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HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

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9 September 2016

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum (AFGM) to Air Force Instruction (AFI) 34-1201,
Protocol

By order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes to AFI 34-1201, *Protocol*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, IAW AFI 33-360, *Publications and Forms Management*. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Protocol Program. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. This guidance memo applies to all Air Force personnel, to include the Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG).

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

The specific change to AFI 34-1201 rescinds guidance on the use of a flag folding script. The attachment to this memorandum is updated to provide guidance changes that are effective immediately. An asterisk (*) indicates newly revised material.

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of AFI 34-1201, whichever is earlier.

GABRIEL O. CAMARILLO
Assistant Secretary of the Air Force
(Manpower & Reserve Affairs)

Attachment:
Guidance Changes

Attachment

The below changes to AFI34-1201, *Protocol*, 25 January 2013, are effective immediately.

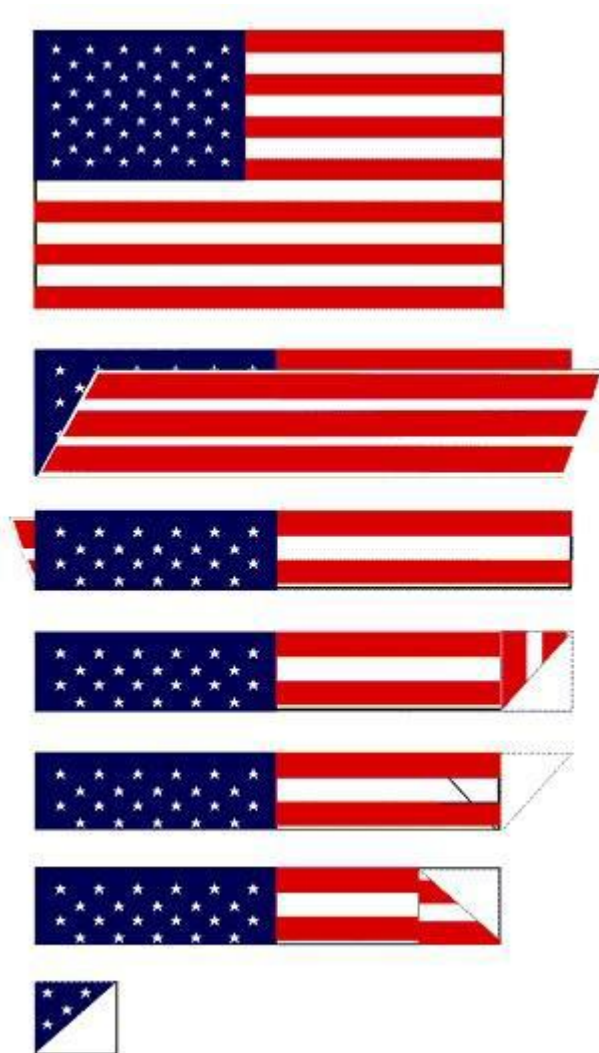
***(CHANGE) 2.15. Flag Folding Ceremony.** This paragraph discusses folding the flag of the United States at ceremonies other than military funerals. According to *Title 4 United States Code*, there is no specific meaning assigned to the folds of the flag. Although there are flag folding ceremony options offered by various national interest groups, these are not official Air Force ceremonies. See [Attachment 4](#) depicting the proper method for folding the flag of the United States.

***(CHANGE)**

Attachment 4

CORRECT METHOD OF FOLDING THE FLAG OF THE UNITED STATES

Figure A4.1. Correct Method of Folding the Flag of the United States



**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 34-1201

25 JANUARY 2013



Services

PROTOCOL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of Defense Instruction (DoDI) 1005.06, *Display of the National Flag at Half Staff*, and Air Force Policy Directive (AFPD) 34-12, *Air Force Protocol*. This instruction applies to all Air Force units and members including the Air National Guard and 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 (AF/A1S), 1040 Air Force Pentagon, Washington, D.C. 20330. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. This revision identifies new guidance per DoDI 1005.06, and refines courtesies for reveille, retreat, and military songs.

Corrections are made for dates for the Air Force Birthday, dates of establishment for United States Commands, and updates are included for campaign streamers to include recent additions for Kosovo, Afghanistan, Iraq, and the Global War on Terrorism. Finally, it corrects dates of accession for U.S. territories and deletes erroneous DV code 7 in Table A10.1.

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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.

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. Air Force Services (AF/AIS) is responsible for protocol policy, resource advocacy and oversight.

1.3.2. The Air Force Protocol Office (AF/CVAP) supports the protocol needs of both 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 (AFPC) 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 Directorate (AFPC/SV) develops operational guidance to implement protocol policy and support protocol needs in the field.

1.3.5. Air University's Ira C. Eaker Center for Professional Development offers formal protocol training. Information about the Ira C. Eaker Center's Air Force Human Resource Management School and the protocol course can be obtained by calling (334) 953-3444 or visiting the website <https://www.my.af.mil/gcss-af/USAF/content/protocolfundamentalscourse> through the Air Force Portal.

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 Air Force Services, the Air Force Protocol Office and the Air Force Services Directorate, 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; for hosting distinguished visitors; and for 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

2.1. Purpose. This chapter prescribes guidance/procedures 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 in a dignified manor, preferably by burning, in a way that does not show irreverence or disrespect to the flag. Additional information on the destruction of unserviceable flags is provided in AFPAM 34-1202, *Guide to Protocol*, Chapter 2.

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 AFI 84-105, *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.

2.7. Flag Protocol. *Title 4 United States Code* establishes the rules for proper use, 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. U.S. 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. Drape this flag 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. Automobile flags are not used in the Air Force. The following is provided as information for Protocol officers operating in a joint environment. There are two sizes for automobile flags (U.S. flags), each with specific uses.

2.8.7.1. The 12-inch by 18-inch flag is trimmed on three sides with yellow fringe, 1 inch 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 three sides with yellow fringe, 1 inch wide. It is displayed on government automobiles of individuals who are authorized positional colors.

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. *Title 4, United States Code*, Section 6 provides guidance on time and occasions to display the flag of the United States. It is universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstuffs 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 flagstuffs 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.

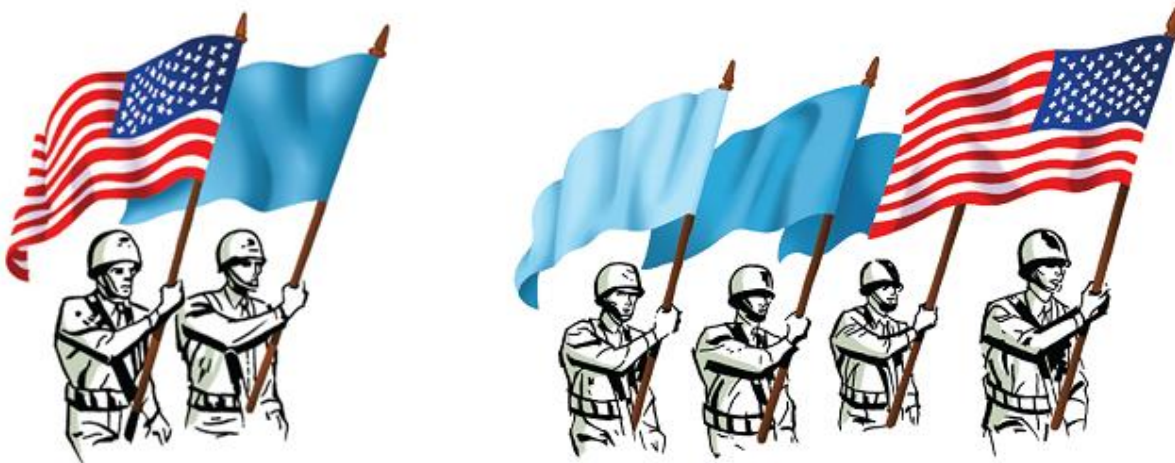
2.9.4. The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s birthday, third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, 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; National Korean War Veterans Armistice Day, July 27; Labor Day, first Monday in September; Patriot Day, September 11; Constitution Day, September 17; Air Force Birthday, September 18; 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 in accordance with *Title 4 United States Code*, Section 7:

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 (**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 Processions with Another Flag



OR

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 have the same style finials, or decorative devices, at the top of the flagpoles (Services specific guidance may differ in a joint environment.) Paragraph 2.35.2 provides additional guidance on finials. The flag of the United States will be at the right, which 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.

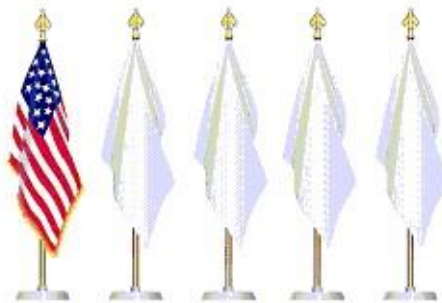
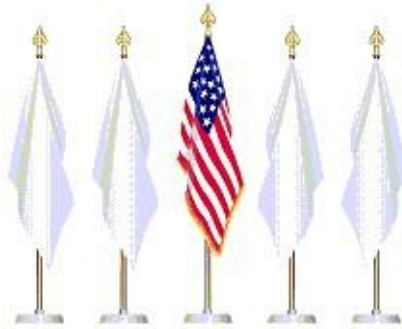


Figure 2.5. Flag of the United States Displayed in a Line with Other Flags at Lower Level.



2.10.4. When flags of states, cities, or localities, or pennants of societies are flown on the same halyard (rope for raising or lowering) 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 (flown) above 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. 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. Air Force commanders obtain instructions on the use and display of flags in foreign countries from the office of the United States Defense Attaché located in the U.S. Embassy. 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 U.S. Air Force, International Affairs Division, AF/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 (**Figure 2.6**). 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 2.7**).

Figure 2.6. Flag of the United States Displayed at an Angle from a Building.



Figure 2.7. 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 ([Figure 2.8](#)). 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.

Figure 2.8. Flag of the United States Displayed Against a Wall.



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 (**Figure 2.9**).

Figure 2.9. Flag of the United States Display Over the Middle of the 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 2.10**). 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 2.10. 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.

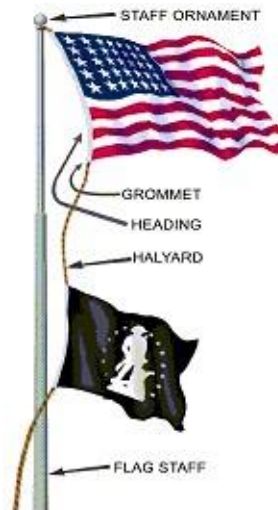
2.10.11. When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the 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 building or hangar ([Figure 2.11](#)).

Figure 2.11. 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, 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. 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 U.S. 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 2.12](#)). When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last.

Figure 2.12. Flag of the United States with Minuteman Flag.



2.10.13. When three flagstaffs are positioned outside a building, there may be two display options. If the flagstaffs are in a straight line, then the flags should be of the same height with the flag of the United States to its 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 2.13](#)). 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 2.13. Flag of the United States Draped over a Closed Casket.

2.10.15. The flag will be draped left to right when posted and 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. City Flags

2.11.6. Departmental Flags

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

2.11.7.1. Cadets, United States Military Academy

2.11.7.2. Midshipmen, United States Naval Academy

2.11.7.3. Cadets, United States Air Force Academy

2.11.7.4. Cadets, United States Coast Guard Academy

2.11.7.5. Midshipmen, United States Merchant Marine Academy

2.11.7.6. United States Army

2.11.7.7. United States Marine Corps

2.11.7.8. United States Navy

- 2.11.7.9. United States Air Force
 - 2.11.7.10. United States Coast Guard
 - 2.11.7.11. Army National Guard of the United States
 - 2.11.7.12. Army Reserve
 - 2.11.7.13. Marine Corps Reserve
 - 2.11.7.14. Naval Reserve
 - 2.11.7.15. Air National Guard of the United States
 - 2.11.7.16. Air Force Reserve Command
 - 2.11.7.17. Coast Guard Reserve
 - 2.11.7.18. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order, respectively. **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.
 - 2.11.7.19. 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.
- 2.11.8. Combatant Commands flags will be displayed before MAJCOM flags in the following order based on their establishment and activation dates:
- 2.11.8.1. United States Pacific Command: 1 January 1947
 - 2.11.8.2. United States European Command: 1 August 1952
 - 2.11.8.3. United States Southern Command: 6 June 1963
 - 2.11.8.4. United States Central Command: 1 January 1983
 - 2.11.8.5. United States Special Operations Command: 16 April 1987
 - 2.11.8.6. United States Transportation Command: 1 July 1987
 - 2.11.8.7. United States Strategic Command: 1 June 1992
 - 2.11.8.8. United States Joint Forces Command: 1 October 1999
 - 2.11.8.9. United States Northern Command: 1 October 2002
 - 2.11.8.10. United States Africa Command: 1 October 2008
- 2.11.9. Local installation commanders may authorize the display of additional organizational flags.
- 2.11.9.1. Air Education and Training Command: 23 January 1942
 - 2.11.9.2. United States Air Forces in Europe: 28 January 1942
 - 2.11.9.3. Pacific Air Forces: 3 August 1944
 - 2.11.9.4. Air Force Global Strike Command: 15 December 44

- 2.11.9.5. Air Force Reserve Command: 21 June 1968
- 2.11.9.6. Air Force Space Command: 1 September 1982
- 2.11.9.7. Air Force Special Operations Command: 1 March 1983
- 2.11.9.8. Air Combat Command: 1 June 1992
- 2.11.9.9. Air Mobility Command: 1 June 1992
- 2.11.9.10. Air Force Materiel Command: 1 July 1992

2.11.10. Positional flags in order of precedence (i.e. Secretary of Defense, Secretary of the Air Force and Chief of Staff of the Air Force)

2.11.11. Individual flags or personal colors in order of rank of those participating in the event (General Officer / SES flags)

2.11.12. International Organizations by date of charter/founding.

2.11.13. National Organizations by date of charter/founding.

2.11.14. Local Organizations

2.11.15. 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. *Title 4 United States Code*, Section 8, provides guidance on respect for the 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. (**Figure 2.14**)

Figure 2.14. Flag as a Feature in a Ceremony for the Unveiling of a Statue.



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. ([Figure 2.15](#))

Figure 2.15. Bunting.



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, 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, firefighters, police officers, 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 in accordance with DoDI 1005.06, *Display of the National Flag at Half-Staff*.

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, the SecDef, Governor of any State, territory, or U.S. possession, or the Mayor of the District of Columbia.

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, shall first be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again 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 the 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-U.S. citizens should stand at attention. When the flag is lowered from the staff, no portion of it is allowed to touch the ground in either lowering or folding. The flag is detached from the halyard and folded as prescribed in [Attachment 3](#).

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 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 that provides a 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 that 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 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, in formation 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.

2.17.3.3. When OCONUS, check with the legal office regarding local country agreement requirements for the playing of foreign national anthems.

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 Color. “To The Color” is not the national anthem; it is a bugle call that is occasionally played instead of the national anthem, although it is not recommended as a replacement to the national anthem. During “To The Color”, 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 (lights out) at the end of the day. Many Air Force installations play Taps to signify lights out or to begin quiet hours. For these purposes, there is 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. When Reveille or Retreat is played simply as a bugle call to signal the beginning or end of the duty day, no courtesies are required. If Reveille or Retreat is played as a prelude to the national anthem or “To The Color,” or if the flag is being lowered or raised, render courtesies as outlined in paragraph 8.1.6.2. For more detailed information on reveille and retreat ceremonies, see AFMAN 36-2203, *Drill and Ceremonies*.

2.22. United States Air Force Departmental Flag. This section describes the United States Air Force Departmental Flag (Figure 2.16). 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 2.16. 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 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 Color", musical honors for CSAF or higher, or a foreign national anthem is played. The Departmental Flag is also dipped when rendering honors to the SecAF, the CSAF, their direct representative, or any government official of equivalent or higher grade, including foreign dignitaries, and during a pass in review. 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 authorized for units with a headquarters designation and is 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 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 2.17). The words "United States Air Force" appear on the scroll.

Figure 2.17. 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.

2.24. Deleted.

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 often 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 outdoor 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 2.18**).

Figure 2.18. 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 2.19**).

Figure 2.19. 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 2.20).

Figure 2.20. 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 2.21).

Figure 2.21. 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 2.22).

Figure 2.22. 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 2.23).

Figure 2.23. 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 2.24).

Figure 2.24. 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 2.25).

Figure 2.25. 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 2.26**).

Figure 2.26. 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 2.27**).

Figure 2.27. 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 2.28**).

Figure 2.28. 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 2.29**).

Figure 2.29. 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 2.30**).

Figure 2.30. Assistant Secretaries and General Counsel of the Air Force.

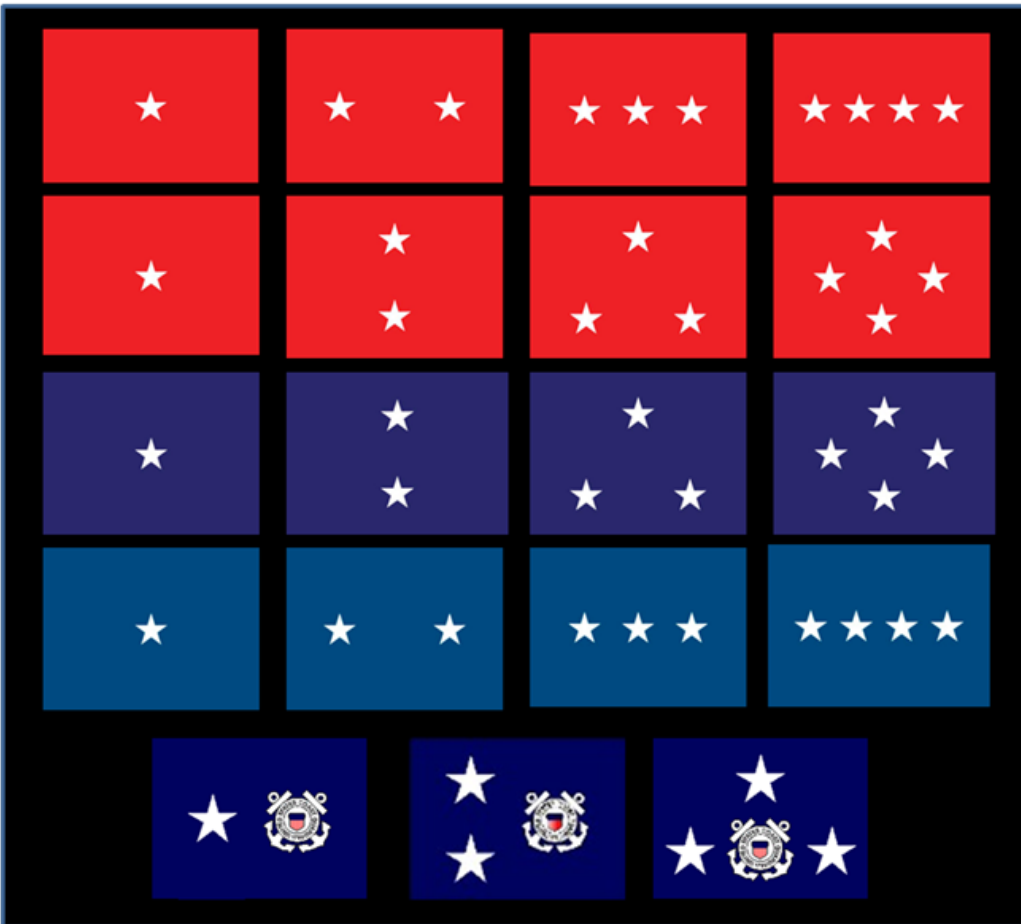


2.27. Individual Flags or Personal Colors. General officers are authorized flags depicting their rank.

2.27.1. General/Flag Officer personal colors (**Figure 2.31**) 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 is 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 furled and cased at the individual's interment.

Figure 2.31. General Officer Flags (Personal Colors).

Top Row: Army General Officer Flags; Second Row: Marine General Officer Flags; Third Row from the Top: Navy General Officer Flags; Fourth Row from the Top: Air Force General Officer Flags; Bottom Row: Coast Guard General Officer Flags.



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 2.32](#)) is 3 feet by 4 feet and consists of an ultramarine blue field bearing the SES emblem in the center with the Air Force

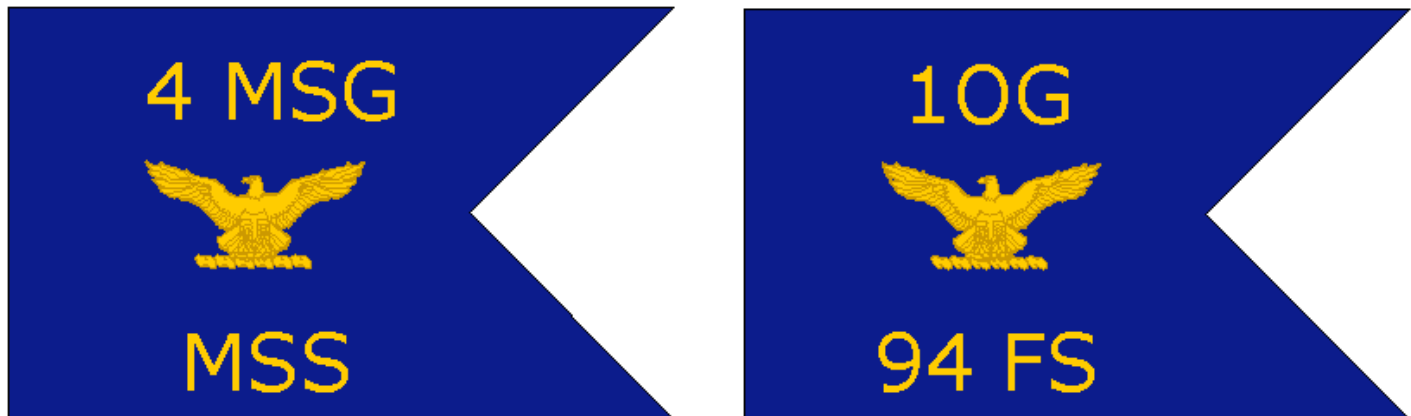
crest encircled with stars (eagle, wreath and cloud form) placed above the emblem. The SES flag is trimmed on three sides with a 2½ inch yellow fringe. This flag can be used at ceremonies when a member of the SES is present and has an active role in the ceremony. It is never appropriate to case a SES member's individual flag. SES flags may be purchased by the individual on his/her retirement if they wish to keep their flag.

Figure 2.32. United States Air Force Senior Executive Service Flag.



2.28. Guidons. Guidons ([Figure 2.33](#)) are ultramarine blue nylon or wool bunting, swallow-tailed, 1 foot 8 inches by 2 feet ¾ 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 2.33. 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 2.34](#)) 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.

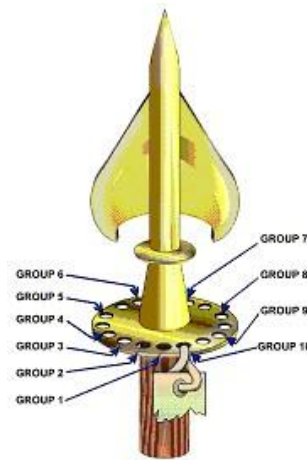
Figure 2.34. Streamers.



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 3/4 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, *The Air Force Awards and Decorations Program*), 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**. Streamers will be arranged clockwise in the order earned. The first and last streamers are always visible. (**Figure 2.35**)

Figure 2.35. 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 military 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 military 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 inscribed with the unit designation and the word COMMANDER. 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.

2.30.3. A placard placed in the windshield may be used for senior civilian government officials. Typically, a facsimile of the SES flag is used.

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. The Air Force does not use automobile flags. However, officials of other departments are 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.

2.32.1. The automobile flag has the same design and colors as the corresponding positional or individual flag.

2.32.2. The positional or individual automobile flag is mounted on the fender not in front of the driver. Hence, when looking out of the vehicle, the flag will be on the front right fender. If viewing an approaching car, the automobile flag would be seen on the left front fender. Flagstuffs for automobile flags are of sufficient height that the lower edge of the flag will fly about one inch higher than the crest of the automobile's hood. There are three automobile flag sizes:

2.32.2.1. Twelve-inch hoist by 18-inch fly, trimmed with fringe 1 ½ inches wide, for the President of the United States and the Vice President of the United States.

2.32.2.2. Eighteen-inch hoist by 26-inch fly, trimmed with fringe 1 ½ inches wide.

2.32.2.3. Six-inch hoist by 9-inch fly, without fringe, for general officers.

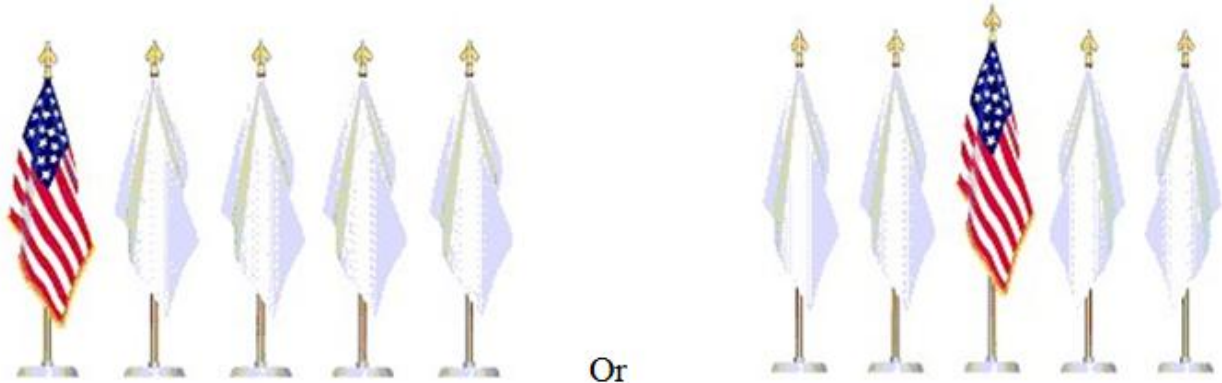
2.33. State and Territorial Flags. A set of state and territorial flags contains a flag for each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, American Samoa, Virgin Islands and Northern Marianas. State and territorial flags are available in various sizes, but 3 feet by 5 feet or 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 2.36](#)).

Figure 2.36. 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 2.37](#)) is blue with the United Nations emblem in the center. The emblem is one-half the width of the flag.

Figure 2.37. 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 2.38](#)).

Figure 2.38. 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 in North Atlantic Treaty Organization (NATO) countries, NATO member country flags are displayed in French alphabetical order. 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 listed in paragraph 2.11.15.

2.34.6.2. The locations for display of the POW/MIA flag include: U.S. 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 in paragraph 2.11.15. 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 shall only be displayed on days and times when the United States Flag is also displayed.

2.34.6.4. The POW/MIA flag shall not be displayed when the United States Flag is at half-staff, except on mandatory display days as indicated in **paragraph 2.11.15**.

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

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

2.34.6.7. 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).

2.34.6.8. See AFPAM 34-1202 for the POW/MIA script 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 2.39](#)).

Figure 2.39. The Medal of Honor Flag.

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

2.34.7.2. Display of the MOH flag will 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.

2.34.8. The Service Flag. The Service flag, authorized by *Title 36 United States Code*, Section 901 (Reference (ah)), may be displayed in a window of the place of residence of persons who are members of the immediate family of Service members or by an organization to honor the members of an organization serving in the U.S. Armed Forces during any period of war or hostilities in which the U.S. Armed Forces may be engaged, for the duration of such period of war or hostilities. The Service Flag is not displayed in conjunction with other flags described in this instruction. Additional guidance is available in DoDM 1348.33, Volume 3, *Manual of Military Decorations and Awards: DoD-Wide Performance and Valor Awards; Military Awards to Foreign Personnel and U.S. Public Health Service Officers; and Miscellaneous Information*.

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. Flagstaffs can be one piece or a breakdown style and should be ash in color.

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 cover flags when 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. Additional information is furnished in AFI 84-105 and AFI 36-2803. National Stock Numbers of flags, guidons and streamers are listed 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, *Requisition System Document*, or 1348-6, *Single Line Item Requisition System Document*. 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. 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 6D South, Philadelphia, PA 19111-5096. AFCTO can be reached at phone at DSN: 444-3850.

2.36.2.2. Air Force organizations not having an approved organizational flag emblem design will forward a request, in writing, to 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 1348-6s 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 necessary 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 Flagstuffs 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 flagstuffs. Replacement flags and flagstuffs 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 AFPAM 34-1202, Chapter 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. There are several sources of funds for protocol-related expenses. Always refer to financial management policy when determining proper fund source. When in doubt, consult with your staff judge advocate and financial manager. Remember to obtain required approval before obligating funds. Detailed information about Protocol funding can be found in AFPAM 34-1202, Chapter 3.

3.2. Appropriated Funds.

3.2.1. **Official Representation Funds (ORF).** ORF are appropriated funds often referred to as contingency funds. DoDD 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, outlines official DoD policy concerning ORF and lists DoD officials eligible for official courtesies during official visits to the field (includes all Air Force installations, but not the Pentagon and other staff offices in the National Capital Region).

3.2.1.1. HAF MD 1-6, *The Administrative Assistant to the Secretary of the Air Force*, delineates policy for the Secretariat and the Air Force on contingency funds and assigns responsibility for overall management of contingency funds to the Administrative Assistant to the SecAF. There are strict limits on the amounts allocated and the purposes for which they may be used. Exceptions to policy are possible, but require approval from the Office of the SecAF. Advance approval (preferably 10-15 days prior to the event) by the appropriate authority is required for all ORF requests.

3.2.1.2. AFI 65-603, *Official Representation Funds*, implements AFPD 65-6, *Budget*, and governs use of ORF. It incorporates and delineates policy established by DoD and the Secretariat.

3.2.2. **Operations and Maintenance (O&M) Funds.** O&M Funds, which are also appropriated funds, may be used for many protocol-related expenses. However, to ensure expenditure of O & M funds is authorized, coordinate with your resource advisor before obligating O&M funds.

3.3. Nonappropriated Funds (NAFs) for Special Morale and Welfare (SM&W) Purposes. AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, Chapter 12, defines Air Force policy concerning the request, approval, and use of NAFs for SM&W purposes.

3.4. When Government Funds Are Not Authorized or Available. For many requirements, such as dinners and refreshments at a conference, the proper source of funds is the individual. In these instances, funds are collected through hospitality fees or pro-rata costs. Private organizations may help fund requirements as well but this support cannot be solicited. Consult with both your finance and staff judge advocate offices to determine the proper way to proceed. Additional information is available in AFPAM 34-1202.

3.5. Appropriated Funds (APFs) for Postage. APFs may be used to pay the postage for official mail relating solely to the business of the United States Government. Guidance is included in DoD 4525.8-M_AFMAN 33-306, *DoD Official Mail Manual*, C1.3 and C1.3.10.

Chapter 4

MEMENTOS

4.1. Introduction. Presentation of mementos to official visitors and guests is a demonstration of appreciation and in accordance with official courtesies. Refer to the Joint Ethics Regulation, DoD 5500.7-R, AFI 34-201, AFI 65-601V1 and AFI 65-603 for policy. Additional guidance can be found in AFPAM 34-1202, Chapter 4.

4.2. Stewardship. Mementos should be minor tokens of reminder, and need not be large or expensive. If government funds are to be expended, determine what, if any, category of funds is authorized and what amount may be spent. Refer to AFI 65-603 and DoDI 7250.13 for specifics on mementos funded by ORF and AFI 34-201, *Use of Nonappropriated Funds (NAFS)* for mementos purchased with SM&W.

4.3. Inventories. Separate inventories and accounts must be kept for mementos purchased with APFs and NAFs.

4.4. Honoraria. Paying fees for guest speakers, lecturers and panelists, when they are authorized, are always paid using APFs. As with mementos, policy exists to limit excessive fees paid to these individuals. Refer to AFI 65-601V1 for specifics. Consult the local finance office and staff judge advocate on appropriate procedures and limitations.

4.5. Accepting Gifts. You may encounter situations where mementos or gifts may be offered to your commander, host, or even to you as a protocol official. Generally, gifts offered due to a person's official position cannot be accepted. Consult your local staff judge advocate in these situations to avoid possible legal repercussions for you or your commander. The Joint Ethics Regulation (JER), DoD Directive 5500.7, *Standards of Conduct*, contains specific guidelines that must be followed concerning gifts, gratuities, and honoraria from outside sources. AFI 51-601, *Gifts to the Department of the Air Force*, outlines restrictions governing who within the Air Force may accept or reject gifts offered to the Department of the Air Force.

Chapter 5

TRANSPORTATION

5.1. Introduction. The two applicable sources of Air Force policy regarding transportation are AFI 24-101, *Passenger Movement*, and AFI 24-301, *Vehicle Operations*. Attachment 8, *General Official Use Rules*, and Attachment 9, *GMV Official Use Rules for Transportation Terminals*, of AFI 24-301 provide tables with specific examples of instances in which transportation requests are authorized as well as instances in which requests are not authorized. Detailed guidance can be found in AFPAM 34-1202, Chapter 5.

5.2. Military Airlift. Military airlift (Mil Air) is one mode of DV transportation. Each Air Force command has a validator that processes Mil Air requests. Requests for military transportation are submitted via DD Form 2768, *Military Air Passenger/Cargo Request*.

5.3. Spouse and Dependent Travel. This includes spouse travel on military aircraft as well as in staff cars or other military vehicles. The sources for Air Force policy are AFI 24-101 and AFI 24-301. Please refer to these documents for complete details. Both commercial and Military Airlift authorization/approval must be supported with Invitational Travel Orders (ITOs). ITOs ordinarily authorize reimbursement of transportation costs only.

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.

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. 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. AFPAM 34-1202, provides guidance for addressing envelopes.

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 from 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" is also correct.

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 suffice.

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. Precedence must be validated before execution of any ceremony, honors or event. Determining order of precedence is the starting point of all aspects of 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 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 primarily 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 (25th Anniversary Edition)* by McCaffree, Innis, and Sand; *Service Etiquette* by Oretha D. Swartz; and *United States Protocol: The Guide to Official Diplomatic Etiquette* by Ambassador Mary Mel French. 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 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 will 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 (AF Portal link: https://www.my.af.mil/gcss-af/USAF/site/HAF/AF_A1/DPG). The other military services maintain the same type of relative rank list, but they are not made available to the 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. These codes can be found on the GO/SES rosters maintained by the Air Force Senior Executive Management Office. (Air Force Portal link: https://www.my.af.mil/gcss-af/USAF/site/HAF/AF_A1/DPS)

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 the Department of Defense (DoD) Order of Precedence (OSD Memo, dtd 19 Feb 2010) this position is coded DV Code 4 and afforded 3-star precedence. At Joint events, the CMSAF comes before ALL 3-star generals. At Air Force exclusive events only, the CMSAF has precedence over all 3-star generals except the Assistant Vice Chief of Staff of the Air Force (CVA).

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 Code 4 are Executive Level positions and encompass the Secretary of the Air Force (SecAF), Under Secretary of the Air Force (USecAF), and 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 can be difficult to rank. 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. Refer to the Air Force precedence list for additional guidance. 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 to the Secretary of the Department of State. 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. The Air Force provides widows of former Chiefs of Staff of the Air Force a special place in the order of precedence as well. CSAF widows are ranked according to the seniority of the term of office held by the CSAF.

7.9.5. 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 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." The salute and a verbal greeting should be extended at a distance at which recognition is easy and audible. The salute should be offered early enough to allow the senior time to return it and extend a verbal greeting before passing. 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. Prior to departing, take one step back, render salute, execute an about face and leave in a military manner.

8.1.2. Local commanders are obligated to 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:

Figure 8.1. 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 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 U.S. 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
Officers of Friendly Foreign Nations	Outdoors	When recognized by the junior member
Note: Rendering a salute is not required when arms are encumbered. However, one should always extend a verbal greeting or respond to one in such a circumstance. (Note: You should always salute a senior officer if he/she is encumbered and you are not, even though the salute cannot be returned.)		

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 the salute until the flag has passed six paces. All others stand at attention and place the right hand (with a hat if wearing one) over the heart.

8.1.6.2. Flags on stationary flag staffs are only saluted during Reveille, Retreat, special ceremonies, or when the flag is being raised or lowered. In these cases, when outside and in uniform, face the flag (if visible) or face the direction the music is played and stand at attention and salute on the first note of "To The Color" or the national anthem (or if neither is played, when you see the flag first being raised or lowered). Drop your salute after the last note of "To The Color" or the national anthem 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 "To The Color" or the national anthem is played (or the flag is fully raised or lowered). All sporting or physical training activities will stop during Reveille and Retreat (if the flag is being raised or lowered) with proper honors shown to the flag. 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 United States Flag and the national anthem. All other individuals will stand at attention and place their right hand (with a hat if wearing one) over their heart. If the base flies the U.S. flag continuously for 24-hours with only Reveille or Retreat played, but no action with the flag, individuals are not required to stop and salute. Reveille and Retreat on their own are bugle calls only. The playing of "To The Color," the national anthem or the raising or lowering of the flag is what 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 Color".

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 Color" is played (do not place your hand over your heart). There are two exceptions. If in uniform, under arms, salute. The other rule applies to spectators in uniform at a military ceremony inside where 'outdoor' rules apply (i.e. a change of command ceremony planned for outdoors but 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 Color" is played and place the right hand over the 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. A salute should also be rendered 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 circumstances make such action impracticable or inappropriate) as follows:

8.2.2.1. When addressed by a senior officer.

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,” and 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 directed 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 rendered to Service songs.

Chapter 9

FORMS OF DRESS

9.1. Dress for Military and Civilians. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, provides policy on wear of Air Force uniforms as well as grooming and appearance standards for active duty Air Force members, members of the Air Force Reserve Command, members of the Air National Guard, retired and separated members. For additional guidance, to include appropriate civilian attire for functions, refer to AFPAM 34-1202.

Chapter 10

ADMINISTRATION

10.1. Invitations. There are different types of invitations for military functions, from a formal engraved invitation to an informal phone call. Guidance is included in AFPAM 34-1202, Chapter 10. Invitees to events often include local city, county, and state officials; chamber of commerce officials and members of organizations that are supportive to the military, and/or commanders/key people from other military organizations in the local area. Be aware that some guest lists may have to meet specific ratios of DoD to non-DoD participants if using ORFs (see AFPAM 34-1202 and AFI 65-603).

10.2. Additional Event Details. Protocol staff is responsible for many details beyond the invitations: R.s.v.p. processes, nametags, table seating, place cards, etc. Refer to AFPAM 34-1202, for “how to” guidance.

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 Driving*; AFI 13-202, *Overdue Aircraft*; and AFOSH STD 91-100, *Aircraft Flight Line - Ground Operations and Activities*.)

11.1.2. Customs/Immigration. If a 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 must 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 can 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 in 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 that normally operate on the airfield. All vehicles not supporting the arrival/departure should be kept clear of the primary DV parking spot anytime 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. Quick reference contacts 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 the DV will be disembarking the aircraft and, if not, determine their destination. Base operations are 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 arriving from or departing to. Consideration should also be given to their itinerary while on the installation.

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. A secure phone should be available, per local procedures. Provide a key if necessary.

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

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

11.7.3.5. Marquee or welcome boards. Ensure contents of welcome boards 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 ensure the marquee does not increase a 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. USTRANSCOM's Single Mobility System (SMS) is also available to track the status of registered flights at the following secure website: <https://sms.transcom.mil>. 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.

11.9. Aircraft Parking. Check with TA, aircraft maintenance or base operations as appropriate to determine where the aircraft is or will be parked. Inspect the area to ensure arrival/departure

location is clean and safe. For an arriving aircraft, be sure there is not already an aircraft parked in the assigned spot. For a departing aircraft, ensure the 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, customs, courtesies and traditions of the United States Air Force. 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.

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, 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 stops, 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.

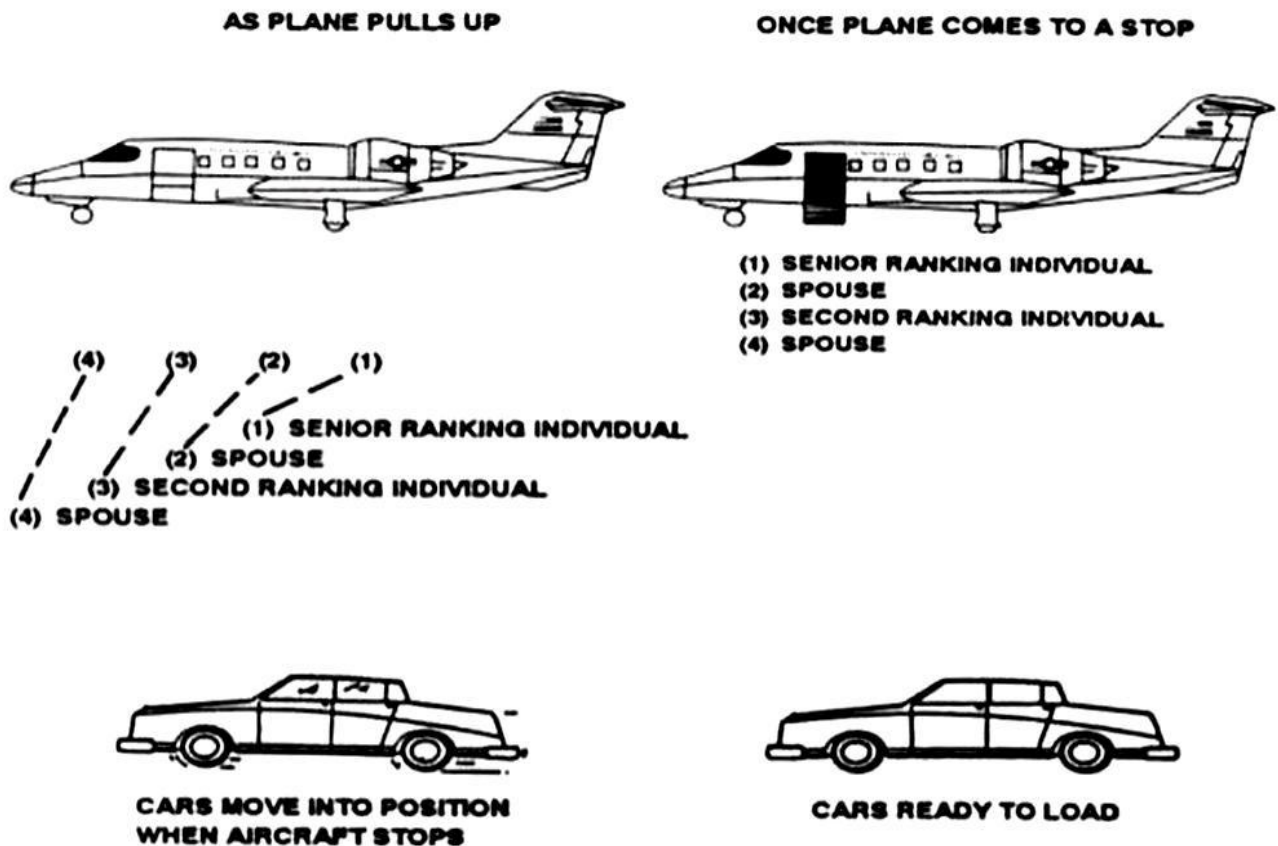
11.15.2. If there are civilians in the greeting party, they do not salute, but stand in a respectful manner with arms to their sides.

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.

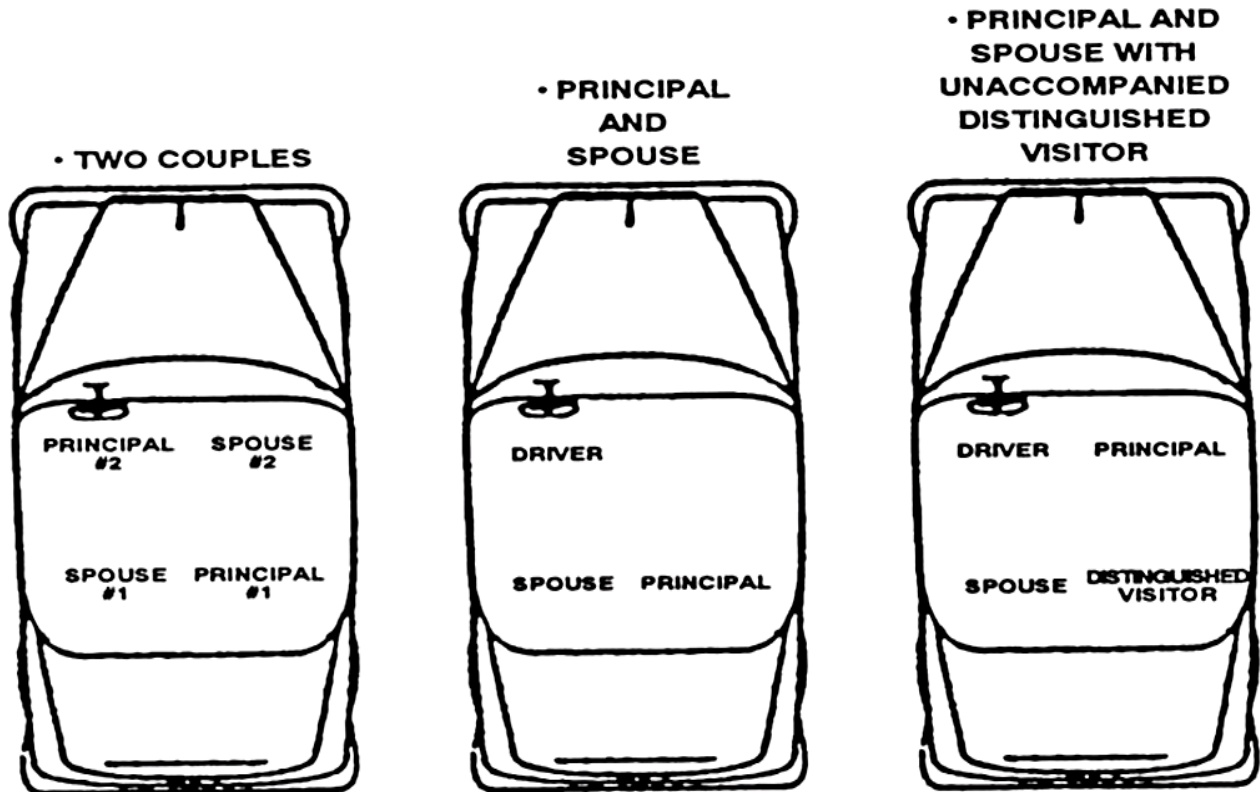
11.16.1.3. A spotter is required when backing up to the aircraft.

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 prohibit other vehicles from interfering 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 ensure the aircraft is serviced, ready, and the flight crew is standing by. Make sure stairs are available if needed.

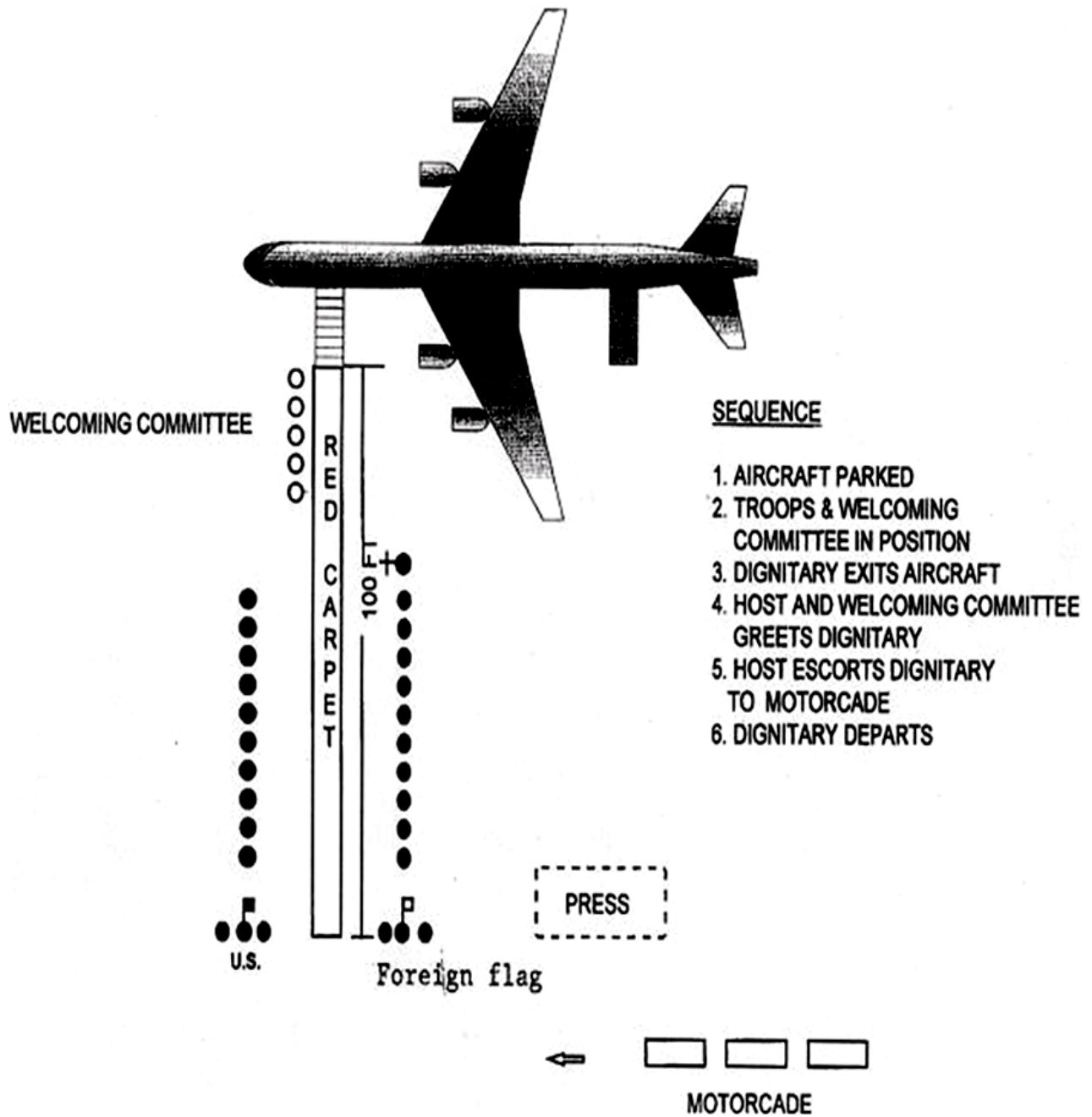
11.20. Weather. During times of uncertain weather, it is a good idea to have a contingency plan in the event the aircraft is unable to depart. This may include lodging reservations or backup DV transportation depending on the situation. If inclement weather, bring an umbrella.

11.21. Farewell Party. Rules are the same as greeting party, but in reverse, i.e. marquee message, earplugs, 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 the aircraft. If waved off by the DV, the farewell party may depart, but the protocol officer should remain nearby until the aircraft departs.

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. Honors are intended to extend a mark of courtesy, respect and recognition to a distinguished person (honors will be accorded only to the distinguished person, not to his/her personal representative). Honors are usually demonstrated using cannon salutes (if in a joint environment), escort of honor or honor guard, parades or review of operations and 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. Formal welcoming ceremonies, when planned by appropriate authority for specific purposes, 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 ceremonial aspects, 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 may range in complexity from a single half-day working session to a week-long event, with several social functions. Normally protocol involvement will be focused on supporting social events and ensuring certain logistical matters have been handled (lodging, transportation, meals and socials, etc.). For large conferences, the commander should appoint an OPR to lead the effort and make sure all arrangements are made.

13.2. References. See AFPAM 34-1202, Chapter 13, for descriptions of the activities and arrangements common to most conferences.

Chapter 14

MILITARY CEREMONIES

14.1. Reference. Directive guidance about military ceremonies is included in this chapter. Refer to AFPAM 34-1202, Chapter 14, for additional 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.

14.2. Officiating Official. The officiating official of a retirement, promotion, or award ceremony should be the first appropriate individual in the honoree's chain of command, officer or senior civilian. The officiating official should be higher in grade to the honoree. It is not appropriate for enlisted members to officiate a ceremony. If the honoree desires someone other than the first appropriate individual in the chain, the honoree should discuss this with his or her supervisor. An SES or GS may officiate at all ceremonies with the exception of enlistment/reenlistment and initial commission ceremonies for officers. These ceremonies require an active, reserve, guard or retired officer to officiate. As an officiating official, an SES or GS may administer the oath of office when it is purely ceremonial in nature. Ensure General Officers or SESs with a participating role in the ceremony, which are neither the hosts nor just guests (i.e. making remarks, presenting a medal, etc.), are included in the official party. Personal or positional colors should be posted and musical honors played for the highest rank of the person in the official party, even if not the host.

14.3. Military Funerals. The USAF Honor Guard or the Base Honor Guard under the provisions of AFI 34-242, *Mortuary Affairs Program*, typically conducts military funerals. Flyovers are conducted under the provisions of AFI 34-242. See AFPAM 34-1202, Chapter 14, for details and guidance on military funerals.

14.4. Individual Retirements. AFI 36-3203, *Service Retirements*, provides details on service retirements. Air Force Manual 36-2203, *Drill and Ceremonies*, provides further guidance on outdoor retirements. If more than one individual is retiring in same ceremony, retirement order is by rank, highest to lowest. However, if awards are being presented, retirements are conducted in order of awards being presented IAW AFPAM 34-1202, paragraph 14.9.3, rule for ease of ceremony movement.

14.5. Promotion Ceremony. Promotions are significant events in the lives of military people. Commanders and supervisors are responsible for ensuring their people receive proper recognition. Since promotion ceremonies are ceremonial in nature, SES/GS individuals may act as presiding officer, to include administering the oath of office, except for initial commissioning ceremonies. Enlisted members may not officiate a promotion ceremony. Officer promotion ceremonies should include a reaffirmation of the oath of office (from AFI 36-2501, *Officer Promotions and Selective Continuation*): "I, (NAME), having been appointed a (grade in which appointed), United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter, so help me God."

14.6. Appointment and Assumption of Command. Details and guidance are included in AFI 51-604, *Appointment to and Assumption of Command*, and AFPAM 34-1202.

14.7. Reenlistment Ceremony. Airman may invite any commissioned officer to perform the ceremony. Reenlistees and reenlisting officers must wear an authorized uniform for the ceremony. (*Exception:* The uniform requirement is optional for retired officers.) The core of the ceremony is the oath of enlistment. The oath is recited by the officer and repeated by the reenlistee. The re-enlistee and the officer administering the oath must be physically collocated during the ceremony. Once completed, the officer congratulates the re-enlistee and invites the other attendees to do the same. The enlisted oath follows: “I, (NAME), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same, and that I will obey the orders of President of the United States and the orders of the officers appointed over me, according to regulations and the uniform code of military justice—so help me God.”

14.8. Relinquishment of Command. There is no approved ceremony in the Air Force called a “Relinquishment of Command”, nor is there funding for such a ceremony. AFI 51-604 makes no reference of relinquishment of command nor does AFMAN 36-2203, *Drill and Ceremonies*. Therefore, a ceremony called or based on relinquishment of command (example “Celebration of Command”) will not be executed by Air Force personnel.

Chapter 15

SOCIAL FUNCTIONS

15.1. Planning. Social functions require keen planning by project officer and protocol staffs. Tradition guides plans for many social functions. Refer to AFPAM 34-1202, Chapter 15, for guidance on planning, customs and procedures for social functions including seating, toasting, receiving lines, formal dinners and other forms of entertainment.

15.2. Seating. Seating can be the key to the success of an event. Rank precedence forms the basis for making most seat assignments. The position of honor is always to the right of the hostess (or host at a stag event).

15.3. Receiving Lines. Individuals in the receiving line are stationed single file according to the rules of precedence. The host (usually the commander) and his/her spouse are number one and number two.

Chapter 16

DININGS IN AND DININGS OUT

16.1. Purpose. The dining in and dining out represent the most formal aspects of Air Force social life designed to bring a unit together in an atmosphere of camaraderie, good fellowship, and social rapport. A dining in includes members of a wing, organization, or unit only. A dining out includes spouses and guests. Please refer to AFPAM 34-1202, Chapter 16, for guidance concerning customs and procedures.

16.2. Dress. For traditional dinings in and out, military attendees wear formal dress uniform in accordance with AFI 36-2903. Civilian guests wear formal attire. For combat dinings in and out, military attendees wear their combat dress (ABUs, flight suit). AFPAM 34-1202 provides additional guidance on uniform wear for formal functions.

DARRELL D. JONES
Lieutenant General, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

Title 10 United States Code, The Armed Forces

Title 18 United States Code, Crimes and Criminal Procedure, Section 700

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

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

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AFI 13-213, *Airfield Driving*, 29 January 2008

AFI 24-101, *Passenger Movement*, 27 October 2004

AFI 24-301, *Vehicle Operations*, 1 November 2008

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AFI 34-242, *Mortuary Affairs Program*, 2 April 2008

AFI 36-2501, *Officer Promotion and Selective Continuations*, 16 June 2004

AFI 36-2803, *Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-3203, *Service Requirements*, 8 September 2006

AFI 51-601, *Gifts to the Department of the Air Force*, 26 November 2003

AFI 51-604, *Appointment to and Assumption of Command*, 4 April 2006

AFI 65-601V1, *Budget Guidance and Procedures*, 3 March 2005

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AFI 84-105, *Organizational Lineage, Honors, and Heraldry*, 1 February 2006

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DoDD 5500.7, *Standards of Conduct*, 29 November 2007

DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, 30 June 2009

DoD Revised Order of Precedence Memorandum, 19 February 2010

Joint Ethics Regulation

HAF MD 1-6, *The Administrative Assistant to the Secretary of the Air Force*, 22 December 2008

AFOSH STD 91-100, *Aircraft Flight Line - Ground Operations and Activities*, 1 May 1998

OPNAV Instruction 1710.7A, *Department of the Navy Social Usage and Protocol Handbook Protocol - The Complete Handbook of Diplomatic, Official and Social Usage* by McCaffree, Innis, and Sand

Service Etiquette by Oretha D. Swartz.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

VA Form 21-2008, *Application for United States Flag for Burial Purposes*

DD Form 1348, *Requisition System Document*

DD Form 1348-6, *Single Line Item Requisition Document*

DD Form 2768, *Military Air Passenger Cargo Request*

Abbreviations and Acronyms

A&M—Administration and Management

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFROTC—Air Force Reserve Officer Training Corps

AFSLMO—Air Force Senior Leader Management Office

AFPC/SV—Air Force Services Directorate

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
ITO—Invitational Travel Order
JER—Joint Ethics Regulation
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
TA—Transient Alert
USecAF—Under Secretary of the Air Force

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 flagstuffs.

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 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. Not 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 that 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 “The Stars and Stripes Forever.” The person receiving musical honors acknowledges honors throughout the playing by saluting when wearing uniform hats for the event.

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 (See note 3d)	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	19	4	National or Foreign Anthem	United States Foreign

Authority equal to or greater than that of an Ambassador				
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 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
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;	19	4	*Honors March	United States Departmental Individual

Chief of Naval Operations; Chief of Staff, USAF; Commandant of the Marine Corps				
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
Brigadier	11	1	*Honors March	United States

Generals Rear Admirals (Lower Half)				Departmental One-Star
Other Commissioned Officers	9	None	N/A	N/A

*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 is 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 Color".
 - 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 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. Music is also available for download at the U.S. Air Force Recordings website: <http://www.music.af.mil/>.
9. For 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. 30-Day Display. Flags on all DoD buildings, grounds, and naval vessels worldwide 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. 10-Day Display. Flags 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. Various Display Periods.

A3.3.1. Flags on all DoD buildings, grounds, and naval vessels worldwide shall be displayed at half-staff from the day of death through the day of interment of:

A3.3.1.1. Associate Justice, Supreme Court (including retired Associate Justice).

A3.3.1.2. Former Vice President.

A3.3.1.3. Member of Cabinet.

A3.3.1.4. Former Secretary of Defense.

A3.3.1.5. Secretary of the Army, Navy, or Air Force.

A3.3.2. Flags on all DoD buildings, grounds, and naval vessels worldwide shall be displayed at half-staff from the day of death until interment or 7 days, whichever is less. When the date interment occurs beyond the seventh day, the flag shall again be lowered to half-staff on the day of interment of:

A3.3.2.1. Deputy Secretary of Defense.

A3.3.2.2. Under Secretaries of Defense.

A3.3.2.3. Principal Deputy Under Secretaries of Defense.

A3.3.2.4. Assistant Secretaries of Defense.

A3.3.2.5. Other officials in OSD compensated at Executive Levels III or IV.

A3.3.2.6. Chairman or former Chairman of the Joint Chiefs of Staff.

A3.3.2.7. Vice Chairman or former Vice Chairman of the Joint Chiefs of Staff.

A3.3.2.8. Five-Star Flag or General Officer.

A3.3.2.9. Chief of Staff, U.S. Army.

A3.3.2.10. Chief of Naval Operations.

A3.3.2.11. Chief of Staff, U.S. Air Force.

A3.3.2.12. Commandant, U.S. Marine Corps.

A3.3.2.13. Commandant, U.S. Coast Guard.

A3.3.3. Flags on all DoD buildings, grounds, and naval vessels worldwide shall be displayed at half-staff from the day of death through the day of interment of:

A3.3.3.1. The President Pro Tempore of the Senate.

A3.3.3.2. Majority Leader, Senate.

A3.3.3.3. Minority Leader, Senate.

A3.3.3.4. Majority Leader, House of Representatives.

A3.3.3.5. Minority Leader, House of Representatives.

A3.3.4. Flags on all DoD buildings, grounds, and naval vessels worldwide shall be displayed at half-staff from the day of death through the following day upon the deaths of the persons listed in **paragraphs A3.3.4.1 through A3.3.4.4**. 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 these persons from the day of death through the day of interment:

A3.3.4.1. U.S. Senator.

A3.3.4.2. Representative, U.S. House of Representatives.

A3.3.4.3. Territorial Delegate.

A3.3.4.4. Resident-Commissioner from the Commonwealth of Puerto Rico.

A3.3.5. On the death of a Governor of a State, territory, U.S. possession, or the Mayor of the District of Columbia, 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 U.S. possession of the deceased official.

A3.3.6. 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.

A3.3.7. 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.

A3.3.7.1. 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.

A3.3.7.2. 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.

A3.3.7.3. 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.

A3.3.7.4. 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.

A3.3.7.5. Death of civilians who die while employed by the Air Force (only if they are U.S. 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.

A3.3.7.6. 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 FLAG OF THE UNITED STATES

Figure A4.1. Correct Method of Folding the Flag of the United States

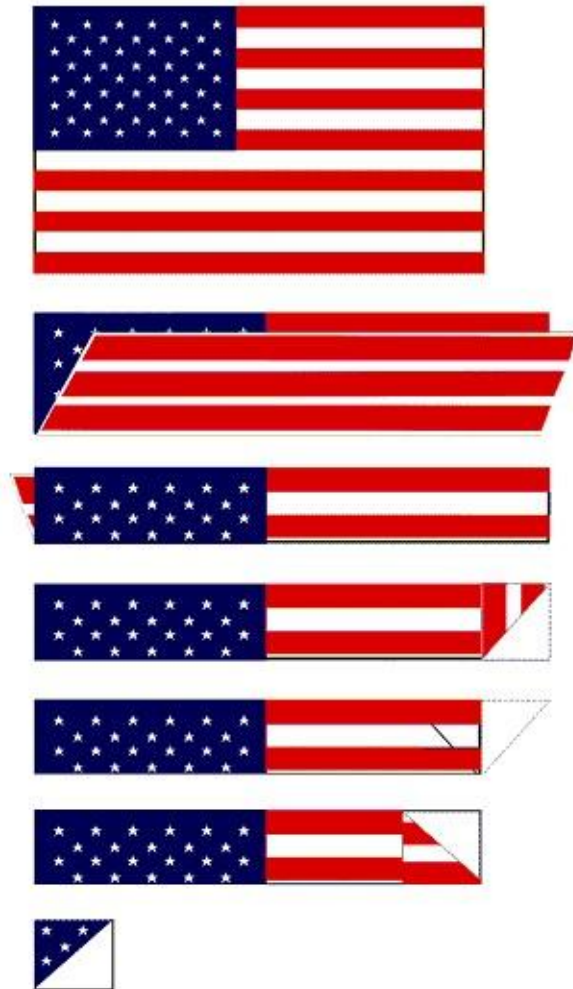


Figure A4.2. Air Force Script for Flag Folding Ceremony

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". (2)

In 1892, the flag inspired Francis Bellamy to write the —Pledge of Allegiance,|| our most famous flag salute and patriotic oath. (2)

In July 1969, the American flag was —flown|| in space when Neil Armstrong planted it on the surface of the moon. (2)

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 U.S. Air Force, nor on the flag we so proudly cherish. (2)

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 and 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) Based upon historical facts.

Attachment 5

BATTLE CAMPAIGN STREAMERS: GROUPS 1-4

Figure A5.1. Battle Campaign Streamers: Groups 1-4

GROUP # 1 Mexican Service

NSN 8345-00-152-3959

Mexico 1916-1917

GROUP # 2

NSN 8345-00-152-3955

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 Note 1)
- 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)

Note 1: These are war service 3 ft streamers and are authorized for display on organizational flags and guidons.

GROUP #3

NSN 8345-00-152-3956

World War II (American Theater)

Antisubmarine 1941 – 1945

GROUP #4

NSN 8345-00-152-3957

World War II (Asiatic-Pacific Theater)

- 1) Antisubmarine 1941-1945 (See Note 1)
- 2) Air Combat AP 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

Figure A5.2. Battle Campaign Streamers: Groups 5 – 8**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 #6

NSN 8345-00-152-3957 World War II (Asiatic-Pacific Theater, continued)

- 1) Western Pacific 1944 – 1945
- 2) Leyte 1944 – 1945
- 3) Luzon 1944 – 1945
- 4) Central Burma 1945
- 5) Southern Phillippines 1945
- 6) Ryukyus 1945
- 7) China Offensive 1945

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 #8

NSN 8345-00-152-3958 World War II (European-African-Middle Eastern Theater)

- 1.) Normandy 1944
- 2) Northern France 1944
- 3) Southern France 1944
- 4) Northern Apennines 1944-1945
- 5) Rhineland 1944 – 1945
- 6) Ardennes-Alsace 1944 – 1945
- 7) Central Europe 1945
- 8) Po Valley 1945

Figure A5.3. Battle Campaign Streamers: Groups 9 – 11**GROUP #9**

NSN 8345-00-152-3953 Korean Service

- 1) UN Defensive, 1950
- 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) Korea, Summer-Fall 1952
- 9) Third Korean Winter 1952- 1953
- 10) Korean, Summer 1953

GROUP #10 (* denotes 4 ft streamer)

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 1967 – 1968
- *6) Vietnam Air Offensive Phase III 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
- 14) Commando Hunt V 1970 – 1971
- 15) Commando Hunt VI 1971
- 16) Commando Hunt VII 1971-1972
- 17) Vietnam Ceasefire, 1972 – 1973

GROUP #11 (*denotes 4 ft streamer)

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

Figure A5.4. Battle Campaign Streamers: Groups 12 – 15**GROUP #12**

NSN 8345-01-491-3526 Kosovo

1. Kosovo Air Campaign 1999

GROUP #13

NSN 8345-01-576-4778 Afghanistan Campaign

1. Liberation of Afghanistan
2. Consolidation I 2001 – 2006
3. Consolidation II 2006 - 2009
4. Consolidation III 2009 - 2011

GROUP #14

NSN 8345-01-576-4649 Global War on Terrorism Expeditionary

1. Global War on Terrorism

GROUP #15

NSN 8345-01-576-4646 Iraqi Campaign

1. Liberation of Iraq 2003
2. Transition of Iraq 2003-2004
3. Iraqi Governance 2004 – 2005
4. National Resolution 2005-2007
5. Iraqi Surge 2007 – 2008
6. Iraqi Sovereignty 2009 - 2010

Figure A5.5. Battle Campaign Streamers: Group 16**Group #16**

NSN 8345-00-152-3962 U.S. Military Operations

- 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
- 15) Haiti 1994-1995

U.S. OPERATIONS IN DIRECT SUPPORT OF THE UNITED NATIONS

- 16) Congo 1960 – 1962
- 17) Somolia 1992-1995

U.S. OPERATIONS OF ASSISTANCE FOR FRIENDLY FOREIGN NATIONS

- 18) Vietnam 1958-1965
- 19) Laos 1961-1962
- 20) Cambodia 1973
- 21) Thailand 1973
- 22) Lebanon 1983-1987
- 23) Persian Gulf 1987-1990

Note: Group 16, Items 1 through 11, 13 and 15 through 23 are authorized for display on the Air Force Ceremonial Flag only, and not on Organizational Flags or Unit Guidons.

Attachment 6

NATIONAL STOCK NUMBER (NSN) LISTING OF U.S. AND AIR FORCE FLAGS, GUIDONS, AND STREAMERS

Figure A6.1. National Stock Number (NSN) Listing of U.S. and Air Force Flags, Guidons, and Streamers

Note: Consult your local supply professional for a full array of flag choices.

<u>NSN</u>	<u>Item Description</u>
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	Streamer Set, USAF (12 Groups/108 Streamers)
8345-01-528-2964	Medal of Honor Flag

Figure A6.2. NSN Listing of Streamer Awards with or Without Embroidery

<u>NSN</u>	<u>Item Description</u>
8345-00-412-2282	USAF Organizational Excellence Award
8345-01-169-5944	Joint Meritorious Unit Award

Figure A6.3. War Service Streamers Without Embroidery

<u>NSN</u>	<u>Item Description</u>
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.

Figure A6.4. Streamer Awards with Embroidery

<u>NSN</u>	<u>Item Description</u>
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
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)
8345-01-561-6218	Berlin Airlift 1948-1949 (2ft x 1 3/8 in)
8345-01-561-6225	Berlin Airlift 1948-1949, (3ft or 4ft x 2 3/4 in)
8345-01-564-5855	Gallant Unit (2ft x 1 3/8 in)
8345-01-564-6168	Gallant Unit (3 ft or 4ft x 2 3/4 in)
8345-01-564-6206	Air Force Meritorious Unit (2ft x 1 3/8in)
8345-01-564-5816	Air Force Meritorious Unit (3 ft or 4 ft x 2 3/4 in)
*Formerly known as The Distinguished Unit Citation	

Attachment 7

DATES OF ACCESSION OF STATES INTO THE UNION

Figure A7.1. Dates of Accession of States into the Union

1	Delaware	December 7, 1787	26	Michigan	January 26, 1837
2	Pennsylvania	December 12, 1787	27	Florida	March 3, 1845
3	New Jersey	December 18, 1787	28	Texas	December 29, 1845
4	Georgia	January 2, 1788	29	Iowa	December 28, 1846
5	Connecticut	January 9, 1788	30	Wisconsin	May 29, 1848
6	Massachusetts	February 6, 1788	31	California	September 9, 1850
7	Maryland	April 28, 1788	32	Minnesota	May 11, 1858
8	South Carolina	May 23, 1788	33	Oregon	February 14, 1859
9	New Hampshire	June 21, 1788	34	Kansas	January 29, 1861
10	Virginia	June 26, 1788	35	West Virginia	June 20, 1863
11	New York	July 26, 1788	36	Nevada	October 31, 1864
12	North Carolina	November 21, 1789	37	Nebraska	March 1, 1867
13	Rhode Island	May 29, 1790	38	Colorado	August 1, 1876
14	Vermont	March 4, 1791	39	North Dakota	November 2, 1889
15	Kentucky	June 1, 1792	40	South Dakota	November 2, 1889
16	Tennessee	June 1, 1796	41	Montana	November 8, 1889
17	Ohio	March 1, 1803	42	Washington	November 11, 1889
18	Louisiana	April 30, 1812	43	Idaho	July 3, 1890
19	Indiana	December 11, 1816	44	Wyoming	July 10, 1890
20	Mississippi	December 10, 1817	45	Utah	January 4, 1896
21	Illinois	December 3, 1818	46	Oklahoma	16-Nov-07
22	Alabama	December 14, 1819	47	New Mexico	6-Jan-12
23	Maine	March 15, 1820	48	Arizona	14-Feb-12
24	Missouri	August 10, 1821	49	Alaska	3-Jan-59
25	Arkansas	June 15, 1836	50	Hawaii	21-Aug-59







Figure A7.2. Dates of Establishment of U.S. Territories





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

Attachment 8

ARMED FORCES COMMAND STRUCTURE

Table A8.1. Armed Forces Command Structure (0-1 – 0-6)

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
	Assistant Division Commander	Carrier Group or Cruiser/Destroyer Group	Brigade Consists of up to 8000 personnel	Wing Consists of up to 5000 personnel
	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
	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
	MAJCOM 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	LtGen	VADM	Lt Gen	VADM
0-8 Major General/Rear Admiral (Upper Half)	MG	MajGen	RADM	Maj Gen	RADM
0-7 Brigadier General/Rear Admiral (Lower Half)	BG	BGen	RDML	Brig Gen	RDML
0-6 Colonel/Captain	COL	Col	CAPT	Col	CAPT
0-5 Lieutenant Colonel/Commander	LTC	LtCol	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	1stLt	LTJG	1st Lt	LTJG
0-1 Second Lieutenant/Ensign	2LT	2ndLt	ENS	2d 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	SGM/CSM	SgtMaj/MGySgt	MCPO	CMSgt/CCM	MCPO

(USA); Master Gunnery Sergeant (USMC); Master Chief Petty Officer (USN/USCG); Chief Master Sergeant (USAF)					
E-8 First Sergeant (USA); First Sergeant/Master Sergeant (USMC); Senior Chief Petty Officer (USN/USCG); Senior Master Sergeant SFC(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
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	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	PV2	PFC	SA	Amn	SA

(USN/USCG); Airman (USAF)					
E-1 Private (USA, USMC – no insignia); Seaman Recruit (USN/USCG); Airman Basic (USAF, no insignia)	PVT	PVT	SR	AB	SR

Attachment 10

MILITARY AND CIVILIAN RANK EQUIVALENTS

Table A10.1. Military and Civilian Rank Equivalents

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

* Senior Executive Series (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.