the flag of the United States or to the right of the American Flag. Flags of other nations are flown or displayed in equal size and on poles of equal height, and are never flown below the flag of the United States. While the preferred and most traditional method is to fly flags at outside venues on individual flag poles, the US Flag Code does permit flags of cities, states, localities, organizations (i.e. USAF, MAJCOM, NAF, or Wing flags), pennants of societies or special flags such as commemorative/AF Anniversary, Minuteman, or Prisoner of War/Missing in Action (POW/MIA) flags to be flown on the same halyard with the United States flag. They should

be fastened to the halyard at a distance below the United States Flag so that when both are at rest the flag of the United States does not touch or overlap the second flag (see **Figure 2.9.**). When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last.

Figure 2.9. Flag of the United States with Minuteman Flag.



2.10.13. When three flag staffs are positioned outside a building, there may be two display options. If the flag staffs are in a straight line, then the flags should be of the same height with the flag of the United States to it's own right. Use the building looking out to the flags as the point of reference for flag placement when flags are in line. If the flag is positioned on the center staff, then the center staff must be higher than the other two staffs.

2.10.14. On a closed casket, the flag will be placed lengthwise, with the union at the head and over the left shoulder of the deceased (**Figure 2.10.**). When a full-couch casket is opened, the flag will be removed, folded to the triangular shape of a cocked hat and placed in the lid at the head end of the casket and just above the decedent's left shoulder. When a half-couch casket is opened, the flag will be folded on the lower half of the casket in the same relative position as when displayed full length on a closed casket. The flag will not be lowered into the grave, and it will not be allowed to touch the ground. The interment flag may be given to the next of kin at the conclusion of the interment.

Figure 2.10. Flag of the United States Draped over a Closed Casket.

2.10.15. The flag will be draped left to right when posted and also when used in official photographs. The blue field should be on top with stripes running left to right.

2.10.16. When painted or displayed on an aircraft or vehicle, the union is toward the front and the stripes trail.

2.11. Order of Precedence of Flags. The following is the order of precedence of flags:

2.11.1. The flag of the United States.

2.11.2. Foreign national flags. Normally, these are displayed in alphabetical order using the English alphabet. When in NATO countries, NATO member country flags are displayed in French alphabetical order.

2.11.3. Flag of the President of the United States of America.

2.11.4. State and territorial flags. State flags should be displayed in order of admittance of the state to the Union. Territorial flags, when displayed, are displayed after the state flags in the order they were recognized by the United States.

2.11.5. Military organizational flags of the Services in order of precedence:

2.11.5.1. Cadets, United States Military Academy.

2.11.5.2. Midshipmen, United Stated Naval Academy.

2.11.5.3. Cadets, United States Air Force Academy.

2.11.5.4. Cadets, United States Coast Guard Academy.

2.11.5.5. Midshipmen, United States Merchant Marine Academy.

2.11.5.6. United States Army.

2.11.5.7. United States Marine Corps.

2.11.5.8. United States Navy.

2.11.5.9. United States Air Force.

2.11.5.10. United States Coast Guard.

2.11.5.11. Army National Guard of the United States.

2.11.5.12. Army Reserve.

2.11.5.13. Marine Corps Reserve.

2.11.5.14. Naval Reserve.

2.11.5.15. Air National Guard of the United States.

2.11.5.16. Air Force Reserve Command.

2.11.5.17. Coast Guard Reserve.

2.11.5.18. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order, respectively.

2.11.5.19. Note: In times of war, when the Coast Guard operates as part of the Navy, the cadets, Coast Guard Academy, the Coast Guard, and the Coast Guard Reserve take precedence after the midshipmen of the Naval Academy, the Navy, and the Navy Reserve, respectively.

2.11.5.20. In Joint Service Color Teams the Army as the senior service carries the U.S. flag and is NCOIC of the color team. Rifle guards are Army nearest the U.S. flag and Marine on the far end of the Joint Service Color Team.

2.11.6. Combatant Commands flags will be displayed before MAJCOM flags in the following order based on their establishment and activation dates:

2.11.6.1. United States Pacific Command: 1 January 1947.

2.11.6.2. United States European Command: 1 August 1952.

2.11.6.3. United States Southern Command: 6 June 1963.

2.11.6.4. United States Central Command: 1 January 1983.

2.11.6.5. United States Special Operations Command: 16 April 1987.

2.11.6.6. United States Transportation Command: 18 April 1987.

2.11.6.7. United States Joint Forces Command: 1 October 2002.

2.11.6.8. United States Northern Command: 1 October 2002.

2.11.6.9. United States Strategic Command: 1 October 2002.

2.11.6.10. United States Africa Command: 6 February 2007.

2.11.7. Local installation commanders may authorize the display of miscellaneous organizational flags (see **paragraph 2.36.**).

2.11.7.1. Air Education and Training Command: 23 January 1942.

2.11.7.2. United States Air Forces in Europe: 28 June 1942.

2.11.7.3. Pacific Air Forces: 3 August 1943.

2.11.7.4. Air Force Reserve Command: 21 June 1968.

2.11.7.5. Air Force Space Command: 1 September 1982.

2.11.7.6. Air Force Special Operations Command: 1 March 1983

2.11.7.7. Air Combat Command: 1 June 1992.

2.11.7.8. Air Mobility Command: 1 June 1992.

2.11.7.9. Air Force Materiel Command: 1 July 1992.

2.11.8. Positional flags in order of precedence.

2.11.9. Individual flags or personal colors in order of rank of those participating in the event.

2.11.10. The POW/MIA flag will always be the last flag in any display.

2.11.11. The POW/MIA flag will always be the last flag in any display, except on the six national observances for which Congress has ordered display of the POW/MIA flag. On these days it is flown immediately below or adjacent to the United States flag as second in order of precedence (however it still would be flown after other national flags). The six national observances are National POW/MIA Recognition Day (third Friday of September), Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day.

2.12. Respect for the United States Flag. No disrespect should be shown to the flag of the United States of America; the flag will not be dipped to any person or thing. Regimental colors, state flags and organizational or institutional flags are always dipped as a mark of respect to the flag of the United States. During arrival honors, as appropriate for persons listed in **Attachment 2**, the flag of the United States will not be dipped. However, the Air Force flag and organizational flags will be dipped as appropriate. Military members will render the military salute as appropriate. At no time will a foreign national flag be dipped.

2.12.1. The flag should never be displayed with union down, except as a signal of dire distress in instances of extreme danger to life or property.

2.12.2. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise. The flag should never be used as the covering for a statue or monument, although it could form a distinctive feature in a ceremony of the unveiling of a statue or monument.

2.12.3. The flag should never be carried flat or horizontally, but always aloft and free.

2.12.4. The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, or in folds, but always allowed to fall free (e.g., the flag should not be used to cover a speaker's podium, drape the front of a platform or for other decoration. A proper substitute is bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below).

2.12.5. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

2.12.6. The flag should never be used as a covering for a ceiling.

2.12.7. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

2.12.8. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

2.12.9. The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

2.12.10. No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. A lapel flag pin, being a replica of the flag, should be worn on the left lapel near the heart. Patches worn on uniforms depicting the United States Flag should be worn on the left shoulder, with the union to the viewers left.

2.12.11. The flag should not be displayed on a float in a parade except from a staff.

2.12.12. The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

2.12.13. No other flag or pennant should be placed above or, if on the same level, to the right (observer's left) of the flag of the United States, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy.

2.13. Display of the United States Flag at Half-Staff. The United States flag shall be flown at half-staff throughout the United States and its territories and possessions on all DoD buildings, grounds, and naval vessels on several days throughout the year.

2.13.1. The following days apply:

2.13.1.1. On Memorial Day until noon, then raised to the top of the staff.

2.13.1.2. On Peace Officers Memorial Day, May 15 of each year, unless that day is also Armed Forces Day.

2.13.1.3. On Patriot Day, September 11 of each year.

2.13.1.4. On National Pearl Harbor Remembrance Day, December 7 of each year.

2.13.1.5. Each year in honor of the National Fallen Firefighters Memorial Service according to Public Law 107-51. This date is usually the first Sunday in October and is announced annually by Presidential Proclamation.

2.13.1.6. On the death of individuals in accordance with **Attachment 3**.

2.13.1.7. When so directed by the President of the United States or the Secretary of Defense.

2.13.2. The responsible military commander shall ensure the procedures for flying the flag at half-staff are executed as follows:

2.13.2.1. The term half-staff means the position of the flag when it is one-half the distance between the top and bottom of the staff.

2.13.2.2. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should again be raised to the peak before it is lowered for the day.

2.13.3. The flag shall be flown at half-staff outside the United States on DoD buildings, grounds, and naval vessels even if another nation's flag is flown full-staff next to the flag of the United States.

2.13.4. All flags displayed with the flag of the United States should be flown at half-staff when the flag of the United States is flown at half-staff with the exception of foreign national flags.

2.13.5. The Heads of DoD Components may direct that the flag be flown at half-staff on buildings, grounds, or naval vessels under their jurisdiction on occasions other than those specified in **paragraph 2.13.1.** and **Attachment 3**, when they consider it proper and appropriate. Within the Air Force, this authority is delegated to the installation commander. Any time an installation commander decides to fly the flag at half-staff based on this local authority for a local death, the base marquee(s) should state the reason to avoid confusion.

2.14. Hoisting and Lowering the United States Flag. During the ceremony of hoisting or lowering the flag, all persons present, except those in formation, should face the flag and stand at attention. Those present in uniform should stand at attention and render the military salute. When not in uniform, stand at attention with the right hand over the heart; if headgear is worn, remove it with the right hand and hold at the left shoulder, with the hand being over the heart. Non-US citizens should stand at attention. When the flag is lowered from the staff, no portion of it is allowed to touch the ground either in lowering or folding. The flag is detached from the halyard and folded as prescribed in **Attachment 4**.

2.15. Flag Folding Ceremony. This paragraph discusses folding the flag of the United States at ceremonies other than military funerals. According to Title 4, Flag and Seal, Seat of Government and the States of the *United States Code*, there is no specific meaning assigned to the folds of the flag. Although there are flag folding ceremony options offered by various national interest groups, these are not official Air Force ceremonies. The Air Force developed a script which provides an historical perspective on the flag. There are no ceremonies in the Air Force requiring a script to be read when the flag is folded. However, when a flag folding ceremony is desired and conducted by Air Force personnel at any location, on or off an installation, this script is the only one which may be used. This includes printing in programs and/or any handouts. See **Attachment 4** for this script and a diagram depicting the proper method for folding the flag of the United States.

2.16. Ceremonial Reviews. Render proper courtesies to the flag during parades or passes in review:

2.16.1. When in a moving column, the salute should be rendered six paces before passing the flag and held until six paces past the flag.

2.16.2. When attending ceremonial reviews, personnel in uniform should render a salute as the flag passes their position. Personnel not in uniform should stand at attention and place their right hand over their heart.

2.17. National Anthem. Title 36, Patriotic Societies and Observances of the *United States Code*, Section 301 provides guidance on conduct during the playing of the National Anthem. The National Anthem, first verse, is the only song authorized for playing at Air Force Ceremonies when colors are presented. God Bless America or other patriotic songs will not be substituted for the Nation Anthem.

2.17.1. Outdoors. When the flag is displayed, all present except those in formation, should stand at attention facing the flag with their right hand over their heart. Members of the Armed Forces and veterans who are present, but not in uniform, may render the military salute. All others should remove their hat with their right hand and hold the headdress at the left shoulder, the hand being over the heart. Individuals in uniform should give the military salute at the first note of the National Anthem and maintain that position until the last note. When the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.

2.17.2. Indoors. Military members in uniform, while in formations, should wear appropriate headgear and render the military salute at the first note of the National Anthem and maintain that position until the last note. While not wearing headgear during an indoor ceremony, military members, information or not, should stand at attention at the first note of the

National Anthem and maintain that position until the last note without rendering the military salute. There is one exception to this. Military members in uniform, under arms, should salute. Civilians should stand at attention facing the flag with their right hand over their heart.

2.17.3. During the playing of national anthems of friendly nations, military members and civilians should render the same customs and courtesies as those given during the playing of the United States National Anthem.

2.17.3.1. The performance of the national anthem of any foreign country will be followed, without pause, by playing the National Anthem of the United States. When two or more foreign national anthems are played, the United States National Anthem is performed last.

2.17.3.2. Anthems of the United States or anthems of any foreign nations are never incorporated into any musical arrangement, composition, or medley and must be played through without repetition of any part except as required to make both the words and music complete.

2.18. Pledge of Allegiance. The Pledge of Allegiance to the flag, I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all should be rendered by standing at attention and facing the flag. When not in uniform, persons should remove any non-religious headdress with their right hand and hold it at the left shoulder, with the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute if outdoors and indoors if in formation and wearing appropriate headdress. If indoors and without headdress, military members should stand at attention, remain silent, and face the flag. Military members in uniform do not recite the Pledge of Allegiance to the flag.

2.19. To the Colors. To the Colors is not the National Anthem, it is only a bugle call and is sometimes played instead of the National Anthem, although it is not recommended as a replacement to the National Anthem. During To the Colors, military members and civilians should render the same customs and courtesies as those given to the playing of the National Anthem.

2.20. Taps Taps began as a signal to “extinguish lights” or “lights out” at the end of the day. Many bases across the Air Force play Taps to signify lights out or to begin quiet hours. For these purposes, there are no formal protocol procedures required. However, upon hearing Taps at a military ceremony (military funeral/memorial ceremony), proper protocol dictates those individuals in uniform render appropriate honors, indoor or outdoor, until the music is complete. Civilians should remove their headgear and place their hand over their heart.

2.21. Reveille and Retreat. Flags on stationary flag staffs are only saluted during Reveille, Retreat or special ceremonies. In these cases, when outside and in uniform, face the flag (if visible) or face the music. Stand at attention and salute on the first note of the music (or if no music, when you see the flag first being raised or lowered). Drop your salute after the last note is played, or when the flag has been fully raised or lowered, depending on the ceremony (during the playing of "Sound Retreat" which precedes the lowering of the flag, stand at Parade Rest). If in a vehicle during Reveille or Retreat, pull the car to the side of the road and stop. All occupants

sit quietly at attention until the last note of the music has played. When in civilian clothes and outdoors, stand at attention and place your right hand (with a hat if wearing one) over your heart.

Section 2C—Air Force Flags

2.22. United States Air Force Departmental Flag. This section describes the United States Air Force Departmental Flag (**Figure 2.11.**). The departmental flag is made of rayon or synthetic substitute material, ultramarine blue in color. The distinctive center design is the Air Force Coat of Arms and the encircling 13 white stars from the Seal of the Department of the Air Force. "United States Air Force" is inscribed on a scroll attached to the bottom of the shield. The design of the United Air Force Departmental Flag appears on both sides of the flag. The design is reversed on the reverse side of the flag (it is backwards on the reverse side), but all lettering reads correctly from left to right on both sides. The eagle always faces toward the staff on both sides. There are two authorized sizes of the United States Air Force Departmental Flag: The ceremonial (4 feet 4 inches by 5 feet 6 inches) is authorized for optional use with streamers. The smaller Air Force flag (3 feet by 4 feet) will not be used with streamers. Uses and descriptions for each size are detailed below. These provisions also apply to Air Force Reserve and Air National Guard organizations.

Figure 2.11. United States Air Force Departmental Flag.

2.22.1. The ceremonial size United States Air Force Departmental Flag, with or without streamers, is 4 feet 4 inches by 5 feet 6 inches, and is trimmed on three edges with a rayon fringe of yellow 2 inches wide. The ceremonial size of the United States Air Force Departmental Flag also serves as the HQ USAF flag.

2.22.2. The size of the United States Flag should determine the appropriate size of the Air Force flag used when displaying them together. Both sizes of the Air Force flag match approved sizes of the United States Flag and Air Force positional flags (see **paragraph 2.27.**) which makes displaying them together easier. Consideration should always be given to ensure appropriate respect to the flag of the United States.

2.22.3. The United States Air Force Departmental Flag, either size, (ceremonial size optionally with or without streamers), may be displayed only when representing the Department of the Air Force on State and official occasions. It may be used at joint command headquarters, joint service schools, and similar joint activities where the United States Air Force is a participant or is represented. Its use is authorized on such other occasions as may be recommended by installation commanders.

2.22.4. Each MAJCOM is authorized one ceremonial-sized United States Air Force Departmental Flag with streamers (**paragraph 2.30.**) for permanent indoor use and display at its headquarters.

2.22.5. The 3 feet by 4 feet version of the Air Force Departmental Flag is identical in design to the ceremonial size, but is displayed without streamers. This smaller version may be used on all occasions the larger ceremonial flag may be used; however, it is not to be used with streamers. Its size matches identically with the size of the general officers' flags and the Air Force Senior Executive Service flag and should be used in ceremonies or events in which all flags need to be of the same size.

2.22.6. When displayed with departmental flags of other United States military services, precedence is as follows: Army, Marine Corps, Navy, Air Force, and Coast Guard.

2.22.7. When displayed or carried with flags of other Air Force organizations, foreign national flags, or State flags, the order of precedence is as follows: The United States flag, foreign national flags, state flags, Air Force flag, and flags of other Air Force organizations.

2.22.8. The Air Force departmental flag is an organizational flag and is dipped while the National Anthem, "To the Colors," musical honors for Chief of Staff of the Air Force or higher, or a foreign national anthem is played. The Departmental Flag is also dipped when rendering honors to the Secretary of the Air Force, the Chief of Staff of the Air Force, their direct representative, or any government official of equivalent or higher grade, including foreign dignitaries. Additionally, the departmental flag and other subordinate flags will be dipped during military funeral honors. This includes the movement and transfer of the remains, the playing of "muffled ruffles" and "Taps." The departmental flag will not be dipped under any other circumstances.

2.22.9. The Air Force departmental flag is an organizational flag and is dipped while the National Anthem, "To the Colors," musical honors for Chief of Staff of the Air Force or higher, or a foreign national anthem is played. The Departmental Flag is also dipped when rendering honors to the Secretary of the Air Force, the Chief of Staff of the Air Force, their direct representative, or any government official of equivalent or higher grade, including foreign dignitaries. Additionally, the departmental flag and other subordinate flags will be dipped during military funeral honors. This includes the movement and transfer of the remains, the playing of "muffled ruffles" and "Taps." The departmental flag will not be dipped under any other circumstances.

2.23. Organizational Flags. Design and Description: Organizational flags are rayon or synthetic substitute material, ultramarine blue field, 3 feet by 4 feet, trimmed on three edges with a fringe of yellow rayon 2 inches wide. The shield contains the organizational emblem, and the scroll beneath contains the organization's designation. The design on organizational flags appears on both sides of the flag. However, the design is reversed on the reverse side of the flag, but all lettering reads correctly from the left to right on both sides. The eagle always faces toward the staff on both sides.

2.23.1. Authorization and Display**:** Organizational heraldry (including flags) on a shield type emblem is not authorized for units without a headquarters designation and are used on ceremonial occasions when the organization is represented. Organizational flags are kept at the headquarters to which issue is authorized. There are two authorized ways to display

organizational flags of several commands. When they are displayed in a group, they can be displayed either alphabetically or numerically, as applicable, within groupings of each echelon or command. The host commander is the authorized authority to determine display. The host flag is displayed at the center of the groupings.

2.23.1.1. Headquarters Air Force, major commands, numbered air forces, centers, wings, groups, and comparable organizations having a headquarters component shall have their approved emblem design placed/positioned on the shield and their designation positioned on the scroll. Refer to AFI 84-105, *Organizational Lineage, Honors, and Heraldry*, for further discussion on authorized unit emblems.

2.23.1.2. Groups and comparable organizations having a headquarters component, if permanently assigned and aligned with a higher echelon (groups to wings, or centers to Air Force Materiel Command, as examples) may use the emblem design of the higher echelon, with their own unit designation on the scroll.

2.23.1.3. Organizations authorized a flag, which do not have approved emblems, shall use the provisional flag (**Figure 2.12.**). The words "United States Air Force" appear on the scroll.

Figure 2.12. United States Air Force Provisional Flag with United States Air Force Flag.

United States Air Force Provisional Flag

United States Air Force Departmental Flag

2.23.1.4. Air Force Reserve Officer Training Corps (ROTC) units use the coat of arms or emblem from the seal of the university with the school designation on the scroll (**Figure 2.13.**).

Figure 2.13. United States Air Force ROTC Flag.

2.24. Air Force Recruiting Service Flag. The Air Force Recruiting Service Flag (**Figure 2.14.**) is Air Force blue wool bunting, 2.37 feet by 4 feet 6 inches. The coat of arms and the encircling 13 white stars from the seal of the Department of the Air Force are in the center. "U.S. Air Force" is above the design and "Recruiting Service" is below the design. Letters are Air Force yellow.

Figure 2.14. United States Air Force Recruiting Flag.

2.25. Religious Flags. The following guidelines apply:

2.25.1. Chaplain Service Flag. The Chaplain Service flag is blue, with the chaplain emblem in the center and yellow fringe along three edges, 2 inches in length. The flag is available in two sizes, 4 feet 4 inches by 5 feet 6 inches and 3 feet by 4 feet. The Chaplain Service flag represents the accommodation of religious expression and a commitment to the free exercise of religion.

2.25.2. The Chaplain Service flag may be displayed at military formations, gatherings, and ceremonies, even those not specifically religious in nature. During the conduct of religious services or ceremonies, religious flags may be displayed as appropriate to ensure accurate representation of the religious orientation of the service or ceremony. These religious flags should be removed following the service or ceremony. The Chaplain Service flag should be displayed at all times in chapels on Air Force installations.

2.26. Positional Flags. Certain civilian and military officials of the United States government are entitled, by virtue of their official status or position, to have individual flags representing their official position within the government. These flags are kept in the office of the person to whom issue is authorized. Positional flags are displayed at ceremonies only when the distinguished person for whom it represents is present and has a role in the ceremony or event. They are not intended to be flown from flagpoles or on buildings. However, they may be displayed during outdoor ceremonies, pre-positioned or hand held. Positional flags for Air Force personnel are 4 feet 4 inches by 5 feet 6 inches. Positional flags of primary concern to the Air Force are listed below:

2.26.1. President of the United States. This flag is blue, 4 feet 4 inches by 5 feet 6 inches; and trimmed on three edges with a fringe of silver and gold bullion, 2½ inches wide. The coat of arms of the President of the United States, encircled with 50 white stars, is in the center. Cord and tassels are red, white and blue strands (**Figure 2.15.**).

Figure 2.15. President of the United States Flag.

2.26.2. Vice President of the United States. This flag is white, 4 feet 4 inches by 5 feet 6 inches, and trimmed on three edges with a fringe of blue, 2½ inches wide. The Vice Presidential coat of arms is centered on the flag with a five-pointed blue star in each corner. Cord and tassels are blue and white. Depending on the ceremony or event, cord and tassels may be optional (**Figure 2.16.**).

Figure 2.16. Vice President of the United States Flag.

2.26.3. Secretary of Defense. This flag is medium blue, 4 feet 4 inches by 5 feet 6 inches. A five-pointed white star is in each of the four corners. The center of the flag displays the eagle, shield, and arrows from the Seal of the Department of Defense. The flag is trimmed on three edges with a white fringe, 2½ inches wide. Cord and tassels are medium blue and white (**Figure 2.17.**).

Figure 2.17. Secretary of Defense Flag.

2.26.4. Deputy Secretary of Defense. This flag is white, 4 feet 4 inches by 5 feet 6 inches. A medium blue, five-pointed star is in each of the four corners. The center of the flag

displays the eagle, shield, and arrows from the Seal of the Department of Defense. The flag is trimmed on three edges with a fringe of medium blue, 2½ inches wide. Cord and tassels are white and medium blue (**Figure 2.18.**).

Figure 2.18. Deputy Secretary of Defense Flag.

2.26.5. Secretary of the Air Force. This flag is blue, 4 feet 4 inches by 5 feet 6 inches. The center of the flag displays the Air Force Coat of Arms. A five-pointed white star is in each of the four corners. The flag is trimmed on three edges with a fringe of yellow, 2½ inches wide (**Figure 2.19.**).

Figure 2.19. Secretary of the Air Force Flag.

2.26.6. Chairman, Joint Chiefs of Staff. This flag is 4 feet 4 inches by 5 feet 6 inches, divided equally by a diagonal line from the left upper corner to the lower right corner. The upper part is medium blue and the lower part is white. The eagle, shield, and arrows from the Seal of the Department of Defense are in the center of the flag. Four stars are placed diagonally from lower left corner to upper right corner, two white stars on the medium blue part and two medium blue stars on the white part. The flag is trimmed on three edges with a fringe of yellow, 2½ inches wide. Cord and tassels are medium blue and white (**Figure 2.20.**).

Figure 2.20. Chairman, Joint Chiefs of Staff Flag.

2.26.7. Under Secretary of Defense. This flag is 4 feet 4 inches by 5 feet 6 inches, medium blue with a dark blue triangle starting in each corner of the base. The apex is in the vertical center of the flag between four white, five-pointed stars, two stars on each side the triangle, placed horizontally. Centered on the flag is the device from the Department of Defense Seal, in proper colors, with the wings of the eagle extending into the blue on each side. The fringe is white, 2½ inches wide; cord and tassels are medium blue and white (**Figure 2.21.**).

Figure 2.21. Under Secretary of Defense Flag.

2.26.8. Vice Chairman, Joint Chiefs of Staff. This flag is 4 feet 4 inches by 5 feet 6 inches, white with a diagonal medium blue strip from upper hoist to lower fly. Centered on the flag is an American bald eagle with wings spread horizontally. The talons grasp three crossed arrows. A shield with blue chief and 13 red and white stripes is on the eagle's breast. Diagonally, from upper fly to lower hoist are four five-pointed stars, medium blue on the white, two above the eagle and two below. The fringe is yellow, 2½ inches wide; cord and tassels are medium blue and white (**Figure 2.22.**).

Figure 2.22. Vice Chairman, Joint Chiefs of Staff Flag.

2.26.9. Chief of Staff of the Air Force. This flag is 4 feet 4 inches by 5 feet 6 inches, divided equally by a diagonal line from upper left to lower right. The upper part is ultramarine blue and the lower part is white. The center of the flag displays the Air Force Coat of Arms between four stars, centered horizontally, with two ultramarine blue stars on the white and two white stars on the ultramarine blue. The flag is trimmed on three edges with a fringe of yellow, 2½ inches wide. Only the current Chief of Staff of the Air Force can display this positional flag during ceremonies (**Figure 2.23.**).

Figure 2.23. Chief of Staff of the Air Force Flag.

2.26.10. Assistant Secretary of Defense. The flag, cord, and tassel are the same design, material, and colors as in the flag for the Deputy Secretary of Defense, except the four stars and fringe are red, cord and tassels are red and white (**Figure 2.24.**).

Figure 2.24. Assistant Secretary of Defense Flag.

2.26.11. General Counsel, Department of Defense. The design of this flag is the same design and colors as the flag of the Assistant Secretaries of Defense.

2.26.12. Inspector General, Department of Defense. The flag is the same design as the Deputy Secretary of Defense flag, except the stars and fringe are dark blue.

2.26.13. Under Secretary of the Air Force. The flag is white, 4 feet 4 inches by 5 feet 6 inches. The center of the flag displays the Air Force Coat of Arms. A five-pointed blue star is in each of the four corners. The flag of the Under Secretary is trimmed on three edges with a fringe of yellow, 2½ inches wide (**Figure 2.25.**).

Figure 2.25. Under Secretary of the Air Force Flag.

2.26.14. Vice Chief of Staff of the Air Force. The flag is 4 feet 4 inches by 5 feet 6 inches, divided diagonally from lower hoist to upper fly and again diagonally from the upper hoist to lower fly. The upper and lower sections are white and horizontal sections ultramarine blue. The center of the flag displays the Air Force Coat of Arms between four white stars centered horizontally on the ultramarine blue sections. The flag is trimmed on three edges with a fringe of yellow, 2½ inches wide (**Figure 2.26.**).

Figure 2.26. Vice Chief of Staff of the Air Force Flag.

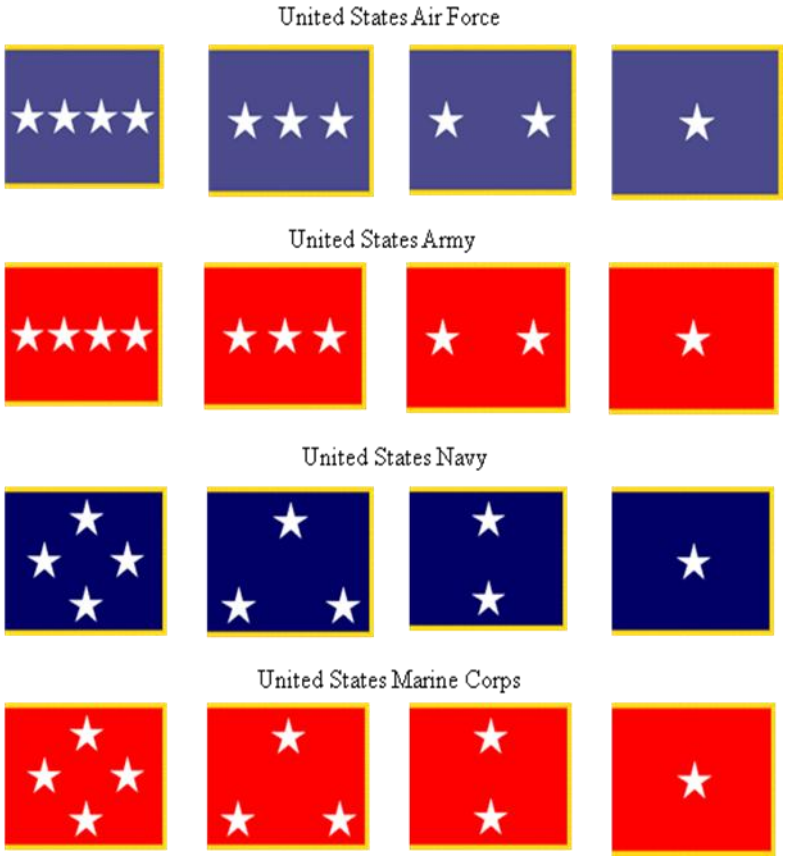
2.26.15. Assistant Secretaries and General Counsel of the Air Force. The flag for the Assistant Secretaries and General Counsel of the Air Force is the same design, material, and colors as the flag for the Under Secretary of the Air Force, except the fringe is blue (**Figure 2.27.**).

Figure 2.27. Assistant Secretaries and General Counsel of the Air Force.

2.27. Individual Flags or Personal Colors. General officers are authorized flags depicting their rank.

2.27.1. General/Flag Officer personal colors (**Figure 2.28.**) are made of rayon or synthetic substitute material. These flags are 3 feet by 4 feet, trimmed on three sides with a 2½ inch yellow fringe. They will be blue (Air Force/Navy) or red (Army/Marine Corps) for the main line of the service, but other variations do exist for non-line career fields (i.e. Army medical and Chaplain Service, Navy Staff Corps). Consult specific service regulations for non-line specifications. All will bear the number of five-pointed white stars that identify the grade of the officer within the field. Placement of the stars is shown below. Note that the layout of the white stars are the same for Air Force/Army and Navy/Marine Corps respectively. General officer flags can be used at ceremonies when the officer whom it represents is officiating or participating in the event. Personal colors are not displayed for general officers attending, but not participating in the event. General officers are entitled to the issue of one ceremonial flag for each general officer rank to which they are promoted (below is order of precedence). When promoted, previous personal flags may be furled and cased and the flag of the new rank uncased and unfurled. Current and retired officer's personal colors will only be cased at the individual’s interment.

Figure 2.28. General Officer Flags (Personal Colors).



2.27.2. Retired general officers of the Air Force may display their individual flags privately in their homes. Public display of individual flags for retired general officers is prohibited except when the officer is in uniform and being honored at an official military ceremony, the officer is in attendance on the reviewing stand in an official ceremony, or the officer is serving in an official capacity (such as guest speaker or presiding officer), and another flag depicting his or her rank is not already displayed. For retired general officers formerly authorized a positional flag (such as a former Chief of Staff of the Air Force), the 4-star flag would be displayed during ceremonies.

2.27.2.1. It is not the custom or tradition in the Air Force to fly Personal Colors or Positional Colors out in front of the Headquarter Building of General Officers, as it is in other services. The only place you may find this is at Joint Headquarters where the Air Force may follow the custom and tradition of that Joint Command.

2.27.3. Senior Executive Service (SES). This flag (**Figure 2.29.**) is 3 feet by 4 feet and consists of an ultramarine blue field bearing the SES emblem in the center with the Air Force crest encircled with stars (eagle, wreath and cloud form) placed above the emblem. The SES flag is trimmed on three sides with a 2½ inch yellow fringe. This flag can be used at ceremonies when a member of the SES is present and has an active role in the ceremony. It is never appropriate to case a SES member's individual flag. SES flags maybe purchased by the individual on his/her retirement if they wish to keep their flag.

Figure 2.29. United States Air Force Senior Executive Service Flag.

2.28. Guidons. Guidons (**Figure 2.30.**) are ultramarine blue nylon or wool bunting, swallow-tailed, 1 foot 8 inches by 2 feet 3¾ inches to end of swallow tail, and forked 10 inches. The Air Force yellow American bald eagle design appears on both sides of the guidon, appearing on the reverse as if printed through. Above the design is the designation of the parent unit and below it the designation of the squadron. When the number of the squadron and the parent unit are the same, the lower line indicates only the alphabetical portion of the squadron designation (for example: top line 4 MSG, bottom line MSS). Numerals and lettering are yellow and are 3½ inches in height, with varying widths. Authorized abbreviations may be used. Lettering and numerals appear on both sides of the guidon and read from left to right on both sides. Guidons are used by squadrons on all ceremonial occasions. The USAF Honor Guard is authorized a special ceremonial guidon.

Figure 2.30. Guidons.

2.28.1. Groups, because they are an Air Force establishment, are authorized to display and use an organizational flag. However, groups are also authorized to display and use a guidon instead of an organizational flag. The local installation commander has approval authority to determine if groups will display and use an organizational flag or guidon.

2.29. Streamers. Streamers (**Figure 2.31.**) are carried on flags approved for use and display on Air Force installations. A complete set of campaign streamers is displayed on the United States Air Force Departmental Ceremonial Flag. This complete set represents all campaigns that Air Force units participated in as a unit. Authorized unit decoration streamers and campaign streamers are carried on organizational flags and guidons on ceremonial occasions. Streamers are a component part of the ceremonial flag and may be displayed at the discretion of the responsible official of the organization having a ceremonial flag. **Attachment 5** provides a listing of streamers for the ceremonial flag. **Attachments 5** and **6** provide information for ordering streamers.

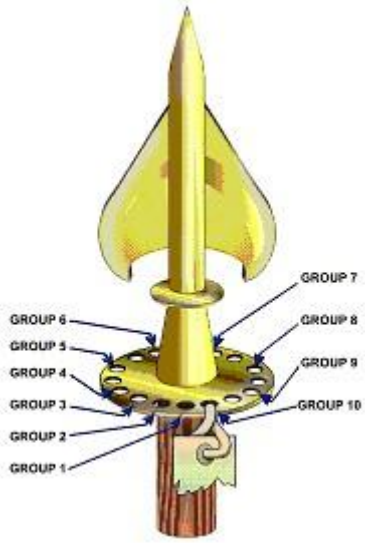
Figure 2.31. Streamers.

2.29.1. Unit Organizational Flag. Streamers denote the unit's service, battle honors, or decorations. All streamers are swallow-tailed ribbons of the same design as the service ribbon for the theater, area of operations, or unit decorations. Campaign streamers and streamers for the Republic of Korea Presidential Unit Citation and the Philippine Presidential Unit Citation are 2 inches in width and from 3 to 4 feet in length. The Presidential Unit Citation streamer is available in two sizes: 1 3/8 inches by 2 feet for display on guidons, and 2 inches by 3 feet for display on organizational flags. The Air Force Outstanding Unit Award streamer is available only in the smaller size. Embroidery, when authorized (see AFI 36-2803), is in white letters or numbers inch in height. Authorized abbreviations may be used for lengthy names of theaters or actions. If the 4 foot length is desired, it must be specified in the remarks section of the requisition or else the 3 foot length is automatically supplied.

2.29.1.1. Streamers are attached to a streamer set attachment and placed immediately below the staff ornament as a component part of the flag or guidon.

2.29.1.2. Campaign streamers are arranged on the streamer set attachment in chronological order by group listed in **Attachment 5** (**Figure 2.32.**). Streamers will be arranged clockwise in the order earned. The first and last streamers are always visible.

Figure 2.32. Streamer Arrangement.



2.29.1.3. When an organization is authorized campaign streamers and unit decoration streamers for display on a flag or guidon, the streamers are arranged with the campaign streamer displayed first, then unit decoration streamers, by precedence and chronologically by date received (first awarded is first displayed).

2.29.2. Campaign Streamers. Campaign streamers represent the unit's service in the same manner service medals represent the individual's participation in a theater of combat operations. Check with Wing Historian Office to verify a unit's authorized campaign participation streamers.

2.29.3. Unit Decoration Streamers. Unit decoration streamers represent the unit's decorations. Examples include Distinguished Unit Citations and Air Force Outstanding Unit Awards. Check with Wing Historian Office to verify a unit's awards.

2.29.4. **Attachment 5** details the number and type of streamers authorized for display on the United States Air Force Departmental Flag. The streamers listed in **Attachment 5** are swallow-tailed ribbons, 2 inches wide, 3 or 4 feet in length, and are of the same design as the theater ribbon worn on the uniform. Each streamer is embroidered with the name of the campaign and the year(s) in which it occurred. Campaign titles are as shown in **Attachment 5**.

2.30. Air Force Automobile Plates. Automobile plates are authorized for use on government-owned and leased vehicles, not on privately-owned vehicles. An automobile plate indicates the official status or rank of the senior individual occupying the vehicle. The plate will be removed or covered when the individual for whom the plate is issued is not in the vehicle. Automobile plates are locally fabricated.

2.30.1. Automobile plates are 6 inches high by 9 inches wide, with the design and color of each plate the same as the positional or individual flag for whom it represents.

2.30.2. Air Force commanders (group level or above) are authorized automobile plates. These automobile plates have an ultramarine blue background, and are inscribed with the unit designation and the word "COMMANDER" in yellow. The commander's insignia of grade in the appropriate color is illustrated in the center.

2.30.2.1. Major Command commanders may authorize display of these plates by others in positions of authority.

2.31. Air Force Aircraft Plates. Aircraft plates are authorized to represent the senior government official, civilian or military, occupying the Air Force aircraft. Aircraft plates are facsimiles, less fringe, of the positional or individual flag of the senior government official, civilian or military, occupying the aircraft. Aircraft plates are 11 inches by 14 inches or smaller as required by individual aircraft. Brackets for aircraft plates are mounted according to existing technical orders.

2.32. Automobile Flags, Plates, and Aircraft Plates for Other Than Air Force Members. Officials of other departments, comparable to Air Force officials authorized to display their flag or other appropriate device on other government automobiles and aircraft, are also authorized to display their flag or appropriate device on Air Force automobiles and aircraft. When two or more dignitaries (including Air Force members) are present, display the device representing the senior government official, civilian or military.

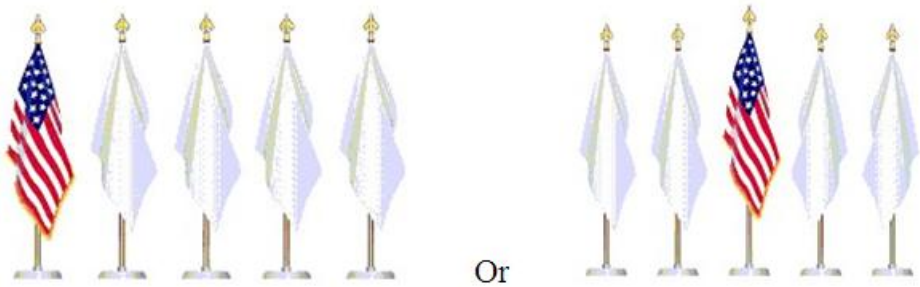
2.33. State and Territorial Flags. A set of state and territorial flags contains a flag for each state, the District of Columbia, Commonwealth of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Marianas. State and territorial flags are available in various

sizes, but 3 feet by 5 feet or 4 feet 4 inches by 5 feet 6 inches are recommended to keep displays standardized.

2.33.1. Display. State and territorial flags may be displayed on special occasions and holidays. State flags will be displayed in the order of succession into the Union (**Attachment 7**). State and territorial flags are not authorized for display by individuals on military vehicles or in personal areas. (No individual is prohibited from the private possession of a flag. However, its display is not authorized in any manner that can be interpreted as representing the United States, its military units, or individuals as members of the Air Force.) Local installation commanders may authorize the display of the 50 state flags without the territorial flags on their installation.

2.33.2. Display of state flags with the United States flag. When displayed in a straight line, all at equal height, the United States flag will be displayed to its own right with the state flags displayed to its left (right being the viewing audiences left). If displayed with the United States flag centered, with states flags radiating from the center, the flag of the United States will be at the highest point of the group. The state flags will be displayed in the order of succession into the Union, beginning on the United States flag's own right then alternating left then right, and so on (**Figure 2.33.**).

Figure 2.33. Display of State Flags with the Flag of the United States.



2.34. Miscellaneous Flags. The following flags are listed in order of precedence.

2.34.1. Flag of the Geneva Convention. The flag of the Geneva Convention is a wool bunting, white flag with a red cross in the center with straight arms of equal length. The width is two-thirds of the length, the height of the cross is one-half the length of the flag, and the width of the arms of the cross is one-third of the height of the cross. The flag of the Geneva Convention may be flown at any time, during war or peace, to protect or designate medical formations or establishments. The following sizes are authorized:

2.34.1.1. For Air Force hospital units, 6 feet by 9 feet.

2.34.1.2. For tactical hospital units and Air Force infirmary and dispensary units, 4 by 6 feet.

2.34.1.3. For tactical infirmary units, mobile dispensary units, and ambulances, 1 foot 6 inches by 2 feet 3 inches.

2.34.2. United Nations Flag. The United Nations flag (**Figure 2.34.**) is blue with the United Nations emblem in the center. The emblem is one-half the width of the flag.

Figure 2.34. United Nations Flag.

2.34.2.1. Except as indicated below, the United Nations flag is displayed by the United States Armed Forces only when authorized by the President of the United States.

2.34.2.2. The United Nations flag is displayed at installations of the Armed Forces of the United States only on the occasion of visits of high dignitaries of the United States while performing their official duties with the United Nations, or on other special occasions in honor of the United Nations. On such occasions it is displayed with the United States Flag. The United States Flag is equal in size or larger, in the position of honor on its own right (observer's left), and/or above the United Nations flag. The only exception is at the Headquarters of the United Nations.

2.34.2.3. The United Nations flag is carried by troops only on occasions when the United Nations or high dignitaries thereof are to be honored. When so carried, the United Nations flag is carried on the marching left of the United States flag and other national flags.

2.34.3. North Atlantic Treaty Organization (NATO) Flag. This flag is old glory blue with the blue and white NATO symbol (compass rose) in the center (**Figure 2.35.**).

Figure 2.35. NATO Flag.

2.34.3.1. Except for special events and ceremonies (for example, parades, indoor ceremonies, and arrival ceremonies) where NATO dignitaries are involved, the NATO flag may be displayed only by Air Force installations or command headquarters within the NATO complex, subject to the approval of the NATO allied commander and the country concerned.

2.34.3.2. When displayed, it is displayed with the United States flag. The United States flag is equal in size or larger, in the position of honor on the right (observer's left).

When flags of foreign nations are also displayed, the NATO flag is positioned to the left of all flags (observer's right). All flags are displayed at equal height.

2.34.4. Flags of Friendly Foreign Nations. Flags of friendly foreign nations, when flown with flags described in this instruction, are approximately the same size. The designs are those selected by the foreign nations. They may be displayed or carried during ceremonies attended by officials or troops of friendly foreign nations. When displaying flags of friendly nations at locations within the United States, they should be ordered alphabetically, according to English alphabet. When a number of flags are displayed from staffs in a line, the Flag of the United States will be at the right, to the observer's left when facing the display.

2.34.5. Minuteman Flag. A silhouette of the Concord Minuteman in white is surrounded by a circle of 13 white stars on a blue bunting background. The two sizes authorized and issued are: 5 feet by 8 feet and 3 feet by 5 feet. The Minuteman flag is flown from flagstaffs or appropriately displayed in conference rooms, lobbies, auditoriums, or elsewhere as determined appropriate by local commanders. However:

2.34.5.1. The Minuteman flag is not carried or displayed in parades or reviews.

2.34.5.2. When flown with the United States flag on the same flagstaff, the Minuteman flag should be fastened to the halyard at a distance below the United States flag equal to the fly (length) of the United States flag to ensure they do not touch at anytime.

2.34.6. National League of Families POW/MIA Flag: The National League of Families POW/MIA flag is designated as the symbol of our nation's concern and commitment to resolving, as fully as possible, the fates of Americans still prisoner, missing, and unaccounted for, thus ending the uncertainty for their families and the nation.

2.34.6.1. The POW/MIA flag will be displayed at the locations specified below on POW/MIA flag display days.

2.34.6.2. The locations for display of the POW/MIA flag are the following: US Capitol; White House; Korean War Veterans Memorial and the Vietnam Veterans Memorial; each national cemetery; buildings containing the official offices of the Secretary of State, Secretary of Defense, Secretary of Veterans Affairs, and Director of the Selective Service System; each major military installation (as designated by the Secretary of Defense); each medical center of the Department of Veterans Affairs; and each United States Postal Service post office.

2.34.6.2.1. The POW/MIA flag must be displayed on Air Force installations, from a separate flagstaff or on the installation flagstaff with the Flag of the United States, on the display days listed below. Displaying the POW/MIA flag on other occasions or days is at the discretion of the local installation commander. Displaying the flag everyday on Air Force installations is authorized.

2.34.6.3. The POW/MIA flag will be displayed at the designated locations on the following days: Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day, and Veterans Day. Local installation commanders may authorize additional times/days for display on their installation.

2.34.6.4. The POW/MIA flag shall only be displayed on days and times when the United States Flag is also displayed.

2.34.6.5. The POW/MIA flag shall not be displayed when the United States Flag is at half-staff, except on mandatory display days indicated above.

2.34.6.6. Display of the POW/MIA flag shall be in a manner designed to ensure visibility to the public.

2.34.6.7. The POW/MIA flag is not carried or displayed in parades or reviews, however is authorized to be carried at official military funerals.

2.34.6.8. The POW/MIA flag is a representational flag and will always be the last flag in any display, except on the six national observances for which Congress has ordered display of the POW/MIA flag, On those days, it is flown immediately below or adjacent to the United States flag, as second in order of precedence (however it still would be flown after other national flags). Those six days are National POW/MIA Recognition Day (third Friday of September), Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day.

2.34.6.9. See Air Force Pamphlet, 14.12.6 for POW/MIA script that is recommended by the POW/MIA league of families and endorsed by the Department of Defense.

2.34.7. The Medal of Honor flag (MOH). A light blue flag with gold fringe bearing thirteen white stars, in a configuration as on the Medal of Honor ribbon. The light blue color and white stars are adapted from the Medal of Honor ribbon. The flag commemorates the sacrifice and blood shed for our freedoms and gives emphasis to the Medal of Honor being the highest award for valor by an individual serving in the Armed Forces of the United States. Public Law 107-248, Section 8143, legislated the creation of a Medal of Honor Flag for presentation to each person to whom a Medal of Honor is awarded after the date of the enactment, October 23, 2002 (**Figure 2.36.**).

Figure 2.36. The Medal of Honor Flag.

2.34.7.1. The MOH flag shall not be displayed when the United States Flag is at half-staff.

2.34.7.2. Display of the MOH flag shall be in a manner designed to ensure visibility to the public.

2.34.7.3. The MOH flag is not carried or displayed in parades or reviews, however is authorized to be carried at official military funerals

2.34.7.4. The MOH flag is a representational flag and only used when there is a Medal of Honor Awardee present and part of the official party. It is last flag displayed. The only flag that would go after it is the POW/MIA flag, except on the six national observances for which Congress has ordered display of the POW/MIA flag.

2.35. Accessories: The following guidelines apply:

2.35.1. Flagstaffs.

2.35.1.1. Stationary. All stationary flagstaffs constructed at Air Force installations are normally 50 feet in height.

2.35.1.2. Ceremonial and Organizational. Use flagstaffs at all times when displaying or carrying ceremonial or organizational flags. Only flagstaffs displaying ceremonial size flags (4 feet 4 inches by 5 feet 6 inches) are 9 feet in length. When displaying other sized flags, the flagstaffs can be either 7 or 8 feet in length plus the staff ornament. When displaying 3 feet by 4 feet flags, a flagstaff of 7 feet in length is recommended and the flagstaff of 8 feet in length is an option; the flagstaff of 9 feet in length should not be used.

2.35.1.3. Guidon. Flagstaffs for guidons are 8 feet in length plus the staff ornament.

2.35.2. Staff Ornament, Flagstaff Head or Finial. The decorative device at the top of a flagstaff is the finial. It is precedence that the eagle finial be used only with the Presidential flag. However, if the U.S. flag is displayed with the Presidential flag, then both may have the eagle finial. The spearhead, acorn, and ball finials that were previously used are no longer Air Force standard. Upon replacing or purchasing new finials through attrition, the eagle, spearhead, acorn, or ball should not be purchased. All finials in a display or ceremony should be the same. This does not restrict the display of a state flag from a staff bearing a state device when national and other state flags are displayed from adjacent flagstaffs; however, the Air Force does not provide such devices. The following finials are authorized for flags used by Air Force organizations:

2.35.2.1. Eagle (for the Presidential Flag).

2.35.2.2. Spade, silver in color (primary finial used by the Air Force).

2.35.3. Flag Cases. Flag cases are made of any suitable material, preferably waterproof, with sufficient length and width to adequately cover flags when on flagstaffs and are not displayed. Use flag cases to cover flags when being stored or carried on other than ceremonial occasions.

2.35.4. Flag Slings. Flag slings (sometimes referred to as harnesses) must be used at all times to carry flags during outdoor ceremonies. Flag slings are black, patent leather with silver buckles for dress occasions. For practice or non-dress occasions, black leather (non-patent) or dark blue slings are authorized.

2.35.5. Bases. A weighted, silver colored base is the preferred base for use by the Air Force. Upon replacing or purchasing new bases through attrition, the silver colored base should be purchased.

2.36. Procurement and Disposition of Flags and Accoutrements. The following guidelines apply:

2.36.1. Procedures for Requisitions. Procedures for requisitioning organizational flags, guidons and streamers by activities are outlined in AFMAN 23-110, *USAF Supply Manual*, Volume 1, Part 1, Chapter 10, Section 10L, with additional information furnished in AFI 84-105, *Organizational Lineage, Honors and Heraldry*, and AFI 36-2803, *The Air Force Awards and Decorations Program*. A National Stock Number (NSN) listing of flags, guidons and streamers is in **Attachment 6**.

2.36.2. Organizational Flags. Units (group-level or above) with an approved organizational emblem are authorized an organizational flag. Requisitions for organizational flags must be accompanied by a full-scale Institute of Heraldry (IOH) approved drawing (current copy) of the emblem design (shield), including motto to be embroidered on the scroll, and must be submitted with a DD Form 1348 or 1348-6. A motto is optional, however, if the organization has no motto, the present organizational name is embroidered on the scroll. It is recommended the drawing for the organizational flag be annotated with the requisition number, as occasionally the drawing and the requisitions become separated at Defense Supply Center, Philadelphia (DSCP) and present a problem in matching the appropriate drawing to the correct requisition.

2.36.2.1. Requisitions for the organizational flag are to be mailed with a current full scale drawing approved by the Institute of Heraldry to 311 HSW/YACL-PA (AFCTO), 700 Robbins Ave Bldg 6/ D South, Philadelphia, PA 19111-5096.

2.36.2.2. Air Force organizations not having an approved organizational flag emblem design will forward a request, in writing, to HQ AFHRA/RS, 600 Chennault Circle, Maxwell AFB, AL 36112-6426, to obtain design approval.

2.36.3. Requisitions for Guidons and Streamers should be forwarded via facsimile. The fax number of the 311 HSW/YACL-PA, is DSN 444-3986 or Commercial (215) 737-3986. Only typed DD Forms 1348 or 1348-6's in MILSTRIP format with Routing Identifier Code S9T in cc's 4-6 are accepted. Requisition forms must contain appropriate remarks, i.e., inscriptions to be embroidered on the Streamer or type "Blank" when embroidery is not required; unit designation to be embroidered on Guidon, numerals and lettering with eight characters and authorized abbreviations will be embroidered with a 3½ inch height. For longer units, the maximum numerals and letters acceptable are 16 characters embroidered with a 1¾ inch height.

2.36.3.1. Guidons. Embroidering information will be shown in the remarks or description column of the requisition.

2.36.3.2. The two-foot length is only for Presidential citation streamers, the three-foot length is for use with organizational flags, and the four-foot length is used with the ceremonial flag. In **Attachment 5**, the campaign streamers that are identified with an asterisk require the four-foot length to accommodate the required embroidery regardless of which flag it is displayed on. Separate requisitions are required for each streamer requiring different embroidery. If a streamer is desired without embroidery, No embroidery required should be annotated in the description section of the requisition.

2.36.4. Issuing Flags and Flagstaffs to General Officers. The Air Force General Officer Management Office notifies the Air Force Clothing and Textile Office (AFCTO/MMIC), 2800 South 20th Street, Philadelphia PA 19101, of all general officer promotions. AFCTO/MMIC automatically and gratuitously issues by registered or certified mail the general officer flag to USAF, Air Force Reserve, and Air National Guard general officers:

2.36.4.1. A United States flag, same size as the General Officer flag, is issued to brigadier general officers.

2.36.4.2. Brigadier general officers are also issued two flagstaffs. Replacement flags and flagstaffs are requisitioned through normal supply channels.

2.36.5. Senior Executive Service Flags. All members of the Senior Executive Service are issued an Air Force Senior Executive Service flag from the Air Force Senior Executive Management Office. Organizations may purchase a base and flagstaff for use in displaying the Senior Executive Service flag.

2.36.5.1. Members of the Senior Executive Service should take their issued flag with them when they move to another Senior Executive Service position within the Air Force.

2.36.5.2. Senior Executive Service flags are Air Force property and must be accounted for and retained by the Air Force when a member of the Senior Executive Service separates or retires. However, supervisors may present the SES flag to a separating/retiring member after notifying Air Force Senior Executive Management Office of their intent to present the member's flag. Additional flags may be purchased by calling that office for further details.

2.37. Disposition of Flags and Related Items. The following guidance applies:

2.37.1. Personal colors flags, with appropriate accessories, furnished to general officers may be retained by such officers on release from active duty. Other flags in their possession, including the Air Force Departmental flag, must be retained by their office or returned to the appropriate supply channels. Personal colors flags furnished to Senior Executive Service members may be awarded to the member upon separation from the Air Force.

2.37.2. All other flags and related accessories are turned in to the appropriate supply channels.

2.37.3. The flag of an inactivated Air National Guard unit may be returned to its home station on the request of the Governor.

2.37.4. Unserviceable flags should be destroyed in accordance with **paragraph 2.4.2.** If the streamers displayed with the unserviceable flag are serviceable, they are to be retained and used on a replacement flag. Contact your local honor guard for appropriate procedures.

2.37.5. Obsolete or superseded organizational flags, guidons, and streamers should be retained by the organization as part of its heritage. When an organization inactivates, it prepares a unit heritage box with flags, guidons, streamers, and other memorabilia and sends the box to the National Museum of the United States Air Force, Bldg 489, 1100 Spaatz Street, Wright-Patterson AFB, OH 45433-7102. Refer to AFI 84-103, *USAF Heritage Program*, for further guidance.

Chapter 3

FUNDING

3.1. Introduction. Please refer to AFPAM 34-1202, *Guide to Protocol*, Chapter 3.

Chapter 4

MEMENTOS

4.1. Introduction. Please refer to AFPAM 34-1202, *Guide to Protocol*, Chapter 4.

Chapter 5

TRANSPORTATION

5.1. Introduction. Please refer to AFPAM 34-1202, *Guide to Protocol*, Chapter 5.

Chapter 6

TITLES, FORMS OF ADDRESS AND MILITARY ABBREVIATIONS

6.1. Forms of Address. Good manners and common courtesy dictate the use of correct forms of address and titles in both conversation and correspondence. There are many resources available that cover titles and various forms of address for all levels of the United States and international governments. The most widely accepted is Protocol, The Complete Handbook of Diplomatic, Official and Social Usage by McCaffree, Innis, and Sand.

6.1.1. Address officials, i.e., Presidents, Ambassadors, and Cabinet members by their titles, never by name alone, e.g., Good Afternoon Mr. President, or Good Evening President Jones, not Good Evening Mr. Jones.

6.1.2. Spouses of high-ranking officials, to include the Vice President and Cabinet members, do not share their spouse's official titles; therefore address them as Mr. or Mrs. or Ms. along with their surname, i.e., "It is a pleasure to have you join us tonight Mrs. Jones." Care must be taken to ensure that the spouse uses the same surname as the principal, as in this example. A phone call or check ahead of time to determine their preference will save embarrassment.

6.1.3. Refer to all presidential appointees once confirmed by Congress as well as Federal and State elected officials as "The Honorable" when performing introductions. For example, introducing a speaker, "The Honorable Suzanne Smith" is correct. However, when speaking directly to them, one would not say, "good morning Honorable Smith," but rather "good morning Mrs. (or appropriate honorific) Smith." The following is a partial list of American officials using "The Honorable".

6.1.3.1. Executive Branch.

6.1.3.1.1. Members of the Cabinet.

6.1.3.1.2. Deputy Secretaries of the executive departments.

6.1.3.1.3. Under Secretaries of the executive departments (officers of comparable rank).

6.1.3.1.4. Special Assistants to the President.

6.1.3.1.5. Deputy Under Secretaries of executive departments.

6.1.3.1.6. Assistant Secretaries, Legal Advisor/Counselor (officers of comparable rank).

6.1.3.1.7. American Ambassadors.

6.1.3.2. Judiciary Branch (Current Justices of the Supreme Court are called "Justice").

6.1.3.2.1. Judges of other courts.

6.1.3.2.2. Presiding Justice of a court.

6.1.3.3. Legislative Branch.

6.1.3.3.1. Senate.

6.1.3.3.1.1. The President of the Senate (V.P. of the U.S.).

6.1.3.3.1.2. President Pro Tempore of the Senate.

6.1.3.3.1.3. Senators.

6.1.3.3.1.4. Sergeant-at-Arms.

6.1.3.3.2. House of Representatives.

6.1.3.3.2.1. The Speaker.

6.1.3.3.2.2. Representatives.

6.1.3.3.2.3. Sergeant-at-Arms.

6.1.3.4. State and Local Governments.

6.1.3.4.1. Governor, Lieutenant Governor, and Acting Governor of a state.

6.1.3.4.2. Secretary of State.

6.1.3.4.3. Chief Justice of State Supreme Court.

6.1.3.4.4. State Attorney General (except PA--not an elected position).

6.1.3.4.5. Treasurer, Comptroller or Auditor of a state (only treasurer in PA.).

6.1.3.4.6. President of the Senate of a state.

6.1.3.4.7. State Senator.

6.1.3.4.8. Speaker of the House/Assembly/House of Delegates of a state.

6.1.3.4.9. State Representative/ Assemblyman/Delegate.

6.1.3.4.10. Mayor (elected).

6.1.4. Although the courtesy title His/Her Excellency is frequently accorded to foreign officials in very high positions, it is rarely used in addressing officials in the United States. However, some states accord this honor to their Governor. It is appropriate to call the Governor's office and request clarification to determine if this title should be used.

6.1.5. There are two forms of academic titles, the doctorate and the position. If the person holding the doctorate is also a professor, either "Dr." or "Professor" is correct. This also holds true for those holding a title such as "Chancellor," "President," etc. If the title-holder does not also have a doctorate, address him or her by title.

6.1.6. Foreign Title-Holders. A few common examples are: "Your Excellency" when addressing a foreign ambassador, a foreign chief of state, a president of a foreign republic, the head of government, a foreign cabinet officer, or other foreign official. "Your Highness" is used to address foreign royalty other than a king or queen (such as a baron, earl or princess, etc.). "Your Majesty" denotes a king or queen.

6.1.7. Military Chaplains. Always address military chaplains as "Chaplain". When addressing her/ him in writing, it should read, "Chaplain, Colonel Jill Smith".

6.1.8. Military Doctors/Dentists. Doctors and dentists can be addressed as either "Doctor" or by their rank. Always use their rank when writing.

6.1.9. Military Lawyers. Lawyers are entitled to the use of "esquire" following their last name, but for military lawyers this is never done. Only their rank is used. It is acceptable for a military lawyer to use this designation without their rank when they are communicating with civilians in an unofficial capacity. For military purposes, always use rank.

6.1.10. Air Force Pamphlet 34-1202, *Guide to Protocol*, provides more guidance, especially for addressing envelopes. For anything not covered, refer to Protocol, The Complete Handbook of Diplomatic, Official and Social Usage by McCaffree, Innis, and Sand.

6.2. Military Rank Abbreviations. The military is rich in customs, courtesies and Service-specific traditions. One specific tradition is the use of Service-unique abbreviations for rank, which when used in written correspondence, indicates which branch of Military Service an individual is from. In written correspondence, at every level, only the correct Service-unique abbreviations are acceptable. However, today's automated environment often masks this military tradition. **Attachment 9** and **Attachment 10** provide appropriate military abbreviations for the Services.

6.2.1. When a woman holds rank or title, always use it. This rule is no different than that used for men. The problem for many people occurs in addressing correspondence when the woman is married. The following should help you out in that situation:

6.2.1.1. When the woman is military and the man is not, her name comes before his. The same is true when she holds a title and he does not. Ex: "Lt Col Jane Smith and Mr. John Smith;" "Lt Col Jane and John Smith" is also correct.

6.2.1.2. When they are both in the military or hold titles, the ranking person's name comes first, unless the invitation is especially for the lower-ranking member (an awards ceremony honoring them, for instance) and their spouse as their guest. Ex: "Capt Susan Doe and Lt Mark Doe;" "Capt Susan and Lt Mark Doe" works too.

6.2.1.3. When both spouses are of equal rank, the man's name comes first, unless the invitation is particularly for the woman, with her husband as her guest/escort. Ex: "Colonel Bill Jones and Colonel Mary Jones" or "Colonels Bill and Mary Jones."

6.3. Foreign Military. Members of a foreign military are accorded the same honors and respect we render to our own. A few foreign militaries use the same rank names we use, often with different symbols for these on their uniforms. Most foreign militaries have different names and symbols for their rank. When you are in contact with a foreign member's liaison office (or equivalent), use this as an appropriate time to find out the rank and correct form of address. If you get confused or forget what to call a foreign military member, a polite "Sir" or "Ma'am" should always get you by with no problems.

Chapter 7

PRECEDENCE

7.1. Introduction. Precedence is the right to higher honor or priority of importance at a ceremonial or formal occasion. Order of precedence mistakes may create a negative Service image. You must validate precedence before execution of any ceremony, honors or event. Determining order of precedence is the starting point for all you do with an official function, from organizing the order of the arrival and departure, to seating, to introductions of distinguished guests.

7.2. Determining Precedence.

7.2.1. The President of the United States determines precedence for U.S. officials. The President may change the order of precedence within the government. An example of this occurred when President Kennedy elevated the Speaker of the House of Representatives to a position ahead of the Chief Justice of the Supreme Court.

7.2.2. The U.S. Department of State determines precedence among foreign representatives. Due to the dynamic nature of administrations and world politics, the State Department Office of Protocol maintains a precedence list, but does not make it available to the general public.

7.2.3. The Secretary of Defense determines precedence for Department of Defense (DoD) officials. Periodically, the Director, Administration and Management (OSD(A&M)), issues a revision memorandum to the DoD Order of Precedence.

7.3. Precedence Lists.

7.3.1. There is no single official precedence list used by all agencies and departments of the Federal Government. Moreover, there is no definitive all-encompassing guide for determining precedence in any situation. The decision to rank one person ahead of another absent guidance is based on the purpose of the occasion and the best interests of the Air Force and the United States.

7.3.2. The Air Force Protocol Office compiles and maintains the Air Force Precedence List based mainly on the Department of Defense Order of Precedence memorandum; the "Flight Plan VIP Codes" published in the DOD Flight Information Publication "GENERAL PLANNING;" Protocol - The Complete Handbook of Diplomatic, Official and Social Usage by McCaffree, Innis, and Sand; and Service Etiquette by Oretha D. Swartz. Refer to the protocol page of the Air Force Services Agency Community of Practice web site, **https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-MS-AF-16**, for current information. The Air Force precedence list is intended for use in determining priority for military airlift based on job responsibilities and may be used as a protocol guide for seating at official functions. It is not intended to supplant long-standing service etiquette associated with the customs and courtesies extended and received between individuals of different ranks.

7.4. Military Precedence.

7.4.1. When position held is not a factor, precedence among officers on active duty, including retired officers on active duty, is determined first by rank. When ranks are the

same, precedence is determined by date of rank. When dates of rank are the same, precedence is determined by total active federal military service date. When date of rank and total active federal military service date are the same, officers of the Regular Air Force take precedence among themselves according to their position on the permanent promotion list. They are followed by Guard officers on extended active duty who shall precede Reserve officers on extended active duty. Guard and Reserve officers not on extended active duty follow.

7.4.2. Refer to the USAF General Officers Relative Rank List (maintained by the Air Force General Officer Management Office) to determine relative rank among general officers in the Air Force. The other military services maintain the same type of relative rank list, but it is not made available to the general public. To obtain the precedence order or date of rank for flag or general officers of other military services, contact the principal party's office or their protocol office.

7.4.2.1. Distinguished Visitor (DV) codes are assigned to General Officers and Senior Executive Service (SES) civilians. DV codes are used to determine precedence for official visits, assignment of quarters and government transportation travel status.

7.4.3. Retired officers rank with, but after, active duty officers of the same rank. Precedence for retired officers of the same rank is determined by date of rank. Retired general officers with positional precedence (e.g. former Chief of Staff or former Chairman, Joint Chiefs of Staff) are placed ahead of other retired officers of the same rank and by date of rank among others with similar positional precedence (e.g. two former Chiefs of Staff).

7.4.4. Frocking of an officer to a higher grade entitles the individual to all honors, courtesies and benefits of the higher grade with the exception of pay and allowances. The officer is seated and given precedence ahead of others in the actual pay grade but behind all individuals actually holding the rank to which frocked. When more than one person frocked to the same rank is present, the effective date of frocking dictates precedence order. The rank currently worn determines the honors, courtesies and benefits accorded to the individual.

7.4.5. Individuals on approved promotion lists continue to wear the insignia of the rank of the current pay grade and are accorded precedence in the current grade based on date of rank in that grade. The rank currently worn determines the honors, courtesies and benefits accorded to the individual. The use of the term select with the next higher grade is not appropriate.

7.5. Position Precedence.

7.5.1. There are times when position takes precedence over date of rank. The Chairman of the Joint Chiefs of Staff is senior to all other officers, followed by the Vice Chairman Joint Chiefs of Staff, then the Service Chiefs (who are ranked by their dates of appointment, with the Coast Guard always last). At joint functions, Combatant Commanders, ranked by date of appointment, are placed ahead of other general officers. They are followed by active duty four-stars (by date of rank), retired four-stars, active duty three-stars, retired three-stars, and so on.

7.5.2. Based on their positions, the commander and vice commander of a wing normally take precedence over other colonels in the wing, regardless of their date of rank. Similarly, at MAJCOMs, the directors and chiefs of special staff take precedence over other staff

officers of similar grade regardless of their date of rank. In addition, individual unit commanders may use their discretion to determine that certain other positions in the unit should take precedence at unit events, such as a host or guest of honor. This is determined on an individual, case-by-case basis.

7.5.3. The Chief Master Sergeant of the Air Force (CMSAF)

7.5.3.1. The person serving as the Chief Master Sergeant of the Air Force (CMSAF) is accorded special precedence status in accordance with this position. In the National Capital Region (NCR), the CMSAF comes immediately after the Assistant Vice Chief of Staff (CVA). At Joint events, the CMSAF comes before three-star generals. When at Air Force-only events, outside the NCR and if the CMSAF is not the guest of honor, then he/she is positioned after the general officers present.

7.5.3.2. This precedence applies only to the currently serving Chief Master Sergeant of the Air Force. Retired Chief Master Sergeants of the Air Force should be placed in front of other retired chief master sergeants.

7.6. Department of Defense Civilians Order of Precedence.

7.6.1. Senior Executive Service (SES) precedence is determined by DV codes or Priority Precedence codes and is based on the responsibility of the position not the pay grade held by a particular individual. Precedence among SES members accorded the same DV Code is determined by date of appointment to the Senior Executive Service. The Air Force Senior Executive Management Office maintains a duty roster with DV codes for senior civilians. Refer to their website for current information.

7.6.2. Civilian positions above DV-4 level are Executive Level positions and encompass the Secretary of the Air Force (SecAF), Under Secretary of the Air Force (USecAF), Assistant Secretaries and the General Counsel. These positions are by presidential appointment with Senate confirmation.

7.7. Order of Precedence Among Elected Officials.

7.7.1. Members of the U.S. Senate and Congress are ranked by length of continuous service. If this period is equal, then they are ranked by order in which their state was admitted to the Union or alphabetically by state.

7.7.2. Other state and local officials are difficult to rank because there are no fixed rules assigning precedence. It is important to consider the purpose of the function, level of all guests, and political significance when determining seating arrangements or other tasks based on an order of precedence. When there is no definitive published guidance, it is vital that you keep the best interests of the Air Force and the United States in the forefront of planning and are consistent.

7.8. Diplomatic Precedence.

7.8.1. Precedence for Chiefs of Missions is based upon when their credentials were presented. Chiefs of Missions are defined as, but not limited to, Papal nuncios, Ambassadors Extraordinary and Plenipotentiary, Ministers Plenipotentiary, and Charges d'Affaires.

7.9. Other Rules to Consider.

7.9.1. At a function in the U.S. to which the President has been invited but sends a representative, his representative is accorded the rank and courtesy that goes with the presidency. This is not true for other officials of the government. Their representatives are accorded precedence based on the position they hold.

7.9.2. Spouses of government officials are accorded the same rank as the principals at official functions. They are seated accordingly unless they hold official positions themselves. In a case where the principal and the spouse both hold official positions, they are then placed in the order dictated by their official position.

7.9.3. Widows of former presidents have a special place in the order of precedence. A widow is ranked according to the seniority of the term of office held by her husband.

7.9.4. Medal of Honor recipients do not have a precedence code except when being specifically honored at a dinner, ceremony, or event where the medal recipient is the guest of honor, or based on the their military rank.

Chapter 8

CUSTOMS AND COURTESIES

8.1. Hand Salutes.

8.1.1. The hand salute is the form of greeting and recognition exchanged between persons in the armed services. All Air Force personnel in uniform are required to salute when they encounter any person or situation entitled to the salute.

8.1.1.1. When the salute is rendered to another person, the junior member initiates the salute accompanied with an appropriate verbal greeting, e.g., "Good Morning, Sir/Ma'am". Salute and extend the verbal greeting at a distance at which recognition is easy and audible. Offer your salute early enough to allow the senior time to return it and extend a verbal greeting before you pass. All salutes received when in uniform shall be returned; at other times, salutes received shall be appropriately acknowledged.

8.1.1.2. When the salute is rendered to a senior officer in a vehicle, hold the salute until it is returned by the officer or after the vehicle has passed.

8.1.1.3. When reporting to a senior officer, secure permission to enter, walk to within two paces of the officer or desk, halt, salute and report. Hold the salute until it is returned. When leaving, you should, prior to departing, take one step back, render your salute, execute an about face and leave in a military manner.

8.1.2. Local commanders are obligated to carefully review saluting policies for their installations. In areas where saluting would be highly repetitious or otherwise infeasible, commanders may designate the specific area(s) as a no salute or no hat, no salute area.

8.1.3. A member not in formation but in uniform, salutes as follows:

Who	Where	Salute When
United States Air Force Officers Senior in Rank	Outdoors	When recognized by the junior member
	Indoors	When reporting in
	In a GOV	When distinguished by vehicle plates and/or flags
	In a POV	Optional
The President and Vice President	Outdoors	When recognized by the junior member
	In a vehicle	When distinguished by vehicle plates and/or flags
Secretary of Defense	Outdoors	When recognized by the junior member
	In a vehicle	When distinguished by vehicle plates and/or flags
Service Secretaries	Outdoors	When recognized by the junior member
	In a vehicle	When distinguished by vehicle plates and/or flags
Other US Officers (commissioned and warrant) Senior in Rank	Outdoors	When recognized by the junior member
	In a GOV	When distinguished by vehicle plates and/or flags

Who	Where	Salute When
Officers of Friendly Foreign Nations	Outdoors	When recognized by the junior member

NOTE: Rendering/returning salutes is not required if either or both are in civilian attire or have their hands full; however, a greeting such as good morning sir/ma'am" is appropriate.

8.1.4. Groups and Formations.

8.1.4.1. In formation, members do not render or return a salute unless given the command to do so. The person in charge salutes and acknowledges salutes for the whole formation.

8.1.4.2. In groups, but not in formation. When a senior officer approaches, the first individual noticing the officer calls the group to attention. All members face the officer and salute (when outdoors). If the officer addresses an individual or the group, all remain at attention (unless otherwise ordered) until the end of the conversation, at which time they all salute the officer (when outdoors).

8.1.4.3. In a work detail, workers do not salute. The person in charge salutes for the entire detail.

8.1.5. Persons guarding prisoners will not salute.

8.1.6. Saluting the Flag.

8.1.6.1. When not in formation, e.g., attendance at a parade, a salute is rendered to the flag as a sign of respect. This is done as the flag passes in review. Members of the Armed forces and veterans who are present but not in uniform may render the military salute, Members should stand at attention, salute six paces before the flag is even with them and hold their salute until the flag has passed six paces. All other stand at attention and place your right hand (with a hat if wearing one) over your heart.

8.1.6.2. Flags on stationary flag staffs are only saluted during Reveille, Retreat or special ceremonies. If the flag is being lowered or raised or To the Colors or National Anthem is played, then in these cases, when outside and in uniform, face the flag (if visible) or face the music and stand at attention and salute on the first note of the music (or if no music, when you see the flag first being raised or lowered). Drop your salute after the last note is played, or when the flag has been fully raised or lowered, depending on the ceremony (during the playing of 'Sound retreat" which precedes the lowering of the flag, stand at Parade Rest). If in a vehicle during Reveille (if the flag is being raised) or Retreat, pull the car to the side of the road and stop. All occupants sit quietly at attention until the last note of the music has played or the flag is fully raised or lowered. All sporting or physical training actives will stop during Reveille (if the flag is being raised) and Retreat with proper honors to flag being showed. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute when outdoors. This is true for hoisting, lowering or passing of the Unites States Flag and the National Anthem. All other stand at attention and place your right hand (with a hat if wearing one) over your heart. If your base flies the U.S. flag a continuous 24-hours and no music but reveille is played with no action with the flag you are not required to stop and salute, reveille is just a bugle call. For retreat is much the same as for reveille, retreat is just a

bugle call but even if the flag is not being lowered it is playing of the National Anthem or "To the Colors" that requires proper honors to be displayed to the flag.

8.1.6.3. The ceremonial occasions when the salute is rendered, outdoors only, include the passing of the uncased Colors, the playing of honors music, the national Anthem of any nation, or "to the Colors".

8.1.6.4. When indoors and in uniform, face the flag (or the music if the flag is not visible) and stand at attention when the National Anthem (of any country) or "To the Colors" is played (do not place your hand over your heart). There are two exceptions. If you are in uniform, under arms, you salute. The other rule is when you're a spectator in uniform at a military ceremony inside where "outdoor" rules apply. A good example is when a change of command ceremony planned for outdoors is moved inside a hanger due to inclement weather. When indoors and in civilian clothes, face the flag (or the music if the flag is not visible), stand at attention when the National Anthem (of any country) or "To the Colors" is played and place your hand over your heart.

8.1.6.5. When at a military funeral in uniform, salute the caisson or hearse as it passes and the casket as it is carried by your position. You should also salute during the firing of volleys and the playing of Taps.

8.1.7. When at a military funeral in uniform, salute the caisson or hearse as it passes and the casket as it is carried by your position. You should also salute during the firing of volleys and the playing of Taps.

8.2. Other Marks of Respect.

8.2.1. Juniors shall show deference to seniors at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.

8.2.2. Juniors shall stand at attention (unless seated at mess or unless circumstances make such action impracticable or inappropriate) as follows:

8.2.2.1. When addressed by an officer senior to them.

8.2.2.2. When an officer of flag or general rank, the commanding officer, or an officer senior to the commanding officer, or an officer making an official inspection enters the room or space.

8.2.3. Juniors shall walk or ride to the left of seniors whom they are accompanying.

8.2.4. Officers shall enter aircraft and other modes of transportation in inverse order of rank and shall depart them in order of rank, unless there is special reason to the contrary. The seniors shall be accorded the more desirable seats.

8.3. Making a Proper Introduction. When introducing two individuals, mention the honored or senior person first, e.g. General Smith, I would like to introduce to you, Captain John Jones; Captain Jones, General Smith. Please note, proper etiquette suggests using, introduce to you, not introduce you to. It is always appropriate to explain to the senior person where the junior person is assigned.

8.4. Courtesies to the Air Force Song.

8.4.1. When the Air Force Song is played, it is customary to stand, clap and join in singing as direct by the nature of the ceremony. Do not salute. The Official Party may move after the playing of the first verse of the Air Force song. Proper respect and courtesy is always to be rendered to sister service songs by coming to the proper form of attention.

Chapter 9

FORMS OF DRESS

9.1. Reference. Guidance on forms of dress may be found in AFPAM 34-1202, *Guide to Protocol*, Chapter 9.

Chapter 10

ADMINISTRATION

10.1. Reference. Guidance on administration may be found in AFPAM 34-1202, *Guide to Protocol*, Chapter 10.

Chapter 11

FLIGHT LINE

11.1. Security/Flight Line Access Requirements.

11.1.1. Flight Line Access and Procedures. Access to most flight lines is restricted, and procedures vary from flight line to flight line. Most flight lines require a flight line certificate of competency and a line badge to gain access. Check with your local security forces and base operations for a complete list of rules and requirements. (Refer to AFI 13-213, *Airfield Management;* AFI 13-202, *Overdue Aircraft*; and AFOSH Std 91-100, *Aircraft Flight Line Operations and Ground Operations and Activities*.)

11.1.2. Customs/Immigration. If the DV is arriving from out of country, check with base operations to see if there are any special requirements for processing passengers and offloading the aircraft.

11.1.3. Local Policy. For detailed information, see the local guidelines maintained by the installation safety office.

11.2. Safety. Safety is the number one issue and should be considered above all else. Safety rules should NEVER be compromised simply for expediency.

11.2.1. Red Lines. On the flight line, identify secure areas and ensure they are never crossed except at appropriate entry control points (ECP) with proper clearance for the area.

11.2.2. Foreign Object Damage (FOD). Debris could cause damage to aircraft if driven over or ingested into an engine. Every time a vehicle is driven onto the airfield surface, the driver must stop at a designated entry point and check all tires for foreign objects in the treads and under the wheel wells. Foreign objects must be removed and properly disposed of before proceeding. Furthermore, retrieve and properly dispose of FOD seen while on the flight line.

11.2.3. Hats are not normally worn on the flight line; however, it is common for DV greeters and the greeting party to wear hats when greeting high ranking personnel. All members of the official greeting party and all others assisting should follow suit.

11.2.4. Ear Plugs must be available and worn when appropriate. Base operations will normally assist is supplying these for all participating members and passengers.

11.2.5. Ramp Freeze. Airfield management may call a ramp freeze 15 minutes prior to arrival or departure of a four star general or higher. The freeze does not apply to vehicles which normally operate on the airfield. All vehicles not supporting the arrival/departure should be kept clear of the primary DV parking spot anytime an aircraft and gathering personnel are present.

11.3. Communication. It is imperative to have a list of contact numbers on hand and means to communicate. The minimum contacts required for quick reference include but are not limited to: base operations, command post, air transportation operations center (ATOC), transient alert (TA), passenger terminal, security forces, transportation, aircrew and the customs/immigration representative, if applicable.

11.4. Manifest Passengers. Obtain a complete list of passengers for arrivals. Many times initial reports will only list the senior DV. It is important to be prepared for the possibility of multiple DVs disembarking an aircraft. Determine whether or not the DV will be disembarking the aircraft and, if not, determine their destination. Base operations is generally the primary point to get the needed information. They may not have the information themselves but can normally initiate the steps to get it. Be proactive and, if necessary, notify the receiving base for transient DVs.

11.5. Checklist. A local checklist for each specific flight line should be assembled based on local policies, procedures and commander preferences. This is a quick reference to ensure adequate preparation.

11.6. Equipment. Ensure any special equipment for special aircraft such as high lift or lighted stairs, baggage conveyor or generators are readily available. Generally, TA or aircraft maintenance will have these ready and in place, but it is important to confirm.

11.7. DV Lounge. Use common sense as to what the DV lounge will require depending on the type of DV, how long they have traveled, and where they are coming from or going to. You should also consider what they are planning to do while they are there.

11.7.1. Water and Refreshments. Ensure water is potable and palatable and if possible cold. Other refreshments such as coffee or snacks should be fresh and appropriate.

11.7.2. Restrooms. Provide clean and serviceable restrooms.

11.7.3. Communication.

11.7.3.1. Phones. Local, long distance, and DSN should be available.

11.7.3.2. STU should be available, but secure as per local procedures. Provide a key if necessary.

11.7.3.3. Office equipment. Computer connectivity (docking station, keyboard, mouse, printer are beneficial to have), fax, copier, and printer.

11.7.3.4. Amenities. The DV lounge should be comfortable, clean, and air conditioned. Television, music, decorations, and flowers are nice to have and should be considered depending on the visitor, situation and local availability. Nonappropriated funds must not be used to stock the food/ drink amenities.

11.7.3.5. Marquee or welcome boards. Ensure contents of welcome board are appropriate, correct and up to date. Verify the customs of foreign visitors. If there is an elevated security risk, check with local security and OSI to be sure the marquee does not increase the DV's security risk.

11.8. Flight Status. Keep abreast of departure, arrival time and aircraft status. Command post, base operations and ATOC provide assistance with this information. Keep the commander, DV greeter and anyone with a need to know informed of any changes in arrival time. Be sure the greeting party will be able to be on the flight line in plenty of time. A very useful resource is USTRANSCOM's Single Mobility System (SMS). It is a secure website where you can track the flight status of registered flights. To sign up, log onto the SMS website at **https://sms.transcom.mil/** and register.

11.9. Aircraft Parking. Check with TA, aircraft maintenance or base operations as appropriate to determine where the aircraft is or will be parked. Go to the area to ensure arrival/departure location is clean and safe. If it is an arriving aircraft, be sure there is not already an aircraft parked in the assigned spot. For a departing aircraft, ensure aircraft is in the appropriate parking spot, it is the appropriate type of aircraft, the tail number matches the manifest and that it is not obviously unserviceable. Contact base operations or TA if there are any discrepancies.

11.10. Vehicle Positioning. DV transportation should be parked in a designated area. If in doubt, verify with base operations or TA. The first vehicle in line is that of the senior ranking DV. If flight line access is permitted, the vehicle will drive up on the left side of the aircraft from the rear, once TA has indicated it is safe to approach. Verify the direction the aircraft will be parked and validate the location of the exit doors.

11.11. Public Affairs. Notify PA so they can be available and determine what, if any, type of media is required.

11.12. Customs and Courtesies. When hosting DVs, plan and execute to reflect the professionalism of Air Force members and honor customs, courtesies and traditions of the United States Air Force. At all times and occasions, appropriate honors and courtesies are to be extended with due deference to position, title, and rank precedence. Requirements for saluting may differ from base to base depending on command and operational activity. Members of a formal greeting party always salute the arrival and departure of an aircraft carrying a DV for whom saluting is appropriate (see **Chapter 8**). Saluting is normally required around the base operations building, the passenger terminal, and similar locations. Saluting is not normally required in aircraft parking areas, areas designated for aircraft maintenance, aircraft static displays, or an aircraft alert hangar area. Regardless of the location on a flight line, if the situation appears appropriate for saluting, salute. It is an expected courtesy. "When in doubt, salute".

11.13. Red Carpet. If used, the red carpet (or red carpet painted on the pavement) is located at the primary DV parking spot. Pavement markings should be placed in the transient DV parking area to allow TA to position the aircraft appropriately and align the door with the red carpet.

11.14. Safety. Do not approach the aircraft until it has come to a complete stop, engines have shut down, and door has opened; or until movement is directed by ATOC or TA personnel on site.

11.15. Greeting Party. Identify members greeting the DVs early, review arrival/departure customs and courtesies and be sure they are knowledgeable of the itinerary and have necessary transportation. They should be familiar with the DV lounge and other readily available facilities. Installation commanders establish local guidelines defining specific procedures in this area. The greeting party should be briefed by the protocol officer on line-up positions. Greeters line up right to left facing the door side of the aircraft. The senior ranking individual stands to the far right as the plane pulls onto the flight line and into the parking spot. Spouses stand to the left of their respective principal. At their discretion, the senior greeter commands, present arms as the aircraft approaches. Once the aircraft has stopped, the senior greeter commands, order arms. (**Figure 11.1.**).

11.15.1. If the DV is a civilian, no salute is required, unless it is the President or Vice President of the United States, Secretary of Defense or any of the Service Secretaries. Stand at attention until the aircraft comes to a stop.

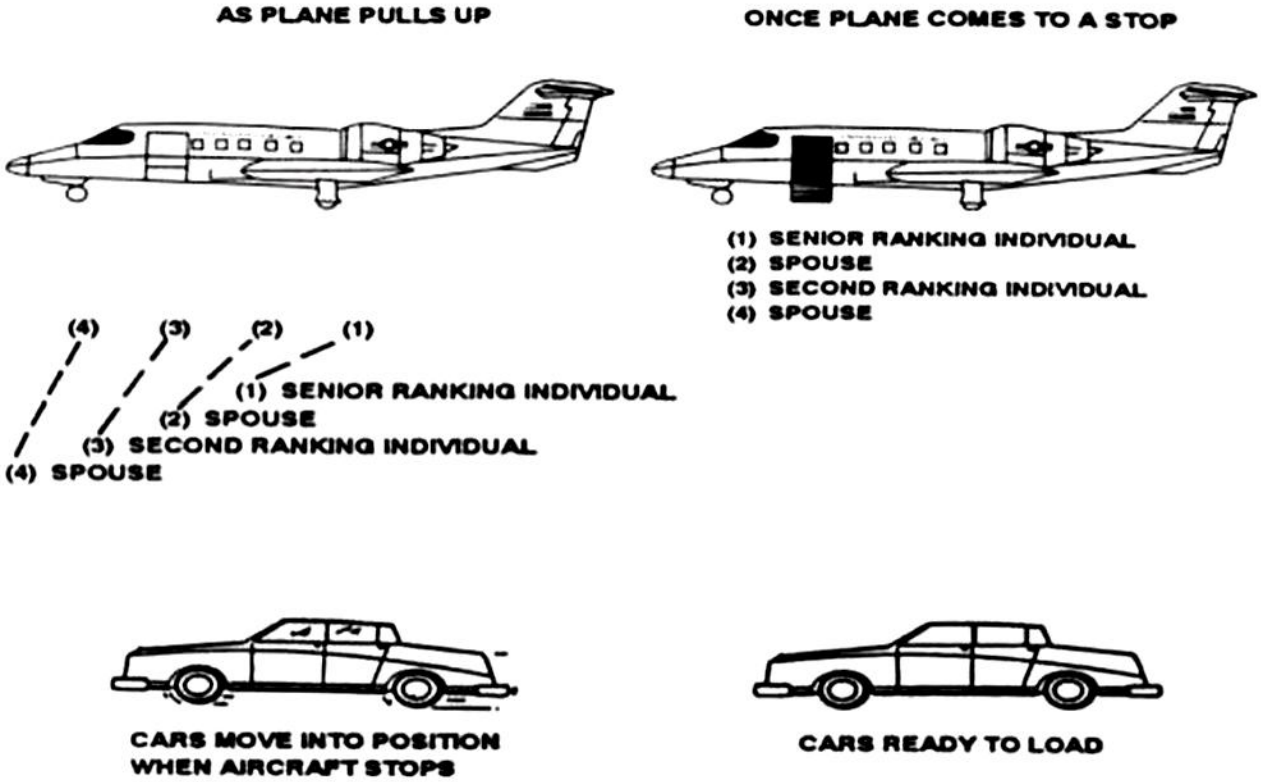
11.15.2. If there are civilians in the greeting party, they do not salute, but stand in a respectful manner with arms to their sides.

11.15.3. Once the engine has been cut off and the wheels are chocked, the senior ranking person takes the lead and the greeting party lines up at the aircraft's door.

11.15.4. As members of the arriving party exit the aircraft, the senior officer and members of the arrival party step forward to greet the individual(s) and move them quickly to their vehicles.

11.15.5. When customs/immigrations are required, they enter the aircraft before the passengers disembark.

Figure 11.1. Greeting Party Positioning.



11.16. Transportation.

11.16.1. Placing Vehicles.

11.16.1.1. Move vehicles into place only after aircraft engines are cut off and wheels are chocked.

11.16.1.2. When driving across yellow lines, the driver side should be nearest to the aircraft. However, the passenger side of car should be closest during loading.

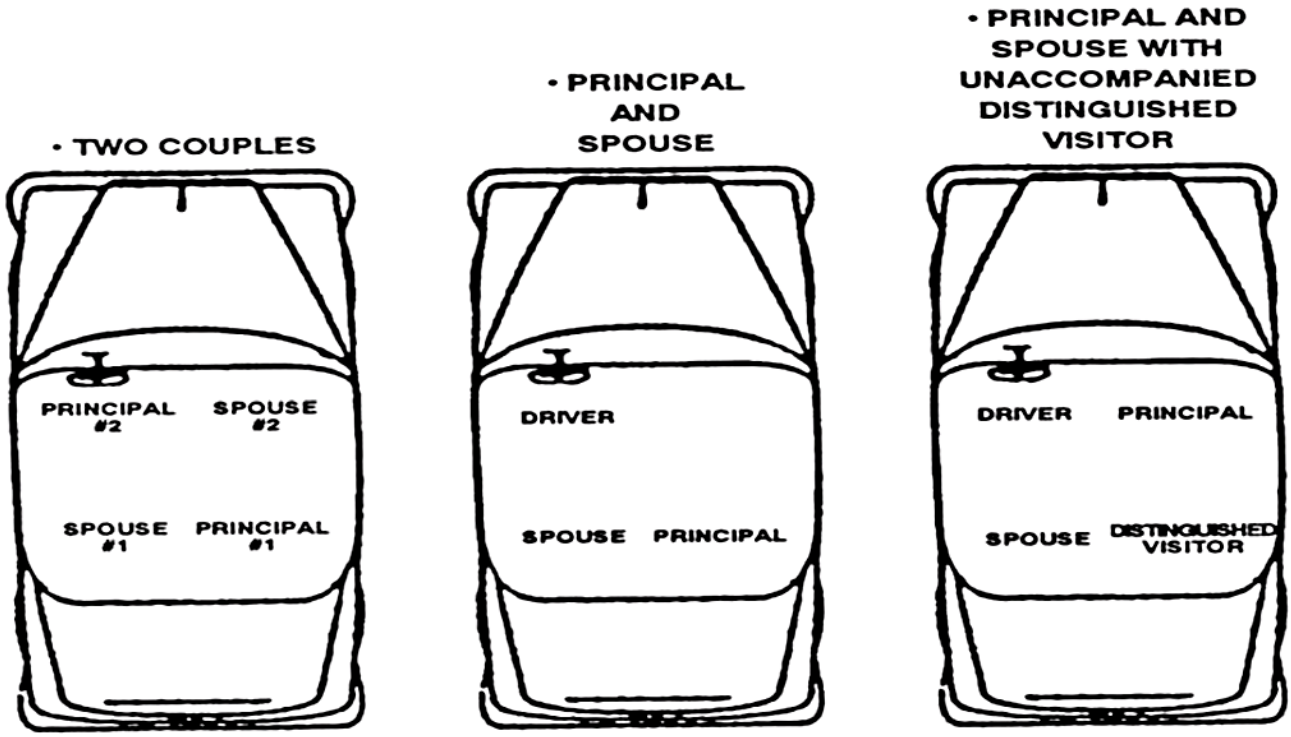
11.16.1.3. A spotter is required when backing up to the aircraft.

11.16.1.4. The vehicle transporting the senior ranking DV will be in the lead position.

11.16.1.5. Security vehicles may be required, depending on threat level, otherwise they are optional. If included in the motorcade, they will become the lead and trailing vehicles. This will ensure timely movement and not allow other vehicles to interfere with the motorcade. In addition, control points may be used to expedite traffic flow.

11.17. Seating. The seat of honor is on the rear passenger side. (See **Figure 11.2.**) Consider aide-de-camp and personal security officers when planning vehicle seating.

Figure 11.2. Vehicle Seating.



11.18. Luggage.

11.18.1. Use a separate vehicle for luggage. Do not make the DV wait while luggage is being off-loaded. A detail may be required if there is a large amount of luggage.

11.18.2. Provide a covered vehicle for inclement weather.

11.18.3. Be prepared for possible security, customs, or agriculture inspections.

11.18.4. Ensure luggage is properly and easily identifiable.

11.18.5. Plan for delivery.

11.19. Aircraft Preparation. (See **11.9.** Aircraft Parking) Check to be sure aircraft is serviced, ready, and the flight crew is standing by. Make sure stairs are available if it is a large aircraft.

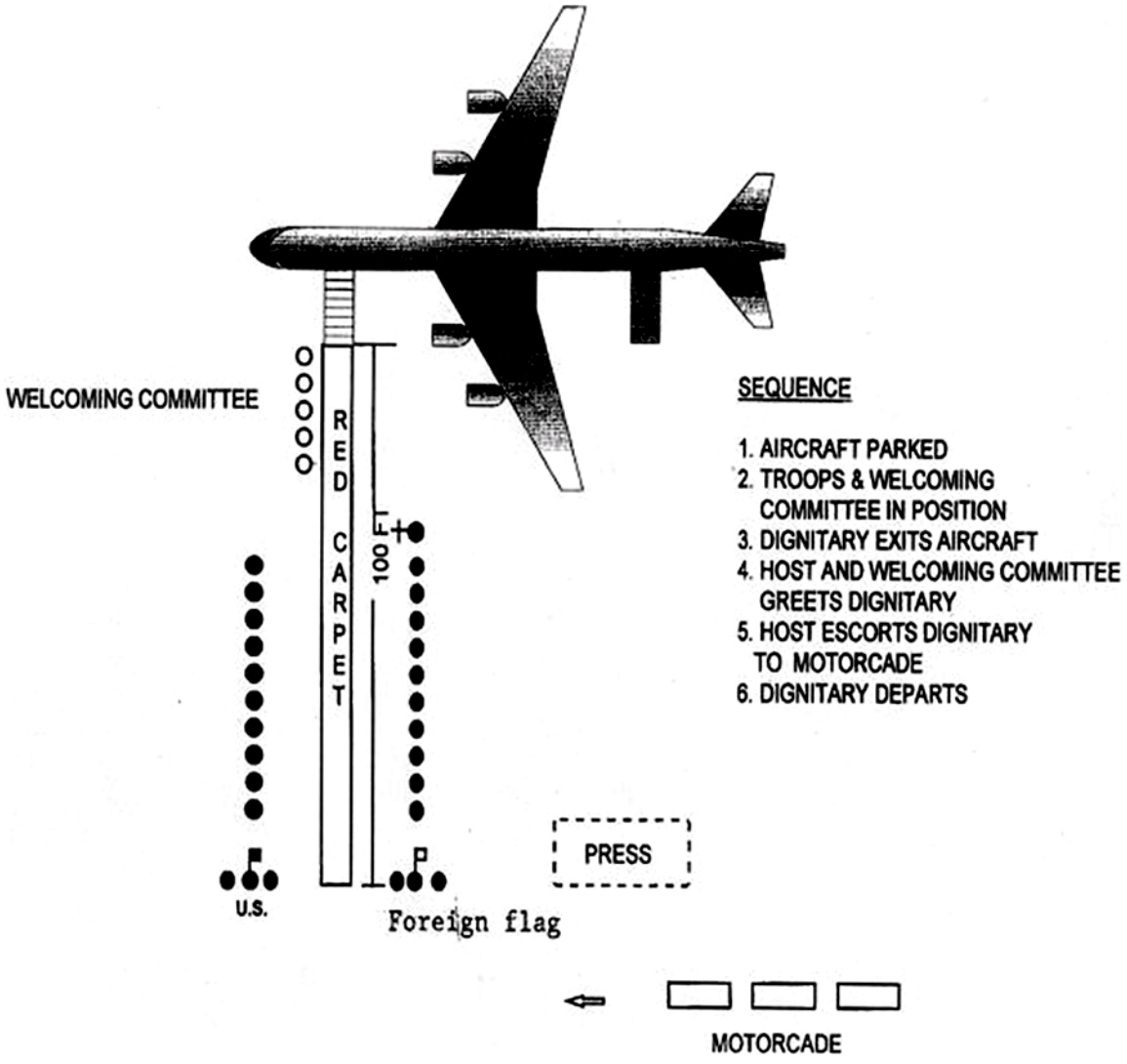
11.20. Weather. During times of uncertain weather, it is a good idea to have a contingency plan in the event the aircraft is unable to depart. This may include lodging reservations or backup DV transportation depending on the situation. If inclement weather, bring an umbrella.

11.21. Farewell Party. Rules are basically the same as greeting party, but in reverse, i.e. marquee message, ear plugs, etc. Generally, the baggage will arrive and load before the passengers. If there are any space-available passengers who have been approved by the senior DV for travel, they will be loaded prior to the arrival of the DV. The DV will generally be the last on the aircraft and the first off of the aircraft. If waved off by the DV, the farewell party may depart, but the protocol officer should remain nearby ’til wheels are up.”

11.22. Salute. The senior officer will give the command for the salute when the aircraft starts rolling. Salute will be held until the aircraft makes its first turn for departure or the entire aircraft passes the farewell party. If the DV returns the salute or flashes his window shutter, the senior member of the farewell party may command, "order arms".

11.23. Flight Line Ceremony If a flight line ceremony is required, keep the event as simple as possible by minimizing the requirements. Depending on the event, honor guard and music may be required. If playing musical honors, the official party should hold in place at the top of cordon by the aircraft for playing of musical honors. Once musical honors are completed, the official party should proceed as required. It is important to note that the official party should not be moving during the playing of musical honors. See **Attachment 2** for appropriate honors and flags.

Figure 11.3. Greeting/Farewell Layout and Sequence.



Chapter 12

DISTINGUISHED VISITORS (DVS)

12.1. Definition of a Distinguished Visitor (DV). A DV is defined as (1) any general or flag officer; (2) any government official with rank equivalent to a brigadier general or higher; or (3) any foreign military officer or civilian designated a DV by the Under Secretary of the Air Force for International Affairs (SAF/ IA). At times, persons of lower rank but appointed to or filling certain positions, may be accorded DV status. The purpose of the visit will determine if the distinction of DV should be accorded. The commander determines the DV distinction on an individual basis.

12.2. Honors Accorded DVs. The intent of honors is to extend a mark of courtesy, respect and recognition to a distinguished person (honors will be accorded only to the distinguished person and not to his/her personal representative). Honors are usually demonstrated through the use of cannon salutes, escort of honor or honor guard, parades or review of operations, ruffles and flourishes. See **Attachment 2** for a list persons entitled to honors, together with the number of guns, ruffles and flourishes, and the prescribed music for each.

12.2.1. In general, honors and ceremonies are reserved for the President, Vice President, statutory appointees, and general or flag officers of the United States military establishment, international dignitaries, and for occasions when such ceremonies promote international goodwill.

12.2.2. International civilian and military officials, occupying positions equivalent to those listed at **Attachment 10**, will be rendered equivalent honors to which the United States official is entitled, regardless of actual military rank. All other foreign military persons will receive the honors due their actual rank or its United States Air Force equivalent.

12.3. Minimizing Frequency of Ceremonial Honors.

12.3.1. Nothing in this instruction should be construed as discouraging formal welcoming ceremonies when planned by appropriate authority for specific purposes. These are always appropriate when they are instrumental in improving morale or maintaining national prestige.

12.3.2. In the interest of economy and manning, parades, honor cordons, motorcades, and other ceremonies, which involve large number of personnel and equipment, will be held to an absolute minimum when officials entitled to such honors visit military installations. In general, full honors will be reserved for statutory appointees and general or flag officers of the military services, for foreign dignitaries, and for occasions when ceremonies promote international good will. It is the prerogative of the commander to determine types of honors to be rendered.

12.3.3. Officials of the Department of the Air Force entitled to ceremonial honors will advise the appropriate commander of impending official visits. Notification will include adequate advance notice, the general purpose of the visit, and particular items or areas of interest to the visitor. Such officials will also notify the commander that ceremonies will be dispensed with unless for compelling reasons they support or enhance the purpose of the visit. All visitors are encouraged to decline routine honors unless the ceremony serves a useful purpose that benefits the nation, the Air Force, the installation or community good

will. Officials of the Department of Defense and other military departments are also expected to support this practice. Commanders who receive requests to omit honors or ceremonies will comply with such requests unless special local circumstances indicate that it is in the best interest of the Air Force or community relations to render honors. If this is the case, the commander will advise the visitor.

Chapter 13

CONFERENCES

13.1. Overview. Protocol may be asked to manage or support conferences, workshops, and seminars. These will range in complexity from a single half-day working session to perhaps a week-long event, with several social functions. Normally protocol involvement will be focused on supporting social events and ensuring certain logistics matters have been handled (lodging, transportation, meals and socials, etc.). For large conferences, the commander should appoint an office of primary responsibility (OPR) to lead the effort and make sure all arrangements are made.

13.2. References. See Air Force Pamphlet 34-1202, *Guide to Protocol*, Chapter 13, for descriptions of the activities and arrangements common to most conferences. All of these factors may not apply in your situation. Refer to other chapters for details on how to prepare for specific events.

Chapter 14

MILITARY CEREMONIES

14.1. Reference. Please refer to AFPAM 34-1202, *Guide to Protocol*, Chapter 14, for protocol guidance concerning custom and procedure for military ceremonies including funerals, retirements, promotions, changes and assumptions of command, activations, inactivations, re-designations, reenlistments, awards, decorations, reveille, retreat, building rededications, ribbon cuttings and POW/MIA.

Chapter 15

SOCIAL FUNCTIONS

15.1. Reference. Please refer to AFPAM 34-1202, *Guide to Protocol*, Chapter 15, for protocol guidance concerning custom and procedure for social functions including toasting, receiving lines, formal dinners and other forms of entertainment.

Chapter 16

DININGS IN AND DININGS OUT

16.1. Reference. Please refer to AFPAM 34-1202, *Guide to Protocol*, Chapter 16, for protocol guidance concerning custom and procedure for dinings in and dinings out.

16.2. Adopted Forms.

16.2.1. AF Form 847, Recommendation for Change of Publication.

ROGER A. BRADY, Lieutenant General, USAF
DCS, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, The Armed Forces, *United States Code*

Title 4, The Flag and Seal, Seat of Government and the States of the United States, *United States Code*, Chapter 1

Title 36, Patriotic and National Observances and Organizations, *United States Code*, Subtitle 1, Part A, Chapters 1 and 3

Public Law 110-41, *Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007*

DoDD 1005.6, *Display of National Flag at Half-Staff*

DoDD 1005.10, *Table of Honors for Civilian and Military Officials of the Department of Defense*

DoDD 1005.8, *Order of Precedence of Members of Armed Forces of the United States When in Formations*

DoDD 5500.7-R, *Standards of Conduct*

Department of Defense (DoD) Order of Precedence Memorandum

Joint Ethics Regulation

AFI 13-202, *Overdue Aircraft*

AFPD 34-12, *Air Force Protocol*

AFI 36-2803, *Air Force Awards and Decorations Program*

AFMAN 33-363, *Management of Records*

AFI 65-601V1, *Budget Guidance and Procedures*

AFI 65-603, *Official Representation Funds-Guidance and Procedures*

AFI 84-103, *USAF Heritage Program*

AFI 84-105, *Organizational Lineage, Honors, and Heraldry*

AFOSH Std 91-100, *Aircraft Flight Line Operations and Ground Operations and Activities*

OPNAV Instruction 1710.7A, *Department of the Navy Social Usage and Protocol Handbook*

AR 600-25, *Salutes, Honors and Visits of Courtesy*

AR 1-1, *State Official, and Special Military Funerals*

AR 840-10, *Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates*

AR PAM 600-60, *A Guide to Protocol and Etiquette for Official Entertainment*

Protocol, The Complete Handbook of Diplomatic, Official and Social Usage by McCaffree, Innis and Sand.

Service Etiquette by Oretha D. Swartz.

Abbreviations and Acronyms

A&M—Administration and Management

AFIT—Air Force Institute of Technology

AFMC—Air Force Materiel Command

AFPC—Air Force Personnel Center

AFROTC—Air Force Reserve Officer Training Corps

AFSLMO—Air Force Senior Leader Management Office

AFSVA—Air Force Services Agency

APF—Appropriated Fund(s)

ATOC—Air Transportation Operations Center

CMSAF—Chief Master Sergeant of the Air Force

COCOM—Combatant Commander

CSAF—Chief of Staff of the Air Force

CVA—Assistant Vice Chief of Staff

DoD—Department of Defense

DRU—Direct Reporting Unit

DSN—Defense Switch Network

DV—Distinguished Visitor

ECP—Entry Control Point

FOA—Field Operating Agency

FOD—Foreign Object Damage

IOH—Institute of Heraldry

MAJCOM—Major Command

NAF—Nonappropriated Fund(s) or Numbered Air Force

NATO—North Atlantic Treaty Organization

NCR—National Capital Region

NSN—National Stock Number

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

ORF—Official Representation Funds

OSI—Office of Special Investigations

PA—Public Affairs

PAX—Passenger

POW/MIA—Prisoner of War/Missing in Action

SAF/IA—Undersecretary of the Air Force for International Affairs

SecAF—Secretary of the Air Force

SECDEF—Secretary of Defense

SES—Senior Executive Service

SM&W—Special Morale and Welfare

STU—Secure Telephone Unit

TA—Transient Alert

USecAF—Under Secretary of the Air Force

YASA—You Are Seated At

Terms

Departmental Flag—The official flag of the Department of the Air Force. This flag comes in two sizes, the ceremonial size (4 feet 4 inches by 5 feet 6 inches) and the organizational size (3 feet by 4 feet).

Halyard—The rope or cord on a flagpole used to raise or lower the flag.

Heading—The canvas heading, with grommets or flag staples or both, attached to flags displayed from flagstaffs.

Hoist—Vertical length of a flag.

Individual Flags or Personal Colors—Flags representing the rank of a general officer. The Senior Executive Service Flag is also considered to be an individual flag.

Field—The portion of the flag separated by either color or design. For example, the red and white striped area on the United States Flag.

Finial—The decorative ornament on the top of a flagstaff. Also referred to as the staff ornament or warhead.

Fly—Horizontal length of a flag.

Official Function—Any ceremony or event where senior members are operating in an official capacity with members under their command or as a host to outside members. This includes, but is not limited to, official meetings and conferences, official promotions, reenlistment and retirement ceremonies, changes of command and reorganization events, and funerals. Not all official functions are mandatory nor are they all authorized official funding. Consult the appropriate funding AFIs to determine if funding is authorized for a specific event.

Official Social Function—An event where senior Air Force members or senior civilian personnel are operating in an official capacity commensurate with their position to build or reinforce relationships with counterparts, government and civic officials, international visitors,

or unit members. ot all social functions are mandatory nor are they all authorized official funding. Consult the appropriate funding AFIs to determine if funding is authorized for a specific event.

Organizational Flags—Flags depicting the authorized emblem of an organization, group level (or comparable) and above.

Positional Flags—Flags authorized to indicate the official status or position of certain civilian and military officials of the United States Government.

Provisional Flag—A Provisional unit is not authorized to display its own distinctive heraldry but may display a Provisional flag. The Air Force Provisional flag is authorized for use and display by units which are authorized an organizational flag but do not have an approved emblem. The Provisional flag is not meant to be a permanent substitute for an authorized organizational flag.

Staff—Flagpole.

Union—The blue field in the upper quarter of the United States flag, next to the staff. The union is also referred to as the canton of the flag.

Attachment 2

TABLE OF HONORS

A2.1. In place of gun salutes/rifle volleys, the number of aircraft in a memorial fly-over or the number of persons in the honor cordon indicates the type of honors being accorded. The numbers in the "honor cordon" column include the commander and Airmen, but do not include additional flights used for the Presidential ceremonies, or on special occasions the installation commander considers appropriate.

A2.2. The music indicated below follows ruffles and flourishes without pause. Unless otherwise directed, civilian officials of the DoD and military departments receive the last musical strain (32 bars) of "The Stars and Stripes Forever." The person receiving musical honors acknowledges honors throughout the playing by saluting when wearing uniform hats for the event.

A2.3. Per the chart below, the only civilians to retain honors upon departure from office are former Presidents of the United States. They will continue to be introduced, however, as "the Honorable" for the remainder of their life.

Table A2.1. Table of Honors.

Distinguished Person	Honor Cordon	Ruffles & Flourishes	Music	Flags
President	21	4	National Anthem Hail to the Chief	United States President's
Former President	21	4	National Anthem	United States
Heads of State of foreign countries and Foreign reigning royalty	21	4	Foreign Anthem	United States
Vice President	19	4	Hail to Columbia	United States Vice President's
Governor of a State of the United States in jurisdiction	19	4	Honors March	United States State
The Chief Justice of the United States	19	4	Honors March	United States
Foreign Prime Minister or other cabinet officer, Foreign ambassador, high Commissioner, or special Diplomatic representative whose credentials give him or her Authority equal to or greater than that of an Ambassador	19	4	National or Foreign Anthem	United States Foreign
Speaker of the House of Representatives	19	4	Honors March	United States
Secretary of State	19	4	Honors March	United States Departmental
The United States Representative to the United Nations	19	4	Honors March	United States Departmental
Associate Justices of the Supreme Court of The United States	19	4	Honors March	United States
Secretary of Defense	19	4	Honors March	United States

Distinguished Person	Honor Cordon	Ruffles & Flourishes	Music	Flags
				Departmental Individual
Cabinet Members	19	4	Honors March	United States Departmental
Governor of a State of the United States out of jurisdiction	19	4	Honors March	United States State
United States Senators	19	4	Honors March	United States
Distinguished Person	Honor Cordon	Ruffles & Flourishes	Music	Flags
Members of the United States House of Representatives	19	4	Honors March	United States
Deputy Secretary of Defense; Secretary of Army, Navy, Air Force	19	4	Honors March	United States Individual
Director of Defense Research and Engineering	19	4	Honors March	United States Departmental Individual
Chairman of the Joint Chiefs of Staff; Chief of Staff, United States Army; Chief of Naval Operations; Chief of Staff, USAF; Commandant of the Marine Corps	19	4	*Honors March	United States Departmental Individual
General of the Army; Fleet Admiral; General of the Air Force (five star rank)	19	4	*Honors March	United States Departmental Individual
Under Secretaries of the Cabinet; Solicitor General	17	4	Honors March	United States Departmental
Assistant Secretaries of the Cabinet; Assistant to the Attorney General	17	4	Honors March	United States Departmental
Assistant Secretaries of Defense and the General Counsel of the DoD and Under Secretaries of the Army, Navy, and Air Force	17	4	Honors March	United States Departmental Individual
Generals and Admirals (four-star rank)	17	4	*Honors March	United States Departmental Four-Star
Assistant Secretaries of the Army, Navy and Air Force	17	4	Honors March	United States Departmental
Lieutenant Generals, Vice Admirals	15	3	*Honors March	United States Departmental Three-Star
Foreign Ambassadors out of Jurisdiction	15	2	Honors March	United States Foreign
Major Generals, Rear Admirals (Upper Half)	13	2	*Honors March	United States Departmental Two-Star

Distinguished Person	Honor Cordon	Ruffles & Flourishes	Music	Flags
Brigadier Generals Rear Admirals (Lower Half)	11	1	*Honors March	United States Departmental One-Star
Other Commissioned Officers	9	1	Honors March	United States Departmental

*Army or Air Force Generals receive the Generals March; Admirals, Commodores, or Marine Generals receive the Admirals March; all others not specified receive the last 32-bar strain of "The Stars and Stripes Forever."

NOTES:

1. The same number of honor cordon members are provided on departure as on arrival.

2. The United States Navy Band arrangement of the National Anthem and the United States Marine Corps Band arrangement of "Hail to the Chief" are the official DoD arrangements to be played by all service bands on appropriate occasions.

3. The traditional musical selection "Hail to the Chief" is designated as a musical tribute to the President of the United States; as such, it will not be performed by military musical organizations as a tribute to other dignitaries. Performances of this selection are subject to:

a. During "Hail to the Chief" by military musical organizations, military personnel in uniform (other than band personnel) will accord the same honor as for the National Anthem or "To the Colors."

b. If, in the course of any ceremony, honors must be performed more than once, "Hail to the Chief" may be used interchangeably with the National Anthem as honors to the President of the United States.

c. When specified by the President, the Secretary of State, the Chief of the Secret Service, or an authorized representative, "Hail to the Chief" may be used as an opportunity for the President and immediate party to move to or from their places while all others stand fast.

d. During a State Funeral for a former President of the United States, "Hail to the Chief" is authorized.

4. When Foreign National anthem(s) and the U.S. National Anthem are performed, the U.S. National Anthem is performed last, except in conjunction with mourning colors.

5. Foreign civilian and military officials, occupying positions comparable to these U.S. officials will receive equivalent honors. Foreign recipients of honors must be representatives of countries recognized by the United States. Foreign civilian officers receive the last musical strain (32 bars) of "Hands Across the Sea".

6. Appropriate background music is any music such as a national air or a folk song favorably associated with the distinguished person or his country. If no such music is known or available, any good-sounding music of universal appeal and propriety may be used. All music performed as background should be appropriately subdued to the principal action.

7. Appropriate inspection music may be in any meter and played so it would not require the inspection party to conform to its cadence.

8. Commanders of Air Force installations may obtain recorded music on discs for use in connection with honors and ceremonies by writing directly to the Audio Section, United States Air Force Band, Bolling AFB, D.C. 20032.

9. In events honoring foreign dignitaries, the flags of the foreign country of the guest(s) being honored should be included in the color guard when available.

Attachment 3

GUIDANCE FOR DISPLAY OF THE NATIONAL FLAG AT HALF-STAFF

A3.1. Flags located in the District of Columbia and throughout the United States and its territories and possessions on all DoD buildings, grounds, and naval vessels shall be displayed at half-staff for a period of 30 days from the day of death of the:

A3.1.1. President.

A3.1.2. Former President.

A3.1.3. President-Elect.

A3.2. Flags located in the District of Columbia and throughout the United States and its territories and possessions on all DoD buildings, grounds, and naval vessels shall be displayed at half-staff for a period of 10 days from the day of death of the:

A3.2.1. Vice President.

A3.2.2. Vice President-Elect.

A3.2.3. Chief Justice or retired Chief Justice of the United States.

A3.2.4. Speaker, House of Representatives.

A3.3. Flags located in the District of Columbia and throughout the United States and its territories and possessions on all DoD buildings, grounds, and naval vessels shall be displayed at half-staff from the day of death through the day of interment of:

A3.3.1. Associate Justice, Supreme Court (including retired Associate Justice).

A3.3.2. Former Vice President.

A3.3.3. Member of Cabinet.

A3.3.4. Former Secretary of Defense.

A3.3.5. Deputy Secretary of Defense.

A3.3.6. Under Secretaries of Defense.

A3.3.7. Principal Deputy Under Secretaries of Defense.

A3.3.8. Assistant Secretaries of Defense.

A3.3.9. Other Officials in OSD Compensated at Executive Levels III or IV.

A3.3.10. Secretary of the Army, Navy, or Air Force.

A3.3.11. Chairman or former Chairman of the Joint Chiefs of Staff.

A3.3.12. Vice Chairman or former Vice Chairman of the Joint Chiefs of Staff.

A3.3.13. Five-Star Flag or General Officer.

A3.3.14. Chief of Staff, U.S. Army.

A3.3.15. Chief of Naval Operations.

A3.3.16. Chief of Staff, U.S. Air Force.

A3.3.17. Commandant, U.S. Marine Corps.

A3.3.18. Commandant, U.S. Coast Guard.

A3.4. Flags located in the District of Columbia and throughout the United States and its territories and possessions on all DoD buildings, grounds, and naval vessels shall be displayed at half staff from the day of death through the day of interment of:

A3.4.1. The President Pro Tempore of the Senate.

A3.4.2. Majority Leader, Senate.

A3.4.3. Minority Leader, Senate.

A3.4.4. Majority Leader, House of Representatives.

A3.4.5. Minority Leader, House of Representatives.

A3.5. Flags located in the District of Columbia and throughout the United States and its territories and possessions on all DoD buildings, grounds, and naval vessels shall be displayed at half-staff from the day of death and the following day upon the deaths of a:

A3.5.1. U.S. Senator.

A3.5.2. Representative, U.S. House of Representatives.

A3.5.3. Territorial Delegate.

A3.5.4. Resident-Commissioner from the Commonwealth of Puerto Rico.

A3.5.4.1. The flag shall also be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the State, Congressional District, Territory, or Commonwealth of such Senator, Representative, Delegate, or Commissioner, respectively, from the day of death through the day of internment.

A3.6. On the death of a Governor of a State, Territory, or Possession, the period of display shall be the day of death through the day of interment for flags located on all DoD buildings, grounds, and naval vessels in the state, territory, or possession of the deceased governor.

A3.7. On the death of Foreign Dignitaries, other Officials or former Officials, the period of display shall be as directed by the President or dictated by custom not inconsistent with law.

A3.8. Presidential Proclamation 3004 allows the Secretary of the Air Force to direct the United States flag be flown at half-staff on buildings, grounds, or naval vessels under their jurisdiction on occasions other than those specified above which they consider proper.

A3.8.1. Death of commanders who were on active duty: The United States flag will be flown at half-staff from reveille to retreat on the day of the funeral (regardless of the location of the ceremony) on buildings and grounds which were part of the deceased's command. The headquarters concerned notifies other elements of the command.

A3.8.2. Death of an active duty Air Force four-star general officer: The United States flag will be flown at half-staff from reveille to retreat on the day of interment on buildings and grounds under jurisdiction of the Department of the Air Force. The United States flag will be flown at half-staff from the day of death until interment on Department of the Air Force buildings and grounds which were part of the deceased's command. The

headquarters concerned is notified via HQ USAF message. Once notified, the headquarters concerned notifies other elements of the command.

A3.8.3. Death of a retired Air Force four-star general or former Chief Master Sergeant of the Air Force: The United States flag will be flown at half-staff from reveille to retreat on the day of interment on all buildings and grounds under jurisdiction of the Department of the Air Force. Commanders are notified via HQ USAF message from either AF/DPG for four-star generals or AF/CCC for former CMSAFs.

A3.8.4. Death of officers and airmen on active duty (except personnel in Detachment of Patient status at a USAF hospital): The United States flag will be flown at half-staff on buildings and grounds of their memorial service, funeral service, or duty station on the day of death or the day following death. (Installation commanders may also half-staff the flag on the day of an on-base memorial or funeral service.) The Casualty Officer concerned notifies the appropriate commander.

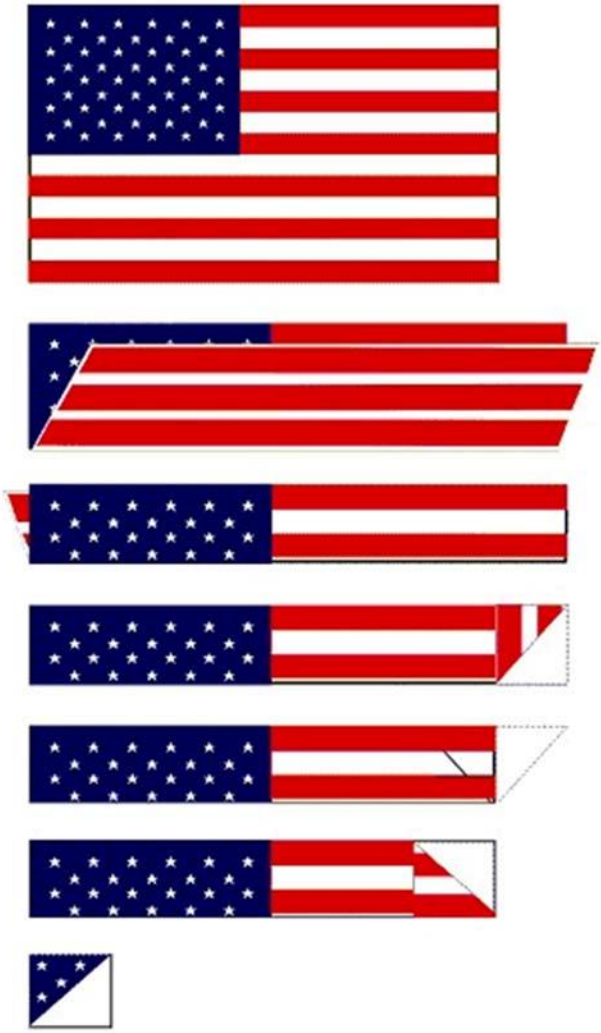
A3.8.5. Death of civilians who die while employed by the Air Force (only if they are US citizens): The United States flag will be flown at half-staff on buildings and grounds of their memorial service, funeral service, or duty station on the day of death or the day following death, or the day of an on-base memorial or funeral service (Installation commanders make the decision which day to half-staff the flag in this situation). The immediate supervisor or unit commander concerned notifies the installation commander.

A3.8.6. Funerals held at cemeteries on Air Force Installations: The installation commander may half-staff the flag on the day of a funeral service.

Attachment 4

CORRECT METHOD OF FOLDING THE UNITED STATES FLAG

Figure A4.1. CORRECT METHOD OF FOLDING THE FLAG OF THE UNITED STATES



FLAG FOLDING CEREMONY – AIR FORCE SCRIPT

For more than 200 years, the American flag has been the symbol of our nation's unity, as well as a source of pride and inspiration for millions of citizens.

Born on June 14, 1777, the Second Continental Congress determined that the flag of the United States be thirteen stripes, alternating between seven red and six white; and that the union be thirteen stars, white in a blue field representing a new constellation. (1)

Between 1777 and 1960, the shape and design of the flag evolved into the flag presented before you today. The 13 horizontal stripes represent the original 13 colonies, while the stars represent the 50 states of the Union. The colors of the flag are symbolic as well; red symbolizes hardiness and valor; white signifies purity and innocence; and blue represents vigilance, perseverance and justice. (1)

Traditionally, a symbol of liberty, the American flag has carried the message of freedom, and inspired Americans, both at home and abroad.

In 1814, Francis Scott Key was so moved at seeing the Stars and Stripes waving after the British shelling of Baltimore's Fort McHenry that he wrote the words to The Star Spangled Banner. (3)

In 1892 the flag inspired Francis Bellamy to write the "Pledge of Allegiance," our most famous flag salute and patriotic oath. (3)

In July 1969 the American flag was "flown" in space when Neil Armstrong planted it on the surface of the moon. (3)

Today, our flag flies on constellations of Air Force satellites that circle our globe, and on the fin flash of our aircraft in harms way in every corner of the world. Indeed, it flies in the heart of every Airman who serves our great Nation. The sun never sets on our US Air Force, nor on the flag we so proudly cherish. (3)

Since 1776 no generation of Americans has been spared the responsibility of defending freedom Today's Airmen remain committed to preserving the freedom that others won for us, for generations to come.

By displaying the flag, and giving it a distinctive fold we show respect to the flag, and express our gratitude to those individuals who fought, and continue to fight for freedom, at home and abroad. Since the dawn of the 20th century, Airmen have proudly flown the flag in every major conflict on lands and skies around the world. It is their responsibility our responsibility to continue to protect and preserve the rights, privileges and freedoms that we, as Americans, enjoy today.

The United States flag represents who we are. It stands for the freedom we all share and the pride and patriotism we feel for our country. We cherish its legacy, as a beacon of hope to one and all. Long may it wave.

(1) From a report Secretary of Congress Robert Thompson wrote to define the Seal of our Nation (1777).

(2) Text from President Woodrow Wilson's Flag Day message (1917).

(3) Based upon historical facts.

Attachment 5

STREAMERS WITH AUTHORIZED EMBROIDERY BY CAMPAIGN

87 BATTLE CAMPAIGN STREAMERS

GROUP # 1

NSN 8345-00-152-3959
World War II (Asiatic-Pacific Theater)
Mexico 1916-1917

GROUP # 2

NSN 8345-00152-3955

World War I

1) Somme Defensive 1918

2) Lys 1918

3) Champagne-Marne 1918

4) Aisne-Marne 1918

5) Somme Offensive 1918

6) Oise-Aisne 1918

7) St. Mihiel 1918

8) Meuse-Argonne 1918

9) Alsace (See Note1)

10) Champagne (See Note 1)

11) Flanders (See Note 1)

12) Ile-De France (See Note 1)

13) Lorraine (See Note 1)

14) Picardy (See Note 1)

GROUP # 4

NSN 8345-00-152-3957

1) Antisubmarine 1941-1945 (See Note 1)

2) Air Combat 1941-1945

3) Philippine Islands 1941-1942

4) Burma 1941-1942

5) Central Pacific 1941-1943

6) East Indies 1942

7) India-Burma 1942-1945

8) Air Offensive, Japan 1942-1945

9) Aleutian Islands 1942-1943

GROUP #5

NSN 8345-00-152-3957

World War II (Asiatic-Pacific Theater, continued)

1) China Defensive 1942-1945

2) Papua 1942-1943

3) Guadalcanal 1942-1943

4) New Guinea 1943-1944

5) Northern Solomons 1943-1944

6) Eastern Mandates 1943-1944

7) Bismark Archipelago 1943-1944

GROUP #3

NSN 8345-00-152-3956

World War II (Asiatic-Pacific Theater, continued)
Antisubmarine 1941-1945

GROUP # 6

NSN 8345-00-152-3957

1) Western Pacific 1944-1945

2) Leyte 1944-1945

3) Luzon 1944-1945

4) Central Burma 1945

5) Southern Philippines 1945

6) Ryukyus 1945

7) China Offensive 1945

NOTE 1: These are war service 3 foot streamers and are authorized for display on organizational flags and/or Air Force departmental flags and guidons.

NOTE 2: All streamers are 3 feet long except as noted by an asterisk.

GROUP # 7

NSN 8345-00-152-3958

World War II (European-African-Middle Eastern Theater)

1) Antisubmarine 1941-1945

2) Air Combat, EAME 1941-1945

3) Egypt-Libya 1942-1943

4) Air Offensive, Europe 1942-1944

5) Algeria-French Morocco 1942

6) Tunisia (Air) 1942-1943

7) Sicily (Air) 1943

8) Naples-Foggia (Air) 1943-1944

9) Anzio 1944

10) Rome-Arno 1944

GROUP # 10

NSN 8345-00-152-3954

Vietnam Service

1) Vietnam Advisory 1961-1965

2) Vietnam Defensive 1965-1966

3) Vietnam Air 1966

4) Vietnam Air Offensive 1966-1967

5) * Vietnam Air Offensive II 1966-1967

6) * Vietnam Air Offensive Phase III 1967-1968

7) Vietnam Air/Ground 1968

8) * Vietnam Air Offensive Phase IV 1968-1969

9) TET 69/Counteroffensive 1969

10) Vietnam Summer-Fall 1969

11) Vietnam Winter-Spring 1969-1970

12) Sanctuary Counteroffensive 1970

13) Southwest Monsoon 1970

GROUP # 8

NSN 8345-00-152-3958

World War II (European-African-Middle Eastern Theater, continued)

1) Normandy 1944

2) Northern France 1944

3) Southern France 1944

4) North Apennies 1944-1945

5) Rhineland 1944-1945

6) Ardennes-Alsace 1944-1945

7) Po Valley 1945

GROUP # 9

NSN 8345-00-152-3953

Korean Service

1) UN Defensive

2) UN Offensive 1950

3) CCF Intervention 1950-1951

4) First UN Counteroffensive 1951

5) CCF Spring Offensive 1951

6) UN Summer-Fall Offensive 1951

7) Second Korean Winter 1951-1952

8) Korean, Summer-Fall 1952

9) Third Korean War 1953

10) Korean, Summer 1953

* 4 ft Streamer

14) Commando Hunt V 1970-1971

15) Commando Hunt VI 1971

16) Commando Hunt VII 1971-1972

17) Vietnam Ceasefire, 1972-1973

GROUP #11

NSN 8345-01-343-8137

Southwest Asia Service

1) Defense of Saudi Arabia 1990-1991

2) * Liberation and Defense of Kuwait 1991

3) * Southwest Asia Cease-Fire 1991-1995

GROUP # 12

NSN 8345-01-491-3526

US Military Operations

US Military Operations

21 ARMED FORCES EXPEDITIONARY21 ARMED FORCES EXPEDITIONARY

GROUP # 13

NSN 8345-00-152-3962

1) Lebanon 1958

2) Taiwan Straits 1958-1959

3) Quemoy and Matsu Islands 1958-1963

4) Berlin 1961-1963

5) Cuba 1962-1963

6) Congo 1964

7) Dominican Republic 1965-1966

	8) Korea 1966-1974
	9) Cambodia 1975
	10) Vietnam 1975
	11) Mayaguez Operation 1975
	12) Grenada 1983
	13) Libya-Eldorado Canyon 1986
	14) Panama 1989-1990
US OPERATIONS IN DIRECT SUPPORT OF THE UNITED NATIONS	
	15) Congo 1960-1962
US OPERATIONS OF ASSISTANCE FOR FRIENDLY FOREIGN NATIONS	
	16) Vietnam 1958-1965
	17) Laos 1961-1962
	18) Cambodia 1973
	19) Thailand 1973
	20) Lebanon 1983-1987
	21) Persian Gulf 1987-1990

Note: Group 13, Items 1 – 11, 13, and 15 – 21 are authorized for display on the Air Force Departmental
Ceremonial Flag only, and not on organizational flags or unit guidons.

Attachment 6

NSN LISTING OF U.S. AND AIR FORCE FLAGS, GUIDONS AND STREAMERS

(Please consult your local supply professional for a full array of flag choices)

NSN	ITEM DESCRIPTION
8345-00-656-1438	Flag, U.S., Installation, 8 ft 11 3/8 inches by 17 ft
8345-00-656-1436	Flag, U.S., Storm, 5 ft by 9 ft 6 inches
8345-00-656-1444	Flag, U.S., All Purpose, 3 ft by 4 ft
8345-00-656-1434	Flag, U.S., Boat, 2 ft 4 7/16 inches by 4 ft 6 inches
8345-00-656-2040	Flag, U.S., Auto, 18 inches by 26 inches
8345-01-136-7701	Flag, Organizational Comp w/Embroidery
8345-00-828-8385	Guidon, Air Force w/Embroidery
8345-00-762-7673	Guidon, AFJROTC w/Embroidery
8345-00-828-8382	Guidon, AFROTC w/Embroidery
8345-00-482-7074 (Embroidery is automatically accomplished by DSCP)	Streamer Set, USAF (12 Groups/108 Streamers)
Streamer Awards With or Without Embroidery	
8345-00-412-2282	USAF Organizational Excellence Award
8345-01-169-5944	Joint Meritorious Unit Award
War Service Streamers Without Embroidery	
8345-00-152-3955	World War I
8345-00-152-3956	World War II American Theater
8345-00-152-3957	World War II Asiatic Pacific Theater
8345-00-152-3958	World War II European-African-Middle Eastern Theater
8345-00-152-3953	Korean Service
8345-00-152-3954	Vietnam Service
8345-01-343-8137	Southwest Asia Service

NOTE: Streamers that are requested to be blank should state either Blank or No Embroidery in the remarks section of the requisition.

Streamer Awards With Embroidery	
8345-00-152-3962	Armed Forces Expeditionary
8345-00-152-3960	Philippine Presidential Unit Citation
8345-00-152-3963	Korean Presidential Unit Citation w/ Taequk
8345-00-152-3961	USAF Outstanding Unit
8345-00-220-6516*	Presidential Unit Citation (for use w/ guidon) 2 ft
Streamer Awards With Embroidery (continued)	
8345-00-220-6515*	Presidential Unit Citation (for use w/ flag) 3 or 4 ft
8345-00-174-7172	World War I, French Croix de Guerre
8345-00-174-0805	World War II, French Croix de Guerre
8345-00-290-2910	Meritorious Unit Commendation
8345-00-249-4809	Vietnamese Unit Citation Cross of Gallantry (2 ft for guidons only)
8345-00-249-4810	Vietnamese Unit Citation Cross of Gallantry

(For organizational flags only)

* Formerly known as the Distinguished Unit Citation

Attachment 7

DATES OF ACCESSION OF STATES INTO THE UNION

1	Delaware	December 7, 1787
2	Pennsylvania	December 12, 1787
3	New Jersey	December 18, 1787
4	Georgia	January 2, 1788
5	Connecticut	January 9, 1788
6	Massachusetts	February 6, 1788
7	Maryland	April 28, 1788
8	South Carolina	May 23, 1788
9	New Hampshire	June 21, 1788
10	Virginia	June 26, 1788
11	New York	July 26, 1788
12	North Carolina	November 21, 1789
13	Rhode Island	May 29, 1790
14	Vermont	March 4, 1791
15	Kentucky	June 1, 1792
16	Tennessee	June 1, 1796
17	Ohio	March 1, 1803
18	Louisiana	April 30, 1812
19	Indiana	December 11, 1816
20	Mississippi	December 10, 1817
21	Illinois	December 3, 1818
22	Alabama	December 14, 1819
23	Maine	March 15, 1820
24	Missouri	August 10, 1821
25	Arkansas	June 15, 1836
26	Michigan	January 26, 1837
27	Florida	March 3, 1845
28	Texas	December 29, 1845
29	Iowa	December 28, 1846
30	Wisconsin	May 29, 1848
31.	California	September 9, 1850

32.	Minnesota	May 11, 1858
33.	Oregon	February 14, 1859
34.	Kansas	January 29, 1861
35.	West Virginia	June 20, 1863
36.	Nevada	October 31, 1864
37.	Nebraska	March 1, 1867
38.	Colorado	August 1, 1876
39.	North Dakota	November 2, 1889
40.	South Dakota	November 2, 1889
41.	Montana	November 8, 1889
42.	Washington	November 11, 1889
43.	Idaho	July 3, 1890
44.	Wyoming	July 10, 1890
45.	Utah	January 4, 1896
46.	Oklahoma	November 16, 1907
47.	New Mexico	January 6, 1912
48.	Arizona	February 14, 1912
49.	Alaska	January 3, 1959
50.	Hawaii	August 21, 1959

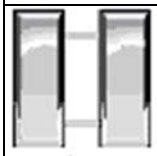
TERRITORIES

1. District of Columbia, 1791
2. Guam, 1898
3. American Samoa, 1900
4. Virgin Islands, 1917
5. Puerto Rico, 1952
6. Northern Marianas, 1986

Attachment 8

ARMED FORCES COMMAND STRUCTURE

Table A8.1. ARMED FORCES COMMAND STRUCTURE

RANK	ARMY	NAVY	MARINE	AIR FORCE
	Platoon Consists of 30-40 personnel and 4 combat vehicles		Platoon Consists of 45 personnel	
	(Company Executive Officer)		(Company Executive Officer)	Aircraft Crew of 1-6 personnel
	Company Consists of 120 personnel and 14 combat vehicles	Patrol Craft Consists of up to 15 personnel	Company Consists of 200 personnel	Flight Consists of 20-50 personnel
	(Battalion Executive Officer)	Detachment Consists of 30-35 personnel	(Battalion Executive Officer)	Support Squadron Consists of 100-600** personnel
	Battalion Consists of 600 personnel and 58 combat vehicles*	Ship or Air Squadron Consists of 150-750** personnel	Battalion or Squadron Consists of 250-800 personnel	Flying Squadron Consists of 50-600** Personnel and 12-24 aircraft
	Brigade Consists of 3000 personnel and 200+ combat vehicles	Carrier or Air Wing or Ship Squadron	Regiment or Marine Expeditionary Unit or Air Group Consists of 3200 personnel	Group Consists of 1000-2000** personnel and 50-75 aircraft

*If Mechanized Infantry or Armor Unit

**Dependent on type of ship or aircraft

RANK	ARMY	NAVY	MARINE	AIR FORCE
DV Code 6	Assistant Division Commander	Carrier Group or Cruiser / Destroyer Group	Brigade Consists of up to 8000 personnel	Wing Consists of up to 5000 personnel
DV Code 5	Division Consists of 18,000+ personnel	Carrier Battle Group Consists of 10,000 to 25,000** personnel	Division or Air Wing Consists of 15,000 to 20,000 ** personnel	Numbered Air Force (NAF) Consists of multiple wings
DV Code 4	Corps or Army Consists of 60,000+ personnel	Fleet or Air Forces of Surface Forces or Submarine Forces	Marine Expeditionary Force Consists of 50,000+ personnel	Numbered Air Force (NAF) Consists of multiple wings
DV Code 3	MACOM or Combatant Commander or Service Chief	Combatant Commander or Service Chief	Combatant Commander or Service Chief	MAJCOM or Combatant Commander or Service Chief
**Dependent on type of ship or aircraft				

Attachment 9

MILITARY RANK ABBREVIATIONS

Table A9.1. MILITARY RANK ABBREVIATIONS.

Pay Grade/Rank/Rate	Army	Marine Corps	Navy	Air Force	Coast Guard
0-10 General/ Admiral	GEN	Gen	ADM	Gen	ADM
0-9 Lieutenant General / Vice Admiral	LTG	*Lt Gen	VADM	Lt Gen	VADM
0-8 Major General / Rear Admiral (Upper Half)	MG	*Maj Gen	RADM	Maj Gen	RADM
0-7 Brigadier General / Rear Admiral (Lower Half)	BG	*Brig Gen	RDML	Brig Gen	*RDML
0-6 Colonel / Captain	COL	Col	CAPT	Col	CAPT
0-5 Lieutenant Colonel/ Commander	LTC	*Lt Col	CDR	Lt Col	CDR
0-4 Major / Lieutenant Commander	MAJ	Maj	LCDR	Maj	LCDR
0-3 Captain / Lieutenant	CPT	Capt	LT	Capt	LT
0-2 First Lieutenant / Lieutenant Junior Grade	1LT	*1st Lt	LTJG	1st Lt	LTJG
0-1 Second Lieutenant / Ensign	2LT	*2nd Lt	ENS	*2nd Lt	ENS
W-5 Chief Warrant Officer	CW5	*CWO5	*CWO5	---	* ---
W-4 Chief Warrant Officer	CW4	*CWO4	*CWO4	---	CWO4
W-3 Chief Warrant Officer	CW3	*CWO3	*CWO3	---	CWO3
W-2 Chief Warrant Officer	CW2	*CWO2	*CWO2	---	CWO2
W-1 Warrant Officer	WO1	*WO	*WO1	---	*WO1
E-10 Sergeant Major of the Army; Sergeant Major of the Marine Corps; Master Chief Petty Officer of the Navy; Chief Master Sergeant of the Air Force; Master Chief Petty Officer of the Coast Guard	SMA	*SgtMajMC	MCPON	CMSAF	MCPOCG
E-9 Sergeant Major (USA); Master Gunnery Sergeant (USMC); Master Chief Petty Officer (USN/USCG); Chief Master Sergeant (USAF)	*SGM/ CSM	*SgtMaj/ MGySgt	MCPO	*CMSgt/ CCM	MCPO
E-8 First Sergeant (USA); First Sergeant /Master Sergeant (USMC); Senior Chief Petty Officer (USN/USCG); Senior Master Sergeant (USAF)	*MSG/ 1SG	*MSgt	SCPO	SMSgt	SCPO
***E-7 Sergeant First Class (USA); Gunnery Sergeant (USMC); Chief Petty Officer (USN/ USCG); Master Sergeant USAF)**	SFC	GySgt	CPO	MSgt	CPO
E-6 Staff Sergeant (USA/USMC); Petty Officer First Class (USN/USCG); Technical Sergeant (USAF)	SSG	SSgt	PO1	TSgt	PO1

Pay Grade/Rank/Rate	Army	Marine Corps	Navy	Air Force	Coast Guard
E-5 Sergeant (USA/USMC); Petty Officer Second Class (USN/USCG); Staff Sergeant (USAF)	SGT	Sgt	PO2	SSgt	PO2
E-4 Corporal (USA/USMC); Petty Officer Third Class (USN/USCG); Senior Airman (USAF)	*CPL/ SPC	Cpl	PO3	SrA	PO3
E-3 Private First Class (USA); Lance Corporal (USMC); Seaman (USN/USCG); Airman First Class (USAF)	PFC	LCpl	SN	*A1C	SN
E-2 Private (USA); Private First Class (USMC); Seaman Apprentice (USN/USCG); Airman (USAF)	PV2	PFC	SA	Amn	SA
E-1 Private (USA, USMC – no insignia); Seaman Recruit (USN/USCG); Airman Basic (USAF, no insignia)	PVT	PVT	SR	AB	SR
Chart adapted from DoD Rank Insignia website found at the following link: **http://www.defenselink.mil/specials/insignias/index.html**					

Attachment 10

MILITARY AND CIVILIAN RANK EQUIVALENTS

Table A10.1. MILITARY AND CIVILIAN RANK EQUIVALENTS.

Military Rank	SES/GS Rating	DV Code	FSO	Diplomatic Title	Executive Level
		DV2			I
		DV2			II
		DV2			III
O-10 General/Admiral		DV2 DV3	Career Ambassador	Ambassador	IV
O-9 Lt Gen/VADM	*SES Level	DV4	Career Minister (FE-CM)	Ambassador; Minister Counselor	V
O-8 Maj Gen/ RADM (Upper Half)	*SES Level	DV5	Minister Counselor (FE-MC)	Ambassador; Counselor	
O-7 Brig Gen/ RDML (Lower Half)	*SES Level	DV6	Counselor (FE-0C)	Counselor	
O-6 Col/CAPT	**GS-15	DV7	FSO-1	Counselor; First Secretary	
O-5 Lt Col/CDR	**GS-13/GS-14		FSO-2	2nd Secretary	
O-4 Maj/LCDR	**GS-12		FSO-3	2nd Secretary	
O-3 Capt/LT	**GS-10/GS-11		FSO-4	2nd Secretary	
O-2 1st Lt/LTJG	**GS-8/GS-9		FSO-5	3rd Secretary	
O-1 2d Lt/ENS	**GS-7		FSO-6	3rd Secretary	

*Senior Executive Service (SES) is only their pay grade. Military equivalent rank is based on the DV Code of the office the individual currently holds. All SES level individuals are General/Flag Officer equivalents.

**For NSPS equivalencies, contact your local civilian personnel office or the individual's executive support office.