

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 90-1201**



8 OCTOBER 2024

Special Management

PROTOCOL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/DSP

Certified by: SAF/DS
(Jennifer L. Miller)

Supersedes: AFI34-1201, 18 August 2020

Pages: 124

This publication implements Department of the Air Force Policy Directive (DAFPD) 90-12, *Protocol*, and is consistent with Air Force Policy Directive (AFPD) 65-6, *Budget*. This publication applies to all civilian employees and uniformed members of the Regular Air Force, United States Space Force (USSF), Air Force Reserve, Air National Guard, Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those with a contractual obligation to abide by the terms of Department of the Air Force (DAF) publications. This publication may be supplemented at any level, but all supplements must be routed to the Office of the Secretary of the Air Force Director of Staff (SAF/DS) for coordination prior to certification and approval. Recommended changes and questions about this publication should be sent through the appropriate channels using the DAF Form 847, *Recommendation for Change of Publication*, to SAF/DS. The authorities to waive wing, unit or delta level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Compliance with attachments is mandatory. The use of the name or mark of any specific manufacturer, publication, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

SUMMARY OF CHANGES

This publication has been substantially revised and should be reviewed in its entirety. This document includes comprehensive changes that feature the inclusion of customs and courtesies for the USSF, program roles and responsibilities, the protocol office’s core responsibilities; expanded flag guidance, including expanded Prisoner of War (POW) Missing in Action (MIA) flag guidance; senior enlisted leader change or assumption of responsibility ceremony guidance; clarified appropriated and nonappropriated funds usage; gifts, mementos, and authorized coin purchases and recipients; forms of address, precedence, national anthems; new guidance on invitation lists, attendee lists, seating charts, place cards, chair tags, “you-are-seated-at” cards, itineraries, event briefs, and after action reports.

Chapter 1—DEPARTMENT OF THE AIR FORCE PROTOCOL PROGRAM	9
1.1. Scope.....	9
1.2. Roles and Responsibilities.....	9
Chapter 2—FLAGS AND PLATES	11
2.1. Purpose.....	11
2.2. The Flag of the United States of America.....	11
Figure 2.1. Bunting.....	11
Section 2A—Outdoor Flags.....	12
2.3. Outdoor Flag Display, Sizes, and Occasions.....	12
Table 2.1. Outdoor Flag Types and Sizes.....	13
Table 2.2. Stationary Flagpole Ratios.....	13
2.4. Raising and Lowering the United States Flag.....	14
2.5. Display of the United States Flag with Additional Flag on the Same Halyard.....	14
Figure 2.2. United States Flag with Additional Flag on the Same Halyard.....	15
2.6. National League of Families POW/MIA Flag Outdoor Display.....	15
2.7. Time and Occasions for Outdoor Display of the United States Flag.....	15
2.8. Display of the United States Flag at Half-Staff.....	17
Section 2B—Indoor Flags.....	18
2.9. Indoor Flags, Accessories, and Occasions.....	18
Table 2.3. Indoor Flagstaff and Flag Ratios.....	19
2.10. Indoor Flagstaffs, Bases, and Accessories.....	19
Figure 2.3. Flagstaff Accessories.....	20
2.11. Indoor Flag Displays.....	20
Figure 2.4. United States Flag Displayed and Another Flag Displayed with Crossed Staffs. ...	20

Figure 2.5.	United States Flag Displayed with Other Flags Radiating from a Central Point.	21
Figure 2.6.	United States Flag Displayed in a Line with Other Flags at Equal Height.	21
Figure 2.7.	United States Flag Displayed in a Line with Other Flags at Lower Level.	22
Figure 2.8.	United States Flag on Stage with Speaker.	22
Figure 2.9.	United States Flag Centered on Stage with Speaker for a Ceremony.	23
Figure 2.10.	United States Flag with Permanently Affixed United States Flag Display.	23
2.12.	Flags Carried in Procession.	23
Figure 2.11.	United States Flag Carried in Procession with Another Flag.	24
2.13.	Flag Placement on a Closed Casket.	24
Figure 2.12.	United States Flag Draped Over a Closed Casket.	24
2.14.	International Flags.	25
Figure 2.13.	United States Hosted Event Flag Display with International Flags.	25
2.15.	State and Territorial Flags.	25
2.16.	Military Service Flags.	26
Figure 2.14.	United States Air Force Service Flag.	26
Figure 2.15.	United States Space Force Service Flag.	27
2.17.	Department of the Air Force Organizational Flags.	28
Figure 2.16.	United States Air Force Provisional Flag.	29
Figure 2.17.	United States Space Force Organizational Flags for Field Commands.	29
2.18.	Department of the Air Force Guidons.	29
Figure 2.18.	United States Air Force Guidons.	30
Figure 2.19.	United States Space Force Guidons.	31
2.19.	Streamers.	31
Figure 2.20.	Streamers.	31
Figure 2.21.	Streamer Arrangement.	32
2.20.	Miscellaneous Flags.	33
Figure 2.22.	The Chaplain Corps Flag.	33
Figure 2.23.	Flag of the Geneva Convention.	33
Figure 2.24.	United Nations Flag.	34
Figure 2.25.	North Atlantic Treaty Organization (NATO) Flag.	34
Figure 2.26.	Flags of Friendly Foreign Nations.	34
Figure 2.27.	The Medal of Honor Flag.	35
Figure 2.28.	The Service Flag.	35

2.21.	Positional, Personal Flags, and Vehicle Plates.	36
Figure 2.29.	President of the United States.	36
Figure 2.30.	Vice President of the United States.	36
Figure 2.31.	Secretary of Defense.	37
Figure 2.32.	Deputy Secretary of Defense.	37
Figure 2.33.	Secretary of the Air Force.	38
Figure 2.34.	Chairman of the Joint Chiefs of Staff.	38
Figure 2.35.	Under Secretary of Defense.	39
Figure 2.36.	Vice Chairman of the Joint Chiefs of Staff.	39
Figure 2.37.	Chief of Staff of the Air Force.	39
Figure 2.38.	Chief of Space Operations.	40
Figure 2.39.	Chief of the National Guard Bureau.	40
Figure 2.40.	Assistant Secretaries of Defense and General Counsel of the Department of Defense.	41
Figure 2.41.	Under Secretary of the Air Force.	41
Figure 2.42.	Inspector General of the Department of Defense.	41
Figure 2.43.	Vice Chief of Staff of the Air Force.	42
Figure 2.44.	Vice Chief of Space Operations.	42
Figure 2.45.	Vice Chief of the National Guard Bureau.	43
Figure 2.46.	Assistant Secretaries and General Counsel of the Air Force.	43
Figure 2.47.	Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff.	43
Figure 2.48.	Chief Master Sergeant of the Air Force.	44
Figure 2.49.	Chief Master Sergeant of the Space Force.	45
Figure 2.50.	Senior Enlisted Advisor to the Chief of the National Guard Bureau.	45
2.22.	Positional Flags or Personal/Individual Colors.	45
Figure 2.51.	Table of General and Flag Officer Individual Flags (Personal Colors).	47
Figure 2.52.	Senior Executive Service Flags.	48
2.23.	National League of Families POW/MIA Indoor Display.	48
Figure 2.53.	POW/MIA Indoor Flag.	48
Section 2C—Vehicle Plates.		48
2.24.	Automobile Plates Authorized for Positional and Individual Flags.	48
2.25.	Automobile Flags and Plates for Other than DAF Members.	49
2.26.	Aircraft Plates.	49

Section 2D—Procurement and Disposition.	50
2.27. Procurement of Flags and Accoutrements.	50
2.28. Disposition of Flags and Related Items.	51
Chapter 3—FUNDING	52
3.1. Introduction.....	52
3.2. Appropriated Funds (APFs).....	52
3.3. Nonappropriated Funds (NAFs).	52
3.4. Private Organizations (PO).....	52
3.5. Personal Funds.....	53
Chapter 4—GIFTS AND MEMENTOS FOR INDIVIDUALS	55
4.1. Introduction.....	55
4.2. References.....	55
4.3. Giving Gifts.	56
4.4. Accepting Gifts.....	56
4.5. Disposition of Gifts.....	57
4.6. Honoraria.	57
4.7. Coins.....	57
Chapter 5—TRANSPORTATION	59
5.1. References.....	59
5.2. Official Activities.	59
5.3. Distinguished Visitor (DV) Travel.	59
5.4. Official Spouse Travel.	60
Chapter 6—TITLES, FORMS OF ADDRESS, AND MILITARY ABBREVIATIONS	62
6.1. Forms of Address.....	62
6.2. Joint Forms of Address.	62
6.3. The Honorable.	62
6.4. Military Rank Abbreviations.	63
6.5. Foreign Military.....	63
Chapter 7—PRECEDENCE	65
7.1. Introduction.....	65
7.2. Determining Precedence.....	65
7.3. Precedence Lists.	65

7.4.	Military Precedence.	66
7.5.	Positional Precedence.	66
7.6.	Department of Defense Civilians Order of Precedence.	67
7.7.	Civilian Presidential Appointees.....	68
7.8.	Order of Precedence Among Elected Officials.....	68
7.9.	Diplomatic Precedence.	68
7.10.	Civic Leader Program Members.....	68
7.11.	Leaders or Chief Executives of Native American Tribes.	68
7.12.	Other Rules to Consider.....	69
Chapter 8—CUSTOMS AND COURTESIES		70
8.1.	Saluting Individuals.	70
Table 8.1.	Saluting Individuals in Uniform.	71
8.2.	Saluting the United States Flag.....	71
8.3.	Other Marks of Respect.	73
8.4.	Making a Proper Introduction.....	74
8.5.	Office and Courtesy Calls.....	74
8.6.	Courtesies to the Air Force Song.....	74
8.7.	Courtesies to the Space Force Song.....	74
Chapter 9—ATTIRE		75
9.1.	Attire and Professionalism Guidelines.....	75
9.2.	Invitations.	75
9.3.	Dress for Military and Civilians.	75
Table 9.1.	Uniform Equivalency Chart.....	75
9.4.	When No Uniform is Specified for Official Occasions.	76
Chapter 10—ADMINISTRATION		77
10.1.	General Management of Protocol Events.	77
10.2.	Invitations.	77
10.3.	Seating.	77
10.4.	Itinerary.....	78
10.5.	Scripts.	79
10.6.	Programs.	79
10.7.	Name Tags.....	79

DAFI90-1201 8 OCTOBER 2024	7
10.8. Financial Accountability.....	79
10.9. Event Briefs.....	79
10.10. After-Action Reports.....	79
10.11. Customer Surveys.....	79
Chapter 11—DISTINGUISHED VISITORS	80
11.1. Definition.....	80
11.2. Honors Accorded to DVs.....	80
11.3. Minimizing Frequency of Ceremonial Honors.....	80
11.4. Visitors without DV Status.....	81
Chapter 12—CONFERENCES	82
12.1. Overview.....	82
12.2. References.....	82
12.3. Conference Expenses.....	82
12.4. Co-Sponsored Conferences.....	83
Chapter 13—OFFICIAL CEREMONIES	84
13.1. Reference.....	84
13.2. Officiating Principal.....	84
13.3. Organizational Ceremonies.....	84
13.4. Individual Ceremonies.....	86
13.5. Commander’s Call or All Call.....	89
Chapter 14—OFFICIAL SOCIAL FUNCTIONS	90
14.1. Official Social Events.....	90
14.2. Seating.....	91
14.3. Receiving Lines.....	91
Chapter 15—DINING-IN AND DINING-OUT	92
15.1. Purpose.....	92
15.2. Dress.....	92
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	93
Attachment 2—HONORS	100
Attachment 3—DISPLAY OF THE UNITED STATES FLAG AT HALF-STAFF	104
Attachment 4—CORRECT METHOD OF FOLDING THE UNITED STATES FLAG	107

Attachment 5—NATIONAL STOCK NUMBERS—BATTLE CAMPAIGN STREAMERS	108
Attachment 6—NATIONAL STOCK NUMBERS—FLAGS, GUIDONS, AND STREAMERS	113
Attachment 7—DATES OF ACCESSION OF STATES AND ESTABLISHMENT OF TERRITORIES	115
Attachment 8—GENERAL/FLAG OFFICER AND CIVILIAN SERVICE RANK AND INSIGNIA	116
Attachment 9—MILITARY OFFICER O-6 AND BELOW AND CIVILIAN RANK AND INSIGNIA	117
Attachment 10—ENLISTED MILITARY AND CIVILIAN SERVICE RANK AND INSIGNIA	119
Attachment 11—MILITARY, CIVILIAN, AND FOREIGN SERVICE RANK ABBREVIATIONS AND EQUIVALENTS	121
Attachment 12—ORDER OF PRECEDENCE OF FLAGS	122

Chapter 1

DEPARTMENT OF THE AIR FORCE PROTOCOL PROGRAM

1.1. Scope. This publication establishes procedures and provides guidance for excellence in protocol, decorum, flag guidance, customs and courtesies during official ceremonies, official social functions, special events, conferences, and the hosting of distinguished visitors.

1.2. Roles and Responsibilities.

1.2.1. The Office of the Secretary of the Air Force Director of Staff (SAF/DS) reports to the Secretary of the Air Force (SecAF) and serves as an agent of the SecAF to provide guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of resources, plans, policies, programs, and budgets within the protocol portfolio. The SAF/DS ensures DAF protocol policy and program guidance is implemented as prescribed by DAFPD 90-12 and this publication.

1.2.2. The Headquarters Department of the Air Force (HQ DAF) Protocol (SAF/DSP).

1.2.2.1. Implements protocol policy and establishes guidance and procedures.

1.2.2.2. Supports the protocol needs of the SecAF, Chief of Staff of the Air Force (CSAF), Chief of Space Operations (CSO), Under Secretary of the Air Force (USecAF), Vice Chief of Staff of the Air Force (VCSAF), Vice Chief of Space Operations (VCSO), Chief Master Sergeant of the Air Force (CMSAF), Chief Master Sergeant of the Space Force (CMSSF), SAF/DS, Headquarters United States Air Force Director of Staff (AF/DS), and the Office of the Chief of Space Operations Director of Staff (SF/DS), known as the Top 11.

1.2.2.3. Provides training support for the protocol fundamentals course, presentation on protocol topics upon request, and provides protocol advice and guidance to Major Command (MAJCOM), Field Command (FLDCOM), and Direct Reporting Unit (DRU) Protocol Offices.

1.2.3. The Administrative Assistant to the Secretary of the Air Force (SAF/AA) provides funding allocation for Official Representation Funds (ORF), to include administrative and fiscal limitations to the designated authorities from within Air Force Operation and Maintenance Appropriations, in accordance with Title 10, United States Code (U.S.C.) § 127 and the current fiscal year National Defense Authorization Act. **(T-0)**

1.2.4. The Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services (AF/A1) provides an enlisted Career Functional Manager (CFM) who manages enlisted members performing duties within the Protocol Special Duty Identifier (SDI) and supports career needs in the field.

1.2.5. MAJCOM, FLDCOM, and DRU Protocol Offices support the protocol needs of their respective command element and provide training support to the protocol fundamentals course and presentations on protocol topics upon request. They provide ORF budget allocations and protocol advice and guidance to the field protocol offices under their respective commands.

1.2.6. **Field Protocol Offices** support the protocol needs of their respective command element. Field Protocol Offices comply with protocol guidance and procedures within the command and coordinate with their respective MAJCOM, FLDCOM, or DRU as necessary.

1.2.6.1. Understand the aspects of funding official events and managing financial programs in relation to Official Representation Funds (ORF), Special Morale and Welfare (SM&W), Operations and Maintenance (O&M) Funds, and personal funds. Protocol personnel also understand gift and memento management as it relates to funding, etiquette, and disposition.

1.2.6.2. Support the preparation of official events (which includes visits, ceremonies, etc., for the purpose of this publication) based on the hosting or presiding officer. **Note:** Events hosted by outside organizations, who honor DAF members, are not the planning responsibility of Protocol Offices. Precedence and seating guidance is often sought, and protocol personnel should assist with the review of seating and precedence at events where they are not responsible for the overall planning. Internal meetings, office, or courtesy calls without DVs, that are part of daily routines are not the planning responsibility of Protocol Offices.

1.2.6.2.1. Guest management. Protocol Offices will ensure the guest experience and interactions with planners, hosts, and honorees is first class from the moment of first contact to after departure. Protocol Offices may assign a guest manager to compile invitation lists, create and send invitations (may include maps and pertinent information), manage R.s.v.p.s. and payments, make lodging or other reservations as appropriate, organize flightline greetings, prepare parking and seating plans and produce associated reserved signs and place cards, create and issue nametags, check coats, and escort guests. On event day, the guest manager will focus on guest expectations by ensuring seating is correct, greet and escort guests, and solve guest issues.

1.2.6.2.2. Event management. Protocol Offices will ensure all elements and logistics of an event or visit are planned, rehearsed, and executed. Protocol Offices may assign an event manager to manage logistical reservations for facilities, audio visual, catering, honor guard, band, public affairs, chaplain support, and transportation plans. The event manager may provide scripts, create itineraries, setup flags and equipment, facilitate rehearsal or visit dry-run, and execute the movements of the event or visit. On event day, the event manager will focus on the host's needs, pre-event brief, and event execution.

Chapter 2

FLAGS AND PLATES

2.1. Purpose. This chapter prescribes guidance and procedures for the display, use, procurement and disposition of flags, guidons, streamers, and automobile and aircraft plates. Only authorized flags, guidons, streamers, automobile, and aircraft plates described in this chapter are for use in the DAF and on USAF and USSF installations.

2.2. The Flag of the United States of America. Title 4, U.S.C., Chapter 1, *Flag and Seal, Seat of Government, and the States*, establishes the rules for proper use, display, and patriotic customs to be shown to the United States (U.S.) flag. The U.S. flag must only be displayed on USAF and USSF installations according to these rules, customs, and included guidance. **(T-0)**

2.2.1. Respect for the U.S. flag. For specific guidance on displaying the U.S. flag refer to 4 U.S.C. § 8 and Secretary of Defense Memorandum, *Public Display or Depiction of Flags in the Department of Defense*, 16 July 2020.

2.2.2. No disrespect will be shown to the U.S. flag; the flag will not be dipped to any person or thing. **(T-0)**. Regimental colors, state flags, and organizational or institutional flags are always dipped as a mark of respect to the U.S. flag. During arrival honors, as appropriate for persons listed in **Attachment 2** in this publication, the USAF and USSF flags and organizational flags will be dipped as appropriate. **(T-0)**

2.2.3. The U.S. 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 lectern or platform, or for other decoration).

2.2.4. No part of the U.S. flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of firefighters, police officers, and members of patriotic organizations. During public events as described in Department of Defense Instruction (DoDI) 5410.19, *Community Outreach Activities: Policy Overview and Evaluation Procedures*, DoD insignia to include flag patches can be affixed to athletic uniforms. DAF personnel affix the U.S. flag patch on the right sleeve of the Occupational Camouflage Pattern (OCP) in compliance with DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*. When wearing a lapel flag pin, being a replica of the flag, it should be worn on the left lapel near the heart.

2.2.5. Bunting of blue, white, and red, may be used but always arranged with the blue above, the white in the middle, and the red below.

Figure 2.1. Bunting.



2.2.6. The U.S. flag should never be used for advertising purposes in any manner whatsoever. It should not be printed or otherwise impressed on paper napkins, boxes, or anything that is

designed for temporary use and discard. There should be no printing, decorations, or marks placed upon the flag. The U.S. flag may be printed on invitations, event programs, and materials meant as keepsakes.

2.2.7. Members must show proper respect for the U.S. flag. Criminal penalties for desecration of the U.S. flag are outlined in 18 U.S.C. § 700, *Desecration of the flag of the United States*. **(T-0)**

2.2.8. Dependents or visitors to an USAF or USSF installation are held to the same standard as Airmen and Guardians regarding respect for the U.S. flag. **(T-0)** Failure to do so renders them subject to exclusion from the installation.

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

2.2.10. Unserviceable flags. Unserviceable flags will not be used as banners or for any other purpose. **(T-1)** When a flag is no longer suitable for display, it will not be cast aside or used in any way viewed as disrespectful. **(T-1)** Unserviceable flags disposition information is found in [paragraph 2.28](#) in this publication.

2.2.11. 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 the comptroller and servicing legal office).

Section 2A—Outdoor Flags.

2.3. Outdoor Flag Display, Sizes, and Occasions.

2.3.1. U.S. flags 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.

2.3.1.1. U.S. Installation Flag. The flag is a lightweight nylon bunting material, 8 feet by 12 feet, and displayed only in fair weather from an installation flagpole.

2.3.1.2. U.S. All-Purpose Flag. The all-purpose flag comes in two sizes:

2.3.1.2.1. A flag of lightweight nylon bunting material, 5 feet by 9 feet 6 inches or 3 feet by 4 feet replaces the U.S. installation flag during inclement weather.

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

2.3.1.3. U.S. Garrison Flag. Made of approved materials, 20 feet by 38 feet. The flag is displayed on holidays and special occasions and can be substituted with the U.S. installation flag.

2.3.1.4. Interment Flag. This flag is 5 feet by 9 feet 6 inches of any approved material, but preferably cloth. The interment flag is authorized to be draped over the casket of deceased military personnel and for deceased veterans. To receive an interment flag for a deceased veteran complete VA Form 27-2008, *Application for United States Flag for Burial Purposes*, and submit the form to any VA regional office or U.S. Post Office. When a burial is in a national cemetery, a burial flag will be provided by a funeral home. Applicants residing overseas can apply at a U.S. embassy or consulate.

2.3.1.5. U.S. Retirement Flag. The flag may be either 3 feet by 4 feet or 3 feet by 5 feet, and normally folded for presentation. Active duty and Reserve members retiring from the USAF and USSF are entitled to a U.S. Flag. O&M funds are authorized for this purchase. For details, refer to DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*.

2.3.1.6. Flags designed for indoor display or use may often be used outdoors for special events; refer to [paragraph 2.9](#) in this publication for types and sizes.

Table 2.1. Outdoor Flag Types and Sizes.

U.S. Flag Type	Flag Size
Installation	8' x 12' or 8'11 3/8" x 17'
All-Purpose	3' x 4' or 5' x 9'6" (Storm)
Garrison	20' x 38'
Interment	5' x 9'6"

2.3.2. Continental United States (CONUS). Each USAF and USSF installation is authorized to display one U.S. flag (installation flag 8' x 12') from reveille to retreat, normally on a flagpole placed in front of the installation headquarters. Additional flagpoles and U.S. flags are authorized adjacent to each K-12 dependent school, MAJCOMs, FLDCOMs, Numbered Air Force (NAF), Center, Wing, Delta headquarters, U.S. Post Offices, or learning institution on the installation. **(T-1)** U.S. flags displayed on authorized flagpoles, other than the installation headquarters, will be smaller in size to the Installation flag, such as an all-purpose flag, so as not to compete with the installation headquarters. **(T-2)**

2.3.3. Locations Outside of the Continental United States (OCONUS). Display the U.S. flag and the host nation flag as prescribed by the Status of Forces Agreement, except for the U.S. flag at the installation headquarters. **(T-0)**

2.3.4. Stationary Flagpoles. Most installation flagpoles are 50 feet in height. Flags will be displayed on outdoor flagpoles that are the appropriate ratio to their size ([Table 2.2](#)). **(T-1)** The ball ornament is used on outdoor flagpoles.

Table 2.2. Stationary Flagpole Ratios.

Permanent Flagpole	U.S. Flag Size
20'	4' x 6'
25'	5' x 8'
40'	6' x 10' or 8' x 12'
50'	8' x 12' or 10' x 15' or 5' x 9'6"
60'	8' x 12' or 10' x 15'

70'	10' x 19' or 12' x 18'
90-100'	20' x 30'

2.3.5. Stationary Flagpole Displays. Sizes, types, and occasions for display of the U.S. flag are as follows:

2.3.5.1. When multiple flagpoles are positioned outside a building, and adjacent to each other, there may be two display options.

2.3.5.1.1. Flagpoles in a straight line and the same height will display the U.S. flag to its own right. From an observer's perspective, looking straight ahead at the flags, commonly with a building behind, the U.S. flag is to the observer's left. Additional flags will be displayed in line in precedence order in accordance with [Attachment 12](#) in this publication.

2.3.5.1.2. Multiple flagpoles with a center staff higher than the others will display the U.S. flag on the center staff. **(T-1)**. Additional flags will be displayed in order of precedence starting with the U.S. flag's right (observer's left), and then alternate from right to left. **(T-1)**

2.3.5.2. When the flags are displayed from adjacent flagpoles, the U.S. flag is hoisted first and lowered last. **(T-0)**.

2.3.5.3. Multiple U.S. flags can be displayed on adjacent flagpoles on USAF and USSF installations, but any other flags also displayed with U.S. flags must be in precedence order ([Attachment 12](#)).

2.3.5.4. When flags of two or more nations are displayed, they are to be displayed from separate flagpoles of the same height and are never displayed below or above the U.S. flag. **(T-0)**. 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. Commanders obtain instructions on the use and display of flags in foreign countries from the office of the U.S. Defense Attaché located in the U.S. Embassy. The Defense Attaché or senior DAF officer in the foreign country concerned 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 the office of the Deputy Under Secretary of the Air Force for International Affairs (SAF/IA).

2.4. Raising and Lowering the United States Flag. Raising and lowering the U.S. flag should be conducted by personnel as prescribed in Department of the Air Force Pamphlet (DAFPAM) 34-1203, *Drill and Ceremonies*, paragraph 7.25 and paragraph 7.28..

2.5. Display of the United States Flag with Additional Flag on the Same Halyard. 4 U.S.C. does permit flags of cities, states, localities, and organizations (e.g., USAF, USSF, MAJCOM or FLDCOM, NAF, and Wings or Deltas) to display pennants of societies or special flags such as commemorative, anniversary, Minuteman, or Prisoner of War/Missing in Action (POW/MIA) flags to be displayed on the same halyard with the U.S. flag ([Figure 2.2](#)). Additional flags should be fastened to the halyard at a distance below the U.S. flag so that when both flags are at rest, the U.S. flag does not touch or overlap the second flag. No flag or pennant may be placed (displayed) above the U.S. flag, except during church services conducted by Naval chaplains at sea, when the

church pennant may be displayed above the flag during church services for the personnel of the Navy. (T-0)

Figure 2.2. United States Flag with Additional Flag on the Same Halyard.



2.6. National League of Families POW/MIA Flag Outdoor Display. The POW/MIA flags are prescribed by 36 U.S.C. § 902, *National League of Families POW/MIA Flag*, which provides guidance on the display of the POW/MIA flag on federal property. The 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 in Southeast Asia, thus ending the uncertainty for their families and the Nation.

2.6.1. All USAF and USSF installations will display the POW/MIA flag on all days the U.S. flag is displayed. (T-0)

2.6.2. The POW/MIA flag will be displayed on all installation and military cemetery flagpoles. The flag can be displayed alone on a separate flagpole or with the U.S. flag. (Figure 2.2) (T-0)

2.6.3. The POW/MIA flag will be displayed when the U.S. flag is at half-staff and may never be displayed higher than the U.S. flag.

2.6.4. The POW/MIA flag is not carried or displayed in parades or reviews but may be carried at official military funerals.

2.7. Time and Occasions for Outdoor Display of the United States Flag. 4 U.S.C. § 6, *Time and Occasion for display*, provides guidance on time and occasions to display the U.S. flag. It is a universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagpoles 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 will be illuminated when displayed with the U.S. flag. (T-1)

- 2.7.1. The flag should be hoisted briskly and lowered ceremoniously.
- 2.7.2. The flag can be removed when there is inclement weather or display an all-purpose flag.
- 2.7.3. The flag should be displayed on all days, especially on the following days:
 - 2.7.3.1. New Year's Day, January 1.
 - 2.7.3.2. Inauguration Day, January 20.
 - 2.7.3.3. Martin Luther King Jr.'s Birthday, third Monday in January.
 - 2.7.3.4. Abraham Lincoln's Birthday, February 12.
 - 2.7.3.5. George Washington's Birthday, third Monday in February.
 - 2.7.3.6. National Vietnam War Veterans Day, March 29.
 - 2.7.3.7. Easter Sunday (variable).
 - 2.7.3.8. Mother's Day, second Sunday in May.
 - 2.7.3.9. Armed Forces Day, third Saturday in May.
 - 2.7.3.10. Memorial Day (half-staff until noon), the last Monday in May.
 - 2.7.3.11. Flag Day, June 14.
 - 2.7.3.12. Juneteenth, June 19.
 - 2.7.3.13. Father's Day, third Sunday in June.
 - 2.7.3.14. Independence Day, July 4.
 - 2.7.3.15. National Korean War Veterans Armistice Day, July 27.
 - 2.7.3.16. Labor Day, first Monday in September.
 - 2.7.3.17. Patriot Day, September 11.
 - 2.7.3.18. Constitution Day, September 17.
 - 2.7.3.19. Air Force Birthday, September 18.
 - 2.7.3.20. Columbus Day (Indigenous People's Day), second Monday in October.
 - 2.7.3.21. Navy Day, October 27.
 - 2.7.3.22. Veterans Day, November 11.
 - 2.7.3.23. Thanksgiving Day, fourth Thursday in November.
 - 2.7.3.24. Space Force Birthday, December 20.
 - 2.7.3.25. Christmas Day, December 25.
 - 2.7.3.26. State Birthdays (date of admission).
 - 2.7.3.27. State holidays and other days may be proclaimed by the President of the United States.

2.8. Display of the United States Flag at Half-Staff. The U.S. flag will be displayed at half-staff throughout the U.S. and its territories and possessions in accordance with DoDI 1005.06, *Display of the National Flag at Half-Staff*, and DAFPD 90-12. **(T-0)**

2.8.1. The following days apply:

2.8.1.1. On Memorial Day until noon, then raised to the top of the pole. **(T-0)**

2.8.1.2. On Peace Officers Memorial Day, May 15 of each year, unless that day is also Armed Forces Day. **(T-0)**

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

2.8.1.4. On National Fallen Firefighters Memorial Service Day, first Sunday in October of each year.

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

2.8.1.6. On the death of individuals in accordance with [Attachment 3](#).

2.8.1.7. When so directed by the President of the United States; the Secretary or Deputy Secretary of Defense; SecAF; the Governor of any state, territory, or U.S. possession; or the Mayor of the District of Columbia.

2.8.2. The responsible installation commander must ensure the procedures for displaying the U.S. flag at half-staff are executed as follows:

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

2.8.2.2. The U.S. flag, when displayed at half-staff, must first be hoisted to the peak for an instant and then lowered to the half-staff position. **(T-0)** The flag must be again raised to the peak before it is lowered for the day. **(T-0)**

2.8.2.3. When the U.S. flag is displayed at half-staff on USAF or USSF installations all other subordinate flags will also be displayed at half-staff or removed. **(T-1)**

2.8.2.3.1. The flag of one nation should not be displayed above that of another nation in time of peace. When foreign national flags are displayed at a USAF or USSF installation an agreement should be made, by installation, with the country whose flag is also displayed. CONUS installation agreements must decide if the country will display their flag at half-staff with the U.S. flag or remove their flag until the U.S. flag is raised back to full staff. **(T-1)** OCONUS installation agreements must also decide if the U.S. flag will display at half-staff when the foreign nation's flag is directed to half-staff. **(T-1)**

2.8.2.4. Per DAFPD 90-12, the installation commander may direct the U.S. flag be displayed at half-staff on buildings, grounds, or naval vessels under their jurisdiction on occasions other than those specified in [paragraph 2.8.1](#) and [Attachment 3](#) in this publication, when he or she considers it appropriate. Any time an installation commander decides to display the flag at half-staff based on this local authority for a local death, the base marquee(s) should state the reason and/or a message should be sent to installation personnel to avoid confusion.

Section 2B—Indoor Flags.

2.9. Indoor Flags, Accessories, and Occasions.

2.9.1. Materials. Flags designed primarily for indoor and parade display will normally be made of rayon or heavyweight nylon with rayon fringe.

2.9.1.1. Ceremonial Flag. This flag is 4 feet 4 inches by 5 feet 6 inches with a pole sleeve. The flag is trimmed on three edges with fringe 2 inches wide (Space Force flag trim is 2 ½ inches wide). The flag is displayed on a 9-foot flagstaff.

2.9.1.2. Organizational Flag. This flag is 3 feet by 5 feet with a pole sleeve. It is trimmed on three edges with rayon fringe 2 inches wide (Space Force flag trim is 2 ½ inches wide). The flag is displayed on a 7-foot flagstaff, (8 or 9-foot flagstaff when displayed with larger flags).

2.9.1.3. Positional Flag. This flag is 3 feet by 5 feet with a pole sleeve. The flag is trimmed on three edges with fringe 2 inches wide (Space Force flag trim is 2 ½ inches wide). The flag is displayed on a 7-foot flagstaff.

2.9.1.4. Individual Flag. This flag is 3 feet by 5 feet with a pole sleeve. It is trimmed on three edges with rayon fringe 2 inches wide (Space Force flag trim is 2 ½ inches wide). The flag is displayed on a 7-foot flagstaff, (8 or 9-foot flagstaff when displayed with larger flags).

2.9.1.5. Guidon Flag. These flags are 1 foot 8 inches with a pole sleeve, by 2 foot 3 ¾ inches to the end of the swallowtail and forked six inches. Guidons are displayed on a 7-foot flagstaff.

2.9.2. A substitute size for the personal, ceremonial, and organizational size flags of 3 foot by 4 foot with a pole sleeve is authorized for display when all flags in a display are the same size. **(T-2)** The flag is displayed on either a 7-foot, 8-foot or 9-foot flagstaffs ensuring all flags in a display are the same size and height.

2.9.3. The 7-foot pole length is primarily used for static displays. 8-foot or 9-foot flagstaffs can be used in static displays areas with high ceiling heights and during outdoor ceremonies.

2.9.4. Flags should be “draped” from left to right so that the top left-hand corner of the flag at the top of the pole is directly above the bottom right-hand corner of the flag.

2.9.5. Flags designed for indoor display on flagstaffs may often be used outdoors for special events, ceremonies, or parades.

2.9.6. Screen-printed single-ply or double-ply flags made of nylon banner cloth, created with screens made by the photographic method, may be purchased in place of standard indoor embroidered flags. **(T-2)** The design of the flags typically 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. Display of screen-printed flags is authorized for display alongside others in a display which are also screen-printed, this affords a cost savings over the embroidered flags. The best use of screen-printed flags is for permanent office displays.

2.9.7. Every effort should be taken to ensure all flags in a display are the same size and type, such as embroidered or screen-printed, and flagstaff height. Allowable exceptions occur when a flag is not produced in the same size as others in the display or personal colors (flag) of a visitor does not match the type of material of other flags (e.g., individual flags issued only in size 3-foot by 4-foot in same display as departmental flag(s) or visitor brings positional colors that are embroidered versus screen-printed). All flags in the display, regardless of type should be on the same height flagstaff. No flag in a display should ever be larger or higher than the U.S. flag.

Table 2.3. Indoor Flagstaff and Flag Ratios.

Flagpole (not including Finial)	Flag Size
7'	3' x 5' (U.S., Individual, Organizational)
8'	3' x 5' (U.S., Individual, Organizational, or Guidon)
9'	3' x 5' or 4'4" x 5'6" (U.S., Organizational, Positional)

2.10. Indoor Flagstaffs, Bases, and Accessories.

2.10.1. Flagstaffs are meant to carry a flag at full staff. Wooden flagstaffs can be one piece or a breakdown style and should be light ash in color. Flagstaffs in darker wood colors should be replaced through attrition with the light ash color and all flagstaffs in a display should be the same color. The size for normal use is 7-foot, but 8-foot or 9-foot flagstaffs are allowed for display areas with high ceilings. Ensure all flags in a display are the same size and height. For clarification, the size of the flagstaffs does not include the staff ornament, head, or finial.

2.10.2. Flagstaffs for guidons are eight feet in length.

2.10.3. Authorized Finial. The decorative device at the top of a flagstaff is the finial. The authorized finial for DAF use is the silver spade. The spade can be either 7 inches or 8 1/2 inches in height but must be the same for all flags in the same display. **(T-0)**

2.10.4. Eagle Ornament. It is by precedence 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.

2.10.5. State Flag Devices. Some state flags can bear a state device when national and other state flags are displayed from adjacent flagstaffs, however the DAF does not provide such devices; a silver spade should be used.

2.10.6. Ferrule. The metal pointed bottom affixed to the flagpole, also known as a pike, is normally silver in color to match the finial, which is an additional length to the pole. The ferrule is not mandatory and changes the way a flag fits into a base or the overall height of the pole.

2.10.7. 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 transported on other than ceremonial occasions.

2.10.8. Flag Slings. Flag slings (sometimes referred to as harnesses) must be always used to carry flags during outdoor ceremonies. **(T-1)** 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.

2.10.9. Bases. A weighted, silver colored base is the preferred base for use by the DAF. Bases are made differently to accept flags with or without a ferrule. The correct base type to match the flag sets is important. All flag bases within a display should be the same style and color.

2.10.10. Flag Spreaders. Flag spreaders are not authorized for use.

Figure 2.3. Flagstaff Accessories.



2.11. Indoor Flag Displays. The following guidelines apply:

2.11.1. When the U.S. flag is displayed with other flags from a flagstaff, the following applies:

2.11.1.1. The U.S. flag, when it is displayed with another flag against a wall from crossed staffs, will be on the right, the flag's own right (observer's left), and its staff must be in front of the staff of the other flag (**Figure 2.4**). (T-0)

Figure 2.4. United States Flag Displayed and Another Flag Displayed with Crossed Staffs.



2.11.1.2. When several flags are grouped and displayed from staffs radiating from a central point, and no foreign flags are in the display, the U.S. flag will be in the center and at the highest point of the group as shown in **Figure 2.5** in this publication. (T-0)

Figure 2.5. United States Flag Displayed with Other Flags Radiating from a Central Point.



2.11.1.3. When several flags are displayed from staffs set in a line, all staffs will be of the same height and have the same style finials at the top (Service specific guidance may differ in a joint environment). **(T-0)** The U.S. flag will be at its own right, which is to the left of an observer facing the display (**Figure 2.6**). **(T-0)**

2.11.1.4. The U.S. flag may be placed at the center of a line of flags providing it is displayed at a higher level than the other flags in the display (**Figure 2.7**). Other flags in the display would be ordered in correct precedence by alternating right and left of the U.S. flag.

Figure 2.6. United States Flag Displayed in a Line with Other Flags at Equal Height.



Figure 2.7. United States Flag Displayed in a Line with Other Flags at Lower Level.



2.11.1.5. 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 U.S. flag should hold the position of superior prominence and in the position of honor at the clergyman's or speaker's right as they face 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 2.8**). The flag should always be positioned at the same level or above the clergyman or speaker, unless unavoidable.

Figure 2.8. United States Flag on Stage with Speaker.



2.11.1.6. When the U.S. flag is not on stage but placed on the floor in front of the stage, the flag is at the same level as the audience, and therefore the position of honor is to the right of the audience. While this aligns with flag guidance in 4 U.S.C., it should only be setup like this if the stage is too small or will not allow for flag setup.

2.11.1.7. When using a speaker's platform and conducting a ceremony or recognition event, the U.S. flag and any accompanying flags may be centered on the stage with the speaker on the viewing right of the audience (**Figure 2.9**). By exception, some setups do not afford the speaker on the right and official party on the left and can be flipped.

Figure 2.9. United States Flag Centered on Stage with Speaker for a Ceremony.

2.11.1.8. When the U.S. 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.

2.11.1.9. When the U.S. flag is displayed as a backdrop for a ceremony or event, it must flow free at the bottom. Additional flags can be posted in front of the large U.S. flag and may include an additional U.S. flag on a flagstaff along with others (**Figure 2.10**).

Figure 2.10. United States Flag with Permanently Affixed United States Flag Display.

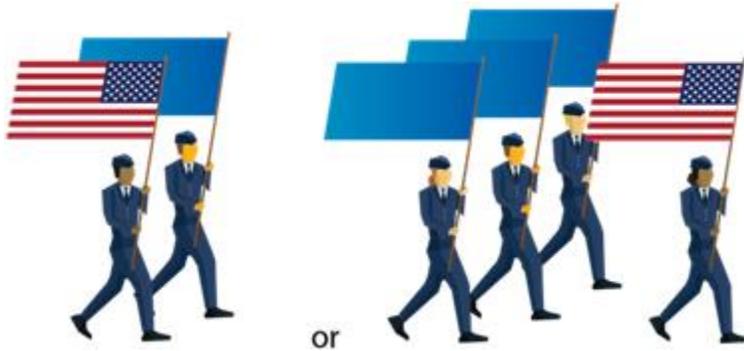
2.12. Flags Carried in Procession. The following rules will be observed pursuant to 4 U.S.C. § 7.

2.12.1. When carried in a procession with another flag or flags, the U.S. flag will 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 of that line (**Figure 2.11**). The U.S. flag when carried by military members is never at half-staff. **(T-0)**

2.12.2. The U.S. flag will always be displayed or carried in ceremonies when any other flags are displayed or carried. **(T-0)** The union of the flag and the flag itself, when in company with other flags, is always given the position of honor. **(T-0)**

2.12.3. Carrying of non-military organizational flags. U.S. 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. **(T-0)** The U.S. flag should never be carried flat or horizontally, but always aloft and free. Commanders may authorize military personnel to carry state, territorial, or national flags during military ceremonies. **(T-3)** U.S. military personnel in uniform are authorized to carry all Department of Defense (DoD) recognized flags.

Figure 2.11. United States Flag Carried in Procession with Another Flag.



2.13. Flag Placement on a Closed Casket. 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 2.12**). **(T-0)** 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. **(T-0)** 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. **(T-0)** The flag will not be lowered into the grave, and it will not be allowed to touch the ground. **(T-0)** The interment flag may be given to the next of kin at the conclusion of the interment.

2.13.1. The flag will be draped left to right when posted and when used in official photographs **(T-0)** The blue field will be on top with stripes running left to right.

2.13.2. When painted or displayed on an aircraft or vehicle, the union is toward the front on either side and the stripes trail. **(T-0)**

Figure 2.12. United States Flag Draped Over a Closed Casket.



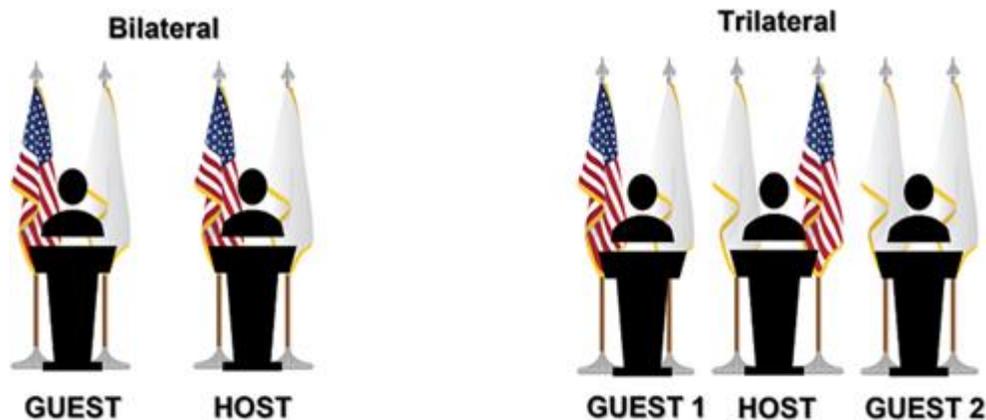
2.14. International Flags.

2.14.1. The rule of equality is important with international displays; displayed from separate staffs, same height, poles, finials, size, adornment, type (screen print vs. embroidered), and fringe or no fringe. Check for most current country flags at The World Factbook at <https://www.cia.gov/the-world-factbook/>.

2.14.2. In the U.S., the host country flag (U.S. flag) is to the viewer's left, followed by other country flags in attendance, in alphabetical order, according to the English alphabet and the country's official short-form name (Republic of Albania under "A" or Republic of Korea placed under "K"). Sovereign country flags are first in precedence, followed by international organizations ordered by charter date of that organization. **(T-0)**

2.14.3. Bilateral and Trilateral Engagements. Since protocol dictates that the guest of honor always sits or stands to the right of the host, using a double set of flags can avoid the impression that each principal is standing in front of the "wrong" or counterpart's flag (**Figure 2.13.**). Lecterns or chairs are interchangeable, based on the type of engagement.

Figure 2.13. United States Hosted Event Flag Display with International Flags.



2.15. 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.

2.15.1. State and territorial flags may be displayed on special occasions, ceremonies, and holidays. State flags normally will be displayed in order as the state's admittance to the Union. However, they may also be displayed in alphabetical order using the English alphabet. Territorial flags are displayed after the state flags either in the order they were recognized by the U.S. or alphabetically (**Attachment 7**). **(T-0)** State and territorial flags are not authorized for display by individuals in government work 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 U.S., its military units, or individuals as members of the DAF. Local installation commanders may authorize the display of the 50 State flags on their installation with or without the territory flags. **(T-3)**

2.15.2. Display of State flags with the U.S. flag. When displayed in a straight line, all at equal height, the U.S. flag will be displayed to its own right with the State flags displayed to its left

(right being the viewing audiences left) (Figure 2.6). (T-0) If displayed with the U.S. flag centered, with States flags radiating from the center, the U.S. flag will be at the highest point of the group (Figure 2.7). The State flags will be displayed either in the order of succession into the Union or by alphabetical order, beginning on the U.S. flag's own right then alternating left then right, and so on. (T-0)

2.16. Military Service Flags. This section describes the USAF Service flag (Figure 2.14), and the USSF Service flag (Figure 2.15). These provisions also apply to Air National Guard and Air Force Reserve organizations.

2.16.1. United States Air Force Service Flag. The USAF Service flag is made of rayon or synthetic substitute material and the color is ultramarine blue. 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 USAF Service 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.

Figure 2.14. United States Air Force Service Flag.



2.16.2. United States Space Force Service Flag. The USSF Service flag is made of rayon or synthetic substitute material and the color is black. In-between two constellations in white, a light blue globe grid-lined in silver surmounted by a silver delta both encircled diagonally by a white orbit ring, all beneath a white Northern star in the upper left portion of the flag. Inscribed below is "UNITED STATES SPACE FORCE" and underneath that are roman numerals "MMXIX." The design of the USSF Service flag appears on both sides of the flag. The globe, delta, satellite, star fields, and north star will appear identical on both sides of the flag; letters and Roman numerals will read from left to right on both sides of the flag.

Figure 2.15. United States Space Force Service Flag.

2.16.3. Each MAJCOM, NAF, Center, FOA, DRU, and Wing is authorized one ceremonial-sized USAF service flag with streamers and each FLDCOM and Delta is authorized one ceremonial sized USSF service flag for display at its headquarters and for ceremonial use. **(T-1)**

2.16.4. The USAF and USSF Service flags, in ceremonial or organizational sizes may be displayed when representing the respective department on State and official occasions. It may be used at joint command headquarters, joint service schools, and similar joint activities where the Air Force and/or Space Force is a participant or is represented. Its use is authorized on other occasions recommended by installation commanders. **(T-3)**

2.16.5. The ceremonial size of Service flags, with or without streamers, is 4 feet 4 inches by 5 feet 6 inches and is trimmed on three edges with a 2-inch-wide rayon fringe for the USAF and 2 1/2-inch-wide fringe for the USSF. The ceremonial size of Service flags serves as the Air Staff and Office of the Chief of Space Operations (known as the Space Staff) flags. The size matches identically with the size of positional colors and should be used in ceremonies or events in which all flags need to be the same size.

2.16.6. The organizational size of Service flags are 3 feet by 5 feet and are trimmed on three edges with a 2-inch-wide rayon fringe for the USAF and 2 1/2-inch-wide fringe for the USSF. It 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. The size matches identically with the size of individual colors and should be used in ceremonies or events in which all flags need to be the same size.

2.16.7. The size of the U.S. flag will determine the appropriate size of Service flags used when displaying together. No flag in a display will be larger than the U.S. flag. **(T-0)**

2.16.8. The USAF and USSF Service flags are both organizational flags which are dipped while the National Anthem, "To The Colors," or a foreign national anthem is played. **(T-0)** The Service flags are also dipped when rendering honors to the SecAF, CSAF, CSO, their direct representative, or any government official of equivalent or higher grade, including foreign dignitaries, and during a pass in review. **(T-1)** Additionally, the Service flags and other subordinate flags will be dipped during military funeral honors. **(T-1)** This includes the movement and transfer of dignified remains, the playing of "muffled ruffles," and "Taps". The Service flags will not be dipped under any other circumstances. **(T-1)**

2.17. Department of the Air Force Organizational Flags. This section describes organizational flags authorized for establishments within the DAF. These provisions also apply to Air National Guard and Air Force Reserve organizations.

2.17.1. Authorization. Organizational heraldry (including flags) on a shield type emblem for USAF and Delta or hexagon type emblem for USSF is authorized for establishments with a headquarters designation for display or use on ceremonial occasions when the organization is represented. Organizational flags are kept at the headquarters to which issue is authorized.

2.17.1.1. There are two authorized ways to display organizational flags of several commands. When flags are displayed in a group, they can be displayed either alphabetically or numerically, as applicable, within groupings of each echelon or command. Within each echelon, USAF units will be ordered first and then USSF units. **(T-3)** The host installation commander is the authorized authority to determine display. The host flag can be displayed at center of the groupings by setting it in front of the others.

2.17.2. Official Organizational Emblems. For flags of organizations authorized emblems, refer to DAFI 84-105, *Organizational Lineage, Honors and Heraldry*, and contact local supporting or command history offices.

2.17.3. Organizational flags are 3 feet by 5 feet and are trimmed on three edges with a 2-inch-wide rayon fringe for the USAF and 2 1/2-inch-wide fringe for the USSF, displayed with or without streamers. This size matches identically with the size of individual colors.

2.17.4. USAF Organizational flags. The base of the organizational flag is the same design as the USAF flag (**Figure 2.14**). 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.

2.17.4.1. Air Staff, MAJCOMs, NAFs, Centers, FOAs, DRUs, wings, groups, and comparable organizations having a headquarters component must have their approved emblem design placed on the shield and their designation positioned on the scroll. **(T-1)** Refer to DAFI 84-105 for further discussion on authorized unit emblems.

2.17.4.2. Air Force Reserve Officer Training Corps units use the coat of arms or emblem from the seal of the university with the school designation on the scroll.

2.17.4.3. USAF organizations authorized a flag, which do not have approved emblems, must use the provisional flag (**Figure 2.16**). **(T-1)** The words "United States Air Force" appear on the scroll.

Figure 2.16. United States Air Force Provisional Flag.

2.17.5. USSF Organizational flags. The base of the organizational flag is black with an approved organizational emblem centered on the flag with Roman numerals underneath depicting the year the command was established. The emblem outline, fringe, numerals, and piping must correspond to the unique FLDCOM color. **(T-1)** Organizations not assigned to a particular FLDCOM but authorized to display a flag will use a black base and silver gray emblem border and fringe. **(T-1)** Devices will appear identical on both sides of the flag and all numerals will read from left to right on both sides.

2.17.5.1. The Space Operations Command flag fringe is silver gray with steel colored numerals and piping; the Space Systems Command flag fringe, numerals, and piping is golden yellow; the Space Training and Readiness Command flag fringe, numerals, and piping is bluebird (**Figure 2.17.**).

2.17.5.2. Space Staff, FLDCOMs, DRUs, Deltas, and comparable organizations having a headquarters component must have their approved emblem design placed/positioned on their flag. **(T-1)** Refer to DAFI 84-105 for further discussion on authorized unit emblems.

2.17.5.3. USSF organizations authorized a flag, which do not have approved emblems, must use the USSF Service flag (**Figure 2.15**). **(T-1)**

Figure 2.17. United States Space Force Organizational Flags for Field Commands.

2.18. Department of the Air Force Guidons. This section describes Air Force and Space Force Guidons.

2.18.1. USAF Guidons. Guidons (**Figure 2.18**) are ultramarine blue nylon or wool bunting, swallow-tailed, 1 foot 8 inches by 2 feet 3³/₄ inches to the end of the swallowtail 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 the fabric. The designation of the parent unit is above the design and below is the designation of the squadron. For squadrons who have a

Space Force Delta as a parent unit, this designation will go on the top line. 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, whereas wings and higher use organizational flags for ceremonies. **(T-1)**

2.18.1.1. The USAF Honor Guard is authorized a special ceremonial guidon.

2.18.1.2. Groups and wings use organizational flags, not guidons, for official ceremonies. They are also authorized to display and use a guidon instead of an organizational flag for occasions not associated with a ceremony. **(T-3)**

Figure 2.18. United States Air Force Guidons.



2.18.2. USSF Guidons. Guidons (**Figure 2.19**) are made of nylon bunting, swallow-tailed, 1 foot 8 inches by 2 feet ¾ inches to the end of the swallowtail and forked 6 inches. The Space Force delta design with letters and numbers appears on both sides of the guidon, reading from left to right on both sides. The unit designation must be fly justified ¾ inch from the center delta points with a maximum number of 10 characters including spaces and must fit onto one line. Numerals and lettering are 1½ inches in height, with varying widths. Authorized abbreviations may be used. Per USSF guidance, guidons are used by Deltas for all ceremonial occasions, whereas FLDCOMs and higher utilize organizational flags for ceremonies. **(T-1)**

2.18.2.1. The USSF guidon base is black with a silver gray delta and characters; the Space Operations Command guidon base is silver gray with black delta and characters; the Space Systems Command guidon base is golden yellow with black delta and characters; the Space Training and Readiness Command guidon base is bluebird with black delta characters. Guidons for Deltas and Squadrons will follow the same color scheme as their FLDCOM. Inscribed in center of guidon is the unit designation. Authorized abbreviations may be used.

Figure 2.19. United States Space Force Guidons.

2.19. Streamers. Streamers ([Figure 2.20](#)) are carried on flags approved for use and display on USAF and USSF installations. A complete set of campaign streamers is displayed on the USAF, but not on USSF Ceremonial Flags. Per SecAF Memorandum, *United States Space Force Ceremonial Flag Streamers*, 13 July 2022, the USSF Ceremonial Flag can display a partial set of 41 campaign streamers to honor the legacy of space support to military campaigns since the creation of Air Force Space Command in 1982. These complete sets represent all campaigns where USAF and USSF units participated in as units. 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.

Figure 2.20. Streamers.

2.19.1. 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 and Air and Space Outstanding Unit Award streamers are available only in the smaller size. Embroidery, when authorized (see DAFMAN 36-2806, *Military Awards: Criteria and*

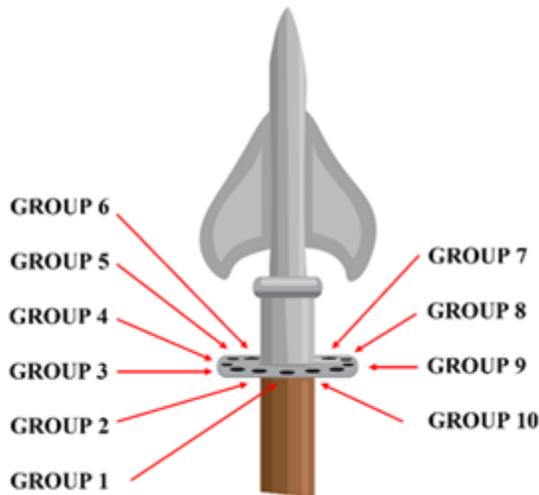
Procedures), is in white letters or numbers. Authorized abbreviations may be used for lengthy names of theaters or actions. If the 4-foot length is desired, it must be specified in the remarks section of the requisition or else the 3-foot length is automatically supplied.

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

2.19.1.2. 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 the command's historian office to verify a unit has authorized campaign participation streamers.

2.19.1.2.1. Campaign streamers are arranged on the streamer set attachment in chronological order by group listed in [Attachment 5](#) in this publication. Streamers will be arranged clockwise in the order earned. (T-2) The first and last streamers are always visible ([Figure 2.21](#)).

Figure 2.21. Streamer Arrangement.



2.19.1.2.2. 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). (T-1)

2.19.2. Unit decoration streamers. Unit decoration streamers represent the unit's decorations. Examples include: Distinguished Unit Citations, Air Force Outstanding Unit Awards, and Air and Space Outstanding Unit Awards. Check with the command's historian office to verify a unit's awards.

2.19.3. [Attachment 5](#) in this publication details the number and type of streamers authorized for display on the USAF and USSF Service flags. Campaign streamers are swallow-tailed ribbons, 2 inches wide, 3 or 4 feet in length, and are 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](#).

2.20. Miscellaneous Flags.

2.20.1. The flag for the Chaplain Corps is blue, with the chaplain emblem in the center and yellow fringe. This flag should always be displayed in chapels on USAF and USSF installations; it represents the accommodation of religious expression and a commitment to the free exercise of religion. The flag is available in two sizes, 4 feet 4 inches by 5 feet 6 inches and 3 feet by 4 feet.

Figure 2.22. The Chaplain Corps Flag.



2.20.2. 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. It may be displayed at any time, during war or peace, to protect or designate medical formations or establishments. The following sizes are authorized: Air Force hospital units, 6 by 9 feet and tactical hospital units, infirmary, and dispensaries, 4 by 6 feet.

Figure 2.23. Flag of the Geneva Convention.



2.20.3. The United Nations flag is blue with the United Nations emblem in the center. The emblem is one-half the width of the flag. It is only displayed by the U.S. Armed Forces when authorized by the President of the United States. It may be displayed on U.S. installations during official visits by United Nations dignitaries or special occasions in honor of the United Nations. It should be displayed with the U.S. flag of the same or larger size.

Figure 2.24. United Nations Flag.

2.20.4. The NATO flag is old glory blue with the blue and white NATO symbol (compass rose) in the center. It is only displayed by USAF and USSF installations or headquarters inside the NATO Complex, when authorized by the NATO allied commander and the country concerned. It should be displayed with the U.S. flag of the same or larger size. Always refer to the Status of Forces Agreement and consult NATO Protocol or the Embassy of the Host Nation for guidance on flag order of precedence.

Figure 2.25. North Atlantic Treaty Organization (NATO) Flag.

2.20.5. Flags of friendly foreign nations, when displayed with flags described in this publication, 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 U.S., they will be ordered alphabetically, according to English alphabet. When in 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 U.S. flag will be at the right, to the observer's left when facing the display. (T-2)

Figure 2.26. Flags of Friendly Foreign Nations.

2.20.6. The flag for the Medal of Honor (MOH) is light blue with gold fringe bearing thirteen white stars, in a configuration as on the MOH ribbon. The MOH is the highest award for valor in action against an enemy force which can be bestowed upon an individual serving in the

Armed Forces of the U.S. The flag is governed by 36 U.S.C. § 903 *Designation of Medal of Honor Flag* and can be displayed in a manner designed to ensure visibility to the public but will not be displayed outdoor when the U.S. flag is at half-staff. This flag is only used when there is a MOH Awardee present as part of the official party. The MOH flag is not carried or displayed in parades or reviews but may be carried at official military funerals. When displayed indoors or in a line with other flags, it is always the last flag in the line of precedence, only followed by the POW/MIA flag.

Figure 2.27. The Medal of Honor Flag.



2.20.7. Authorized by 36 U.S.C. § 901 *Service Flag and Service Lapel button*, the Service Flag may be displayed in a window of the place of residence of persons who are members of the immediate family of an individual serving in the Armed Forces of the U.S. during any period of war or hostilities in which the Armed Forces of the U.S. are engaged. It may also be displayed in a place of business by an organization. The Service flag is not displayed in conjunction with other flags described in this publication. **(T-0)** There are multiple versions of the Service flag; additional guidance is available in Department of Defense Manual (DoDM) 1348.33, Volume 3, *Manual of Military Decorations and Awards: DoD-Wide Personal Performance and Valor Decorations*.

Figure 2.28. The Service Flag.



2.21. Positional, Personal Flags, and Vehicle Plates.

2.21.1. Positional flags are authorized for individuals serving in senior leader positions as prescribed in this publication. **(T-1)**

2.21.2. Positional flags are indoor flags with a pole sleeve and fringe on three sides. The sizes of positional flags are 3 feet by 5 feet and 4 feet 4 inches by 5 feet 6 inches.

2.21.3. Certain civilian and military officials of the U.S. government are entitled, by virtue of their official status or position, to have individual flags representing their official position within the government. Members who are authorized individual colors, will utilize their positional flags in their place, while serving in senior leader positions. Positional flags are often displayed at ceremonies only when the distinguished person for whom it represents is presiding, hosting, or has an official role in the ceremony or event. Positional and office flags of primary concern to the DAF are listed below.

2.21.4. The coat of arms of the President of the United States is centered on a dark blue background, encircled with 50 white stars. Centered on the flag is an American bald eagle with wings spread horizontally. The eagle's talons grasp thirteen arrows and an olive branch. A shield with blue chief and 13 red and white stripes is on the eagle's breast. Cord and tassels are red, white, and blue strands. The fringe is silver and gold bullion.

Figure 2.29. President of the United States.



2.21.5. The coat of arms of the Vice President of the United States is centered on a white background with a five-pointed blue star in each corner. Centered on the flag is an American bald eagle with wings spread horizontally. The eagle's talons grasp thirteen arrows and an olive branch. A shield with blue chief and 13 red and white stripes is on the eagle's breast. Cord and tassels are blue and white. The fringe is blue.

Figure 2.30. Vice President of the United States.



2.21.6. The flag for the Secretary of Defense contains a five-pointed white star in each of the four corners on a medium blue background. 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. Cord and tassels are medium blue and white. The fringe is white.

Figure 2.31. Secretary of Defense.



2.21.7. The flag for the Deputy Secretary of Defense contains a medium blue, five-pointed star in each of the four corners on a white background. 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. Cord and tassels are white and medium blue. The fringe is medium blue.

Figure 2.32. Deputy Secretary of Defense.



2.21.8. The center of the flag for the Secretary of the Air Force displays the Air Force Coat of Arms on ultramarine blue background. Centered on the flag is an American bald eagle with wings spread horizontally and has the Air Force coat of arms (officially blazoned as blue celeste a thunderbolt or garnished gules above a base nebuly argent). A five-pointed white star is in each of the four corners. The fringe is yellow.

Figure 2.33. Secretary of the Air Force.

2.21.9. The flag for the Chairman of the Joint Chiefs of Staff is divided equally by a diagonal line from the upper left corner to the lower right corner. The upper part is medium blue background, and the lower part is a white background. 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. Four stars are placed diagonally from lower left corner to upper right corner, two white stars on the medium blue section and two medium blue stars on the white section. Cord and tassels are medium blue and white. The fringe is yellow.

Figure 2.34. Chairman of the Joint Chiefs of Staff.

2.21.10. The flag for the Under Secretaries of Defense is 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 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. Cord and tassels are medium blue and white. The fringe is white.

Figure 2.35. Under Secretary of Defense.

2.21.11. The flag for the Vice Chairman of the Joint Chiefs of Staff is 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. Cord and tassels are medium blue and white. The fringe is yellow.

Figure 2.36. Vice Chairman of the Joint Chiefs of Staff.

2.21.12. The flag for the Chief of Staff of the Air Force is divided equally by a diagonal line from upper left to lower right. The upper part has an ultramarine blue background, and the lower part has a white background. 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 fringe is yellow.

Figure 2.37. Chief of Staff of the Air Force.

2.21.13. The flag for the Chief of Space Operations is divided equally by a diagonal line from upper left to lower right. The upper part has a black background, and the lower part has a white

background. The center of the flag displays the Space Force seal with a light blue globe grid-lined in silver surmounted by a silver delta both encircled diagonally by a white orbit ring. Four stars are centered horizontally. Two white on the black background and two on the white on the black background. The fringe is silver gray.

Figure 2.38. Chief of Space Operations.



2.21.14. The flag for the Chief of the National Guard Bureau has a diagonal bicolor with dark blue (for the Army) on the bottom and ultramarine blue (for the Air Force) on top. The badge in the center of the flag is the branch insignia of the National Guard Bureau; it dates from the turn of the century. The flag bears four white five-pointed stars, two on each side horizontally. There are two banners: a small one above the insignia with the date 1636 and a large one below the insignia with the inscription NATIONAL GUARD. The fringe is yellow.

Figure 2.39. Chief of the National Guard Bureau.



2.21.15. The flag for the Assistant Secretaries of Defense and General Counsel of the Department of Defense contains a five-pointed red star in each of the four corners on a white background. 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. Cord and tassels are red and white. The fringe is red.

Figure 2.40. Assistant Secretaries of Defense and General Counsel of the Department of Defense.



2.21.16. The flag for the Under Secretary of the Air Force is white, and 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 fringe is yellow.

Figure 2.41. Under Secretary of the Air Force.



2.21.17. The flag for the Inspector General of the Department of Defense contains a five-pointed blue star in each of the four corners on a white background. 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. The fringe is dark blue.

Figure 2.42. Inspector General of the Department of Defense.



2.21.18. The flag for the Vice Chief of Staff of the Air Force is divided diagonally from lower hoist to upper fly and again diagonally from the upper hoist to lower fly. The upper and lower fields are white and horizontal fields are ultramarine blue. The center of the flag displays the

Air Force Coat of Arms between four white stars centered horizontally on the ultramarine blue fields. The fringe is yellow.

Figure 2.43. Vice Chief of Staff of the Air Force.



2.21.19. The flag for the Vice Chief of Space Operations is divided diagonally from lower hoist to upper fly and again diagonally from the upper hoist to lower fly. The upper and lower fields are white and horizontal fields are black. The center of the flag displays the Space Force seal with a light blue globe grid-lined in silver surmounted by a silver delta both encircled diagonally by a white orbit ring. Four white stars are centered horizontally on the black backgrounds. The fringe is silver gray.

Figure 2.44. Vice Chief of Space Operations.



2.21.20. The flag for the Vice Chief of the National Guard Bureau is divided diagonally from upper hoist to lower fly and from upper fly to lower hoist. The upper and lower fields are ultramarine blue (for the Air Force) and the end fields are dark blue (for the Army). The badge in the center of the flag is the branch insignia of the National Guard Bureau; it dates from the turn of the century. The flag bears three white five-pointed stars, two on each side horizontally of the insignia and one centered above. There are two banners: a small one above the insignia with the date 1636 and a large one below the insignia with the inscription NATIONAL GUARD. The fringe is yellow.

Figure 2.45. Vice Chief of the National Guard Bureau.

2.21.21. The flag for the Assistant Secretaries and General Counsel of the Air Force is white and the center of the flag displays the Air Force Coat of Arms. A five-pointed blue star is located in each of the four corners. The fringe is blue.

Figure 2.46. Assistant Secretaries and General Counsel of the Air Force.

2.21.22. The flag for the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff (SEAC) is divided equally by a diagonal line from upper left to lower right. The upper section has a light blue background, and the lower section has white background. 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. Four stars are placed horizontally placed above and below the eagle. Two white stars on the light blue section and two light blue stars on the white section. Four stars denote the SEAC's senior advisory role to the CJCS. The fringe is yellow. **Note:** The SEAC flag is an office flag. It may only be displayed during official ceremonies when honored (e.g., appointment ceremony, SEAC hosted conference and all-call).

Figure 2.47. Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff.

2.21.23. The flag for the Chief Master Sergeant of the Air Force (CMSAF) is divided equally by a diagonal line from upper left to lower right. The upper section has a ultramarine blue background and the lower section has a white background. Centered on the flag is the insignia of the CMSAF, the coat of arms of the U.S. in proper colors embraced by a wreath between two white five-pointed stars at the top and two blue five-pointed stars at the bottom of the shield. The four stars denote the CMSAF's senior advisory role to the SecAF and CSAF. The shield is shaped in the same design as the Air Force coat of arms representing strength, courage, and endurance. The fringe is yellow. **Note:** The CMSAF flag is an office flag and is not considered positional colors. The CMSAF flag is not authorized to be displayed with any positional colors other than the CSAF's flag during a co-hosted all-call. The CMSAF flag is not authorized to be displayed with any personal colors. It may only be displayed outside of the Pentagon during official ceremonies when honored (e.g. CMSAF change of responsibility ceremony, CMSAF-hosted Command Chiefs conference, DAF or USAF all-call, and SAF/PA approved official news media interviews). Flag line example for CSAF and CMSAF co-hosted all-call only: Correct: U.S., USAF, CSAF, and CMSAF; Incorrect: U.S., USAF, VCSAF, and CMSAF.

Figure 2.48. Chief Master Sergeant of the Air Force.



2.21.24. The flag for the Chief Master Sergeant of the Space Force (CMSSF) is divided equally by a diagonal line from upper left to lower right. The upper section is black, and the lower section is white. The center of the flag displays the Space Force seal with a light blue globe grid-lined in silver surmounted by a silver delta, both encircled diagonally by a white orbit ring surrounded by two white five-pointed stars at the top and two black five-pointed stars at the bottom of the hexagon. The four stars denote the CMSSF's senior advisory role to the SecAF and CSO. The fringe is silver gray. **Note:** The CMSSF flag is an office flag and is not considered positional colors. The CMSSF flag is not authorized to be displayed with any positional colors other than the CSO's flag during a co-hosted all-call. It may only be displayed outside of the Pentagon during official ceremonies when honored (e.g., CMSSF change of responsibility ceremony, CMSSF-hosted Command Chiefs conference, DAF or USSF all-call and SAF/PA approved official news media interviews). Flag line example for CSO and CMSSF co-hosted all-call only: Correct: U.S., USAF, CSO, and CMSSF; Incorrect: U.S., USAF, VCSO, and CMSSF.

Figure 2.49. Chief Master Sergeant of the Space Force.

2.21.25. The flag for the Senior Enlisted Advisor to the Chief of the National Guard Bureau (SEA CNGB) has a diagonal bicolor with dark blue (for the Army) on the bottom and ultramarine blue (for the Air Force) on top. The badge in the center of the flag is the branch insignia of the National Guard Bureau; it dates from the turn of the century. The flag bears four white five-pointed stars, two on each side. There are two banners: a small one above the insignia with the date 1636 and a large one below the insignia with the inscription NATIONAL GUARD. The fringe is yellow. **Note:** The SEA CNGB flag is an office flag. It may only be displayed outside of the NGB building during official ceremonies when honored (e.g., change of responsibility ceremony, SEA CNGB hosted Command Chief conference, all-call and SAF/PA approved official news media interviews).

Figure 2.50. Senior Enlisted Advisor to the Chief of the National Guard Bureau.

2.22. Positional Flags or Personal/Individual Colors. Flags are authorized for individuals serving in General Officer (GO) and Senior Executive Service (SES), as prescribed in this publication.

2.22.1. GO individual flags (**Figure 2.51**) are made of rayon or synthetic substitute material. These flags are 3 feet by 4 feet or 3 feet by 5 feet in size, with a pole sleeve and trimmed on three sides with fringe. Air Force and Navy flag base colors are two different shades of blue, Army and Marine Corps are the same shade of red, and Space Force is black. Other variations of individual colors do exist for non-line career fields (e.g., Army medical and Chaplain Corps, 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. Note that the layout of the white stars is the same for Army, Air Force, and Space Force, and likewise the position of the stars for the Navy and Marine Corps are the same.

2.22.2. GO positional and personal/individual flags can be used at ceremonies and official events for Active Duty, National Guard, and Reserve officers when the officer whom it

represents will be in attendance and in uniform to officiate, host, participate or serve as a mentor of the official party in the event. **(T-1)** Positional and personal/individual colors are not displayed for GOs who attend, but do not participate in an event.

2.22.3. Positional or personal/individual flags can be displayed from outdoor flagpoles or on buildings. Flags may be displayed during outdoor ceremonies, pre-positioned or handheld; however, it is not required that they are displayed, only preferred. Post the positional or personal/individual flag for the highest-level participant in any ceremony or event. Flags for other official party members may also be posted to increase decorum, but never post two of the same individual flags in the same display.

2.22.4. GOs are entitled to the issue of one flag for each general officer rank to which they are promoted. When promoted, previous personal/individual flags may be furled and cased, and the flag of the new rank uncased and unfurled. Upon retirement, GO personal/individual colors, for the highest rank achieved, will not be furled since the flags are authorized for use by retired GOs when they officiate, host, or serve as a member of the official party in official events. **(T-1)** Personal/individual colors will be furled and cased at the individual's interment.

2.22.5. Retired GOs of the USAF or USSF may display their individual flags privately in their homes. Public display of individual flags for retired GOs is prohibited. **(T-1)** The only exceptions are when the retiree is in attendance and in uniform, when being honored at an official military ceremony, on the reviewing stand in an official ceremony, or serving in an official capacity (such as guest speaker or presiding officer). **(T-1)** When another flag depicting the retired GO's rank is already displayed, a second flag is not required.

2.22.6. Retired GOs formerly authorized a positional flag (such as a former CSAF or CSO) are no longer authorized to display the flag for that position, but instead are authorized individual colors aligned with their rank and Service as described in [Figure 2.51](#). **(T-0)**

2.22.7. It is not the custom or tradition of the USAF or USSF to display positional or individual flags in front of the headquarters building of GOs, as it is in other Services. However, some positions may participate at Joint Headquarters when following the customs and traditions of the Joint Command.

Figure 2.51. Table of General and Flag Officer Individual Flags (Personal Colors).

Army				
Marine Corps				
Navy				
Air Force				
Space Force				
Coast Guard				

2.22.8. DAF SES, Federal Service, or DoD members of sister Services who are SES members are authorized their own flag as depicted in [Figure 2.52](#) in this publication. The DAF SES flag 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 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 their retirement if they wish to keep their flag.

Figure 2.52. Senior Executive Service Flags.

Department of the Air Force SES Flag.



Federal Service or DoD SES Flag.



2.23. National League of Families POW/MIA Indoor Display. The National League of Families POW/MIA flag (**Figure 2.53**), when displayed indoors or in a line with other flags, must be displayed on the flagstaff to the immediate left (the viewer's right) of the U.S. flag and state or other flags displayed farther left, unless otherwise stipulated by your state flag code. **(T-0)**

Figure 2.53. POW/MIA Indoor Flag.

Section 2C—Vehicle Plates.

2.24. Automobile Plates Authorized for Positional and Individual Flags.

2.24.1. DAF Automobile Plates. Automobile plates are authorized for use on government-owned and leased vehicles for positional and individual flags, 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. **(T-1)** Automobile plates are locally fabricated and/or procured.

2.24.1.1. 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, less fringe, for whom it represents.

2.24.1.2. Commanders (Delta and Group level or above) are authorized automobile plates. **(T-2)** These automobile plates have an ultramarine blue background for Air Force and black background for Space Force, they are inscribed with the unit designation and the word COMMANDER. The commander's insignia of grade in the appropriate color is

illustrated in the center. MAJCOM and FLDCOM commanders may authorize display of these plates by others in positions of authority. **(T-2)**

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

2.24.2. Automobile Flags. Automobile flags are not used in the DAF. 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.

2.24.2.1. 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.

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

2.25. Automobile Flags and Plates for Other than DAF Members. The DAF does not use automobile flags. However, officials of other departments are authorized to display their flag or appropriate device on DAF automobiles and aircraft. When two or more dignitaries (including DAF members) are present, display the device representing the senior government official, civilian or military.

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

2.25.2. 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 (passenger) fender. **(T-1)** If viewing an approaching car, the automobile flag would be seen on the left (passenger) front fender. Flagstuffs for automobile flags are of sufficient height that the lower edge of the flag will display about one inch higher than the crest of the automobile's hood. There are three automobile flag sizes:

2.25.3. 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.

2.25.4. Eighteen-inch hoist by 26-inch fly, trimmed with fringe 1 ½ inches wide. Refer to U.S. Army Regulation 840-10, Table 3-1, for a list of positions allowed to display these vehicle flags.

2.25.5. Six-inch hoist by 9-inch fly, without fringe, for GOs.

2.26. Aircraft Plates. Aircraft plates are authorized to represent the senior government official, civilian or military, occupying the Air Force aircraft. Aircraft plates are duplicates, without the fringe, of the positional or individual flag of the senior government official, civilian or military, occupying the aircraft ([paragraph 2.22](#) and [Figure 2.27](#)). 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.

Section 2D—Procurement and Disposition.

2.27. Procurement of Flags and Accoutrements.

2.27.1. Do not purchase flags or streamer items commercially, unless authorized by DAFI 36-2803, *Military Decorations and Awards Program* or DAFMAN 36-2806 and the servicing financial manager. The manufacture of official Departmental flags is heraldic in nature, and therefore any outside vendors are not recommended or endorsed. **(T-0)**

2.27.1.1. National Stock Numbers (NSN) of battle streamers are listed in **Attachment 5** and flags most ordered are listed in **Attachment 6** in this publication.

2.27.1.2. Flags not listed in **Attachment 6** or other flag accessories may be available through the Air Force Clothing Textile Office at the Defense Logistics Agency (DLA), FedMall, or the General Services Administration (GSA) Advantage.

2.27.2. Procedures for requisitioning organizational flags, guidons, and streamers are outlined in DAFI 84-105 and DAFMAN 36-2806.

2.27.2.1. Units (USAF Group-level and USSF FLDCOM level or above) with an approved organizational emblem are authorized an organizational flag. Requisitions for organizational flags must be accompanied by an Institute of Heraldry approved digital copy of the emblem design. For USAF units, include the motto to be embroidered on the scroll (optional), however, if the organization has no motto, the present organizational name is embroidered on the scroll. Check with the unit historian for accuracy.

2.27.2.2. When an organization reactivates, contact the servicing headquarters history office to facilitate the release of the unit memorabilia box for possible use of the flags and guidons at the activation ceremony.

2.27.2.3. The two-foot streamer 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** in this publication, the campaign streamers 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.

2.27.3. Initial issue of flags and flagstuffs are to GOs through the Air Force Life Cycle Management Center (AFLCMC).

2.27.3.1. Brigadier Generals are issued their individual colors and a U.S. flag of the same size of (3' x 4'), along with two 8-foot flagstuffs.

2.27.3.2. Major Generals and higher are only issued the individual colors for their newly promoted rank.

2.27.3.3. Replacement flags and flagstuffs are requisitioned through normal supply channels.

2.27.4. SES Flags. All members of the SES are issued a DAF SES flag from the Civilian Senior Executive Management Office (SAF/MRL). Organizations may purchase a base and flagstaff for use in displaying the SES flag.

2.27.4.1. Members of the SES should take their issued flag with them when they move to another SES position within the DAF. The poles and bases stay with the purchasing organization unless the SES member personally procured them.

2.27.4.2. DAF SES flags are Air Force property and must be accounted for and retained by the Air Force when a member of the SES separates or retires. **(T-1)**

2.28. Disposition of Flags and Related Items.

2.28.1. Individual flags, with appropriate accessories, furnished to GOs may be retained by such individuals on release from the Air Force or Space Force. Other flags in their possession, including Service flags, must be retained by their office or returned to the appropriate supply channels. **(T-1)** Personal colors flags furnished to SES members may be purchased upon separation from the DAF.

2.28.2. All other flags and related accessories must be returned to the appropriate supply channels.

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

2.28.4. Unserviceable flags should be destroyed. Serviceable streamers displayed with the unserviceable flag should be retained for use on a replacement flag. Contact the local honor guard for appropriate procedures pursuant to 10 U.S.C. § 9565, *Colors, standards, and guidons of demobilized organizations: disposition*.

2.28.4.1. Flag Burning. 4 U.S.C. § 8(k), states: “The flag, when it is in such condition that is no longer a fitting emblem of display, should be destroyed in a dignified way, preferably by burning.” A formal ceremony is not required.

2.28.4.2. Local organizations, such as the Boy Scouts of America, Veterans of Foreign Wars, or the American Legion, collect and oversee the proper disposal of old, worn, tattered, frayed, and/or faded U.S. flags.

2.28.5. Obsolete or superseded organizational flags, guidons, and streamers should be retained by the organization as part of its heritage.

Chapter 3

FUNDING

3.1. Introduction. There are several sources of funds utilized in protocol-related expenses. Always refer to financial management policies when determining the proper fund source. When in doubt, consult with the servicing legal office and resource manager.

3.2. Appropriated Funds (APFs). APFs are monies appropriated by Congress, authorized for specific purposes, and allocated through the Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM) administered budget process.

3.2.1. Official Representation Funds (ORF). When a delegated authority is hosting distinguished foreign military and civilian personnel, U.S. Government leaders, prominent U.S. citizens, or select senior DoD personnel while on official visits to the field, the cost for hosting events and appropriate tokens of official courtesy (e.g., mementos) may be fully or partially paid with ORF. See also AFI 65-603, *Emergency and Extraordinary Expense Authority*, and DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*.

3.2.2. Operations and Maintenance Funds (O&M). Typical protocol expenses funded with O&M include event supplies, such as place cards and name tags; venue rental costs; and Temporary Duty (TDY) expenses for supporting government personnel including advance site visits. To ensure expenditure of O&M funds is authorized, coordinate with a local financial or resource advisor for availability of funds.

3.2.3. Postage Expenses. APFs for postage are allowed for official announcements of official retirement ceremonies, per DAFMAN 65-605V1, paragraph 5.19.4.2. A rule of reasonableness is expected to be followed as to the number of invitations that can be mailed.

3.3. Nonappropriated Funds (NAFs). NAFs are government monies not appropriated from Congress and are managed separately from APFs, even when used to support a common program. NAFs are generated from the sale of goods and services to DoD military and civilian personnel, their family members, and other authorized patrons, at Morale, Welfare and Recreation (MWR) activities and other NAF instrumentalities. Overall budget availability and restrictions will vary by installation.

3.3.1. Special Morale and Welfare Funds (SM&W). SM&W expenditures are intended to benefit the overall morale and welfare of the military community and must be conservative, in the best interests of the DAF, benefit the military community, and are not limited to specific grades or levels of personnel. Examples include light refreshments for unit members (and in some cases, spouses or those of similar relationship) at promotion, retirement, and change or assumption of command ceremony receptions, at or above the squadron level, as well as memorial observations, commander's calls, and installation newcomers' orientations. Flowers or wreath purchase upon the death of a military member or civilian employee may also be authorized.

3.4. Private Organizations (PO). As described in AFI 34-223, *Private Organizations Program*, these installation-recognized non-Federal entities conduct external fundraising and may help with paying for events that are not officially funded, but this support cannot be solicited. Such monetary support is preferred to be in-kind (e.g., the PO pays the venue or caterer directly) and must be

processed as a gift to the DAF, pursuant to 10 U.S.C. § 2601, *General gift fund* and AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*. **Note:** statutory gifts to the DAF cannot be gifts of services (e.g., event planning, serving food) so the primary focus of the gift should be the real or personal property being donated to the DAF (e.g., temporary use of an event venue, food to be consumed by attendees).

3.5. Personal Funds. When government funds are not authorized or available the proper source of funds is the individual. In these instances, personal funds are collected by event organizers and often referred to as “landing” or “hospitality” fees. Legally, these government collections of personal funds are considered a Unit Unofficial Activity (UUA) which operate under unit commander direction in accordance with AFI 34-223. Hence, it is traditional to name these UUA as committees (e.g., Holiday Party Committee, Functional Conference Committee, etc.)

3.5.1. Advance Payment. When collecting personal funds, the need for advance payment is necessary for event organizers to place food orders on behalf of the individuals who have voluntarily committed to attend an event. **(T-3)**

3.5.2. Electronic Payment Partners. Collecting money electronically is efficient and enables attendees the option to pay in advance. UUAs and protocol officers must select the vendor that best fits their mission profile. Nominal transaction fees for the service are charged to the individual per transaction and can be included in the overall landing fee. **(T-3)**

3.5.2.1. Clearly indicate a final cancellation date on the registration page which reflects the last date by which an attendee can cancel and get a full refund. Electronic payment vendors may retain a processing fee for issuing refunds, which should be spelled out in the UUA’s agreement with the vendor. In addition, due to their purchase requirements, food vendors normally impose cutoff dates for delivery of a final headcount and after which, they no longer accept cancellations. Use the cutoff date from the event vendors and the refund policy of the electronic payment vendor to clearly express the policy for the event during registration (e.g., “event cancellation will be accepted up to 72 hours prior for a full refund, minus \$2 processing fee”).

3.5.2.2. Setup electronic payment vendor accounts that belong to a protocol office or command section at any level. Setup “individual” or “personal” level accounts, and not “business” accounts. Payment partner accounts can be tied to office phone numbers, government-issued cell phone numbers, and organizational or individual government email accounts. **(T-3)** However, there are occasions where a non-DoD email account is needed to facilitate account access due to network restrictions or other factors. Money collection for official events must never be processed through personally owned electronic payment vendor accounts. **(T-1)**

3.5.3. UUA Checking Account. Protocol offices or command sections without a protocol office should have a dedicated social committee checking account for the purpose of money collection for official events, transfer of funds from electronic payment vendors, and making payments to event vendors. Money collection for official events must never be processed through personal checking accounts. **(T-1)**

3.5.4. Account Reconciliation. Protocol personnel or action officers responsible for event reconciliation and payment to vendors should obtain separate invoices or receipts for meals charged to official funds and to personal funds, to facilitate audits of UUA accounts. Two-

person controls should be used for all disbursements from UUA accounts; one of the two people should be an officer or senior noncommissioned officer.

3.5.5. Double Recovery for Meals. When a registration fee includes any meals, the attendee must deduct for the cost of the meals on their travel voucher provided by the DAF or accepted by the DAF as a 10 U.S.C. § 2601 gift or accepted by individual employees pursuant to an applicable standards of conduct provision. **(T-0)**

3.5.5.1. When a guest at an event is on official travel orders and authorized per diem for meal and incidental expenses (M&IE), he or she may use personal funds to pay for meals at official events. This enables the guest to avoid double recovery and allows them to R.s.v.p. early. When completing the travel voucher, the guest will not claim government meals were provided, enabling them to collect M&IE.

3.5.5.2. When a guest at an event resides in the local area, and not on official travel orders, he or she will use personal funds to pay for meals at official events, when there are no other funds authorized to cover the expense of the meal. Planners should strive to keep meal costs at DAF-hosted events reasonable and provide, where possible, alternate dining options.

Chapter 4

GIFTS AND MEMENTOS FOR INDIVIDUALS

4.1. Introduction. A gift is anything of monetary value (e.g., gratuities, favors, discounts, entertainment, hospitality, services, training, transportation, travel, meals, lodging, etc.). The standard definition for a memento is found in 5 C.F.R. § 2635.203(b)(2) and defined as an item having little intrinsic value and intended primarily for presentation. Mementos for eligible official visitors may be purchased with ORF as referenced in this chapter. Government employees also have strict limits on giving and receiving gifts among themselves (see 5 C.F.R. 2635 Subpart C) and accepting such mementos from non-foreign government sources (see 5 C.F.R. 2635 Subpart B), and therefore items such as coins, key chains, coasters, pins, and coin dishes are common mementos.

4.1.1. The presentation of a gift is an official courtesy that symbolizes good will and partnerships, which establish relationships and drives culture. Other times, a modest exchange of gifts may memorialize an event for the attendees or as a token of gratitude. Consult the servicing legal office for the purchase, acceptance, and disposition of gifts.

4.1.2. Welcome baskets, typically placed in lodging rooms, should be reserved for international DVs who are qualified recipients under ORF as part of the aggregate gift-giving limit. There are no official funds to purchase welcome baskets for government employees, and expenditure of personal funds on gifts must adhere to gift limitation policies. Protocol offices or command sections without a protocol office should not set a precedent or expectation of a welcome basket. Baskets created for the purpose of providing a continental breakfast, when there are no dining options, can be charged to the visitor.

4.2. References. The presentation and receiving of gifts or mementos for DAF personnel encompasses many different rules regarding cost limits, categories of internal and external people, and occasions.

4.2.1. For general gift acceptance parameters, refer to DoD 5500.07-R, *Joint Ethics Regulation* and 5 C.F.R. Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*, including Subpart B (gifts from outside sources) and Subpart C (gifts between federal employees), as well as AFI 51-506.

4.2.2. NAFs will not be used to purchase gifts for military members, employees, or private citizens, per AFMAN 34-201, *Use of Nonappropriated Funds*.

4.2.3. APFs will not be used to purchase gifts for military members, employees, or private citizens unless specifically authorized by law, per DAFMAN 65-605V1, paragraph 5.22.

4.2.3.1. Designated authorities may present mementos and/or gifts purchased with ORF to authorized recipients outlined in AFI 65-603, paragraph 6, while hosting the recipient(s) at their installation or when calling on them while on temporary duty.

4.2.3.2. Senior DoD personnel authorized to receive gifts purchased with ORF, while on official visits to the field not to exceed \$100, as listed in DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, paragraph 3.4.a.(2).j.

4.2.4. Receiving gifts from foreign governments to military members and civilians in the DAF are covered under AFI 51-506, chapter 9. Decorations and awards presented to individual

Airmen and Guardians from foreign governments are not considered gifts and are covered by DAFI 36-2803.

4.3. Giving Gifts. Gifts should be thoughtful, tasteful, and appropriate to both the occasion and the relationship between donor and recipient. Selecting the right gift for the occasion that can both represent the giver and honor the recipient is important.

4.3.1. The only official funding source in the DAF for the purchase of gifts for presentation to eligible recipients, to be presented by delegated authorities in the DoD, is through ORF, which follows strict guidance regarding spending limits, types of expenditures, and qualified recipients. Gifts may be purchased and stored in a gift locker to support annual expected engagements or may be purchased for a specific recipient, reference AFI 65-603.

4.3.1.1. Qualified recipients in the three categories of foreign personnel, select senior U.S. Government leaders, and prominent U.S. citizens can be given a gift up to the aggregate value (per visit per guest, to include the guest's spouse) of \$415, per AFI 65-603, paragraph 7.2 and the GSA's Federal Management Regulation (FMR) Bulletin published every three years.

4.3.1.2. Select senior DoD personnel, while on official visits to the field can be given a memento, of little intrinsic value, paid by ORF up to the aggregate value of \$100, per DoDI 7250.13, paragraph 3.4.a.(2).j.

4.3.2. Gifts to the President or Vice President. Because of considerations relating to the conduct of their offices, including those of protocol and etiquette, the President or the Vice President may accept any gift for his or herself or on behalf of any family member, provided that such acceptance does not violate 5 C.F.R. § 2635.205(a) or (b), 18 U.S.C. § 201(b) or 201(c)(3), or the Constitution of the United States.

4.4. Accepting Gifts.

4.4.1. Basic customs and courtesies symbolize good will and partnerships, which establish relationships and drive culture. Gifts physically presented should be accepted on most occasions, to maintain relations and avoid insulting the presenter. High-value gifts may be refused (if doing so will not cause offense, embarrassment, or otherwise adversely affect relations). When in doubt, thank the donor on behalf of the agency. The disposition of such gifts can be handled after the occasion has ended.

4.4.1.1. Gifts may not be accepted because of official position or from a prohibited source, which is anyone seeking one's official action by DoD, seeking to do business, or will be substantially affected by the performance of one's official duties. **(T-0)**

4.4.1.2. Gifts must not be accepted if they were given from DoD contractors, due to an appearance standpoint, and require special evaluation by the servicing legal office. For full information refer to AFI 51-506.

4.4.2. DoD employees are authorized to receive unsolicited minor non-cash gifts, from non-Federal entities and individuals (including DoD contractors), not more than \$20 aggregate, per visit or occasion, and not to exceed \$50 in a calendar year from one person in accordance with 5 C.F.R. § 2635.204(a).

4.4.3. DoD employees may accept and retain, outright and without prior approval, a gift of minimal value presented by a foreign government that has a U.S. retail value of \$480 or less

(this amount is subject to change), per GSA Bulletin FMR B-52, *Foreign Gift and Decoration Minimal Value*. Foreign gift exchange details can be found within 41 C.F.R. § 102-42, *Utilization, Donation, and Disposal of Foreign Gifts and Decorations*. Gifts above the minimal value may be accepted on behalf of the DAF and retained for official use or display purposes through the disposition process. When known in advance, coordinate high-value gift acceptance or refusal of foreign gifts with SAF/AA who coordinates with the Department of State, in accordance with AFI 51-506, Chapter 9.

4.4.4. DoD employee retirement or farewell gifts from a group within the DoD (when said group contains at least one subordinate) is limited to a total market value of \$480 with no option for the recipient to “buy down” a more expensive gift to the \$480 target amount, per 5 C.F.R. § 3601.104(a). Individual contributors cannot be solicited for more than \$10 per person and must be completely voluntary, however contributors are free to voluntarily contribute more than \$10, per 5 C.F.R. § 2635.304(c).

4.4.5. Personal gifts given from a subordinate to a superior on appropriate infrequent occasions such as a transfer, resignation, or retirement are acceptable, and value could be included as a group gift. On traditional gift-giving occasions such as birthdays and holidays, there is an aggregate cap of \$10 per occasion.

4.4.6. If a gift to an honoree’s spouse is given primarily based on their status as the honoree’s spouse, it is considered a gift to the employee and subject to the restrictions described, also known as an aggregate value. If the gifting occasion to the spouse is independent from the principal or honoree’s status as an employee, such as long-term personal relationship between the donor and spouse, then the restrictions may not apply. Consult with the servicing legal office when necessary.

4.5. Disposition of Gifts.

4.5.1. Gifts accepted on behalf of the DAF from foreign governments that exceed the minimum value must be deposited with the DAF within 60 days. Options for disposition are (1) return to the donor; (2) approval for official use or display within the DAF; (3) forward for disposition by the GSA; or (4) the recipient can purchase the gift from the U.S. Government at fair market value. SAF/AA is the approval authority for disposition per AFI 51-506, chapter 7, but consult with the servicing legal office for local routing procedures.

4.5.2. Financial disclosure reporting program filers may need to report gifts valued more than \$480 per 5 C.F.R. § 2634.304 (OGE 278e Public Financial Disclosure Report) and 5 C.F.R. § 2634.907(g) (OGE 450 Confidential Financial Disclosure Report).

4.6. Honoraria. When authorized (rare), APFs are used for guest speaker, lecturer, and panelist participation fees. As with mementos, policy exists to limit excessive fees being paid to these individuals. Honoraria is an *ex-gratia* payment to a distinguished outside speaker to compensate them for their time and effort. Refer to DAFMAN 65-605V1, section 5C, for specifics. Standard training contracts should be used when possible. Consult the local finance office and servicing legal office on appropriate procedures and limitations.

4.7. Coins.

4.7.1. Organizational coins (sometimes referred to as “Commander’s Coins”), purchased with APFs, can be presented to military and civilian employees as an award to an individual or team

that contributes to meeting organizational goals or improves the efficiency, effectiveness, and economy of the DAF or is otherwise in the public interest in accordance with DAFI 36-2803, paragraph 3.7. APF coins may also be presented for one-time on-the-spot recognition of meritorious performance or achievement. Presentation of coins should be done in an official or quasi-official setting by the command team. These coins may not be given to contractor employees, other U.S. government officials (except on detail to the DAF), domestic or foreign government officials, or non-federal personnel. The purchase and use of “Commanders Coins” is a self-regulated endeavor. The command team should not overuse such recognition or else their importance is diminished. Generally, not more than 10% of employees in an organization should be recognized per month with command (or unit recognition) coins. Organizational coins are not officially considered a gift or memento. Refer to purchasing guidance in AFMAN 65-605V1, paragraph 5.21.3. for mission accomplishment awards and paragraph 5.21.4 for organizational coins. Refer for distribution guidance to DAFMAN 36-2806, paragraph 8.9.

4.7.1.1. NAF employees should normally be recognized with awards (including coins) purchased with NAF. However, there is no need for the command team to purchase coins with a “pot” of money in which they normally do not need to utilize (APF vs NAF) just to recognize occasional APF or NAF employees. So long as the employee is being recognized for making a significant contribution to a government mission, he or she can be recognized with either an APF or NAF purchased coin.

4.7.2. Coins purchased with ORF are mementos given to extend official courtesies to foreign and domestic dignitaries, as well as prominent U.S. citizens and senior government officials as described in AFI 65-603.

4.7.3. Coins used as Sales Promotional Items (SPI) are given to prospective recruits and influencers for the purposes of obtaining referrals and promoting prospects under the cognizance of the Air Force Recruiting Service (AFRS) per AFRSI 65-601, *AFRS Budget and Financial Management*, paragraph 7.10..

4.7.4. Personally funded coins may be purchased by senior leaders to use as gestures of appreciation for non-employees such as representatives of nonprofit organizations or state/local governments. Coins may not be given to contractor employees or others with a profit-making relationship with the DAF, to avoid any perceptions of endorsement, favoritism, or contract performance evaluation. The same supply vendors used to purchase officially funded coins and subordinates may place such bulk orders on the senior leader’s behalf.

Chapter 5

TRANSPORTATION

5.1. References. The applicable sources of guidance regarding transportation are AFI 24-301, *Ground Transportation*, which implements DoDM 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles*. DAFI 24-602V1, *Passenger Movement*, and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*. Always consult the local transportation office and servicing legal office for transportation related questions and remain flexible to differing local policies and procedures based on circumstances and fleet management.

5.2. Official Activities. Transportation may be provided to U.S. Government military and civilian personnel and civilian personnel not affiliated with the U.S. Government when serving or participating in official activities. **(T-2)**

5.2.1. Ground transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. “Official participation” is defined as activities similar to and including: presiding officer, event host, chaplain, master of ceremonies, honor guard, formation detail, guest speaker and event proffer. Attendance at such activities does not equate to official participation according to AFI 24-301, even when an event has been established as an alternate duty location.

5.2.1.1. Breakfasts, luncheons, dinners, icebreakers, socials, holiday parties, fini-flights, picnics, wing/unit booster clubs, other private organizations, fridge funds, fundraisers or activities resulting in fundraising, Top 3 or 4, company grade officers or enlisted councils, Air Force Ball or Space Force Ball or similar events, shopping, sightseeing, clubs, or functions on- or off-base are not official (this list is not all inclusive, check with servicing ground transportation operations center). These events are not authorized Government Motor Vehicle (GMV) support as referenced in AFMAN 24-306, Section 2H. **Note:** There are times when the event will be official for the speaker, even if it is unofficial for the attendees (e.g., a wing commander who speaks at a unit’s military ball).

5.2.2. A permanently assigned GMV may be authorized for assignment to protocol offices to support official duty. Check with servicing ground transportation operations center.

5.3. Distinguished Visitor (DV) Travel.

5.3.1. Military airlift (MilAir) is often used for individuals appointed by the President needing Senate confirmation (PAS), GOs, and SES members. Each command has a validator that processes military airlift requests. Requests for military transportation are submitted via DD Form 2768, *Military Air Passenger/Cargo Request*.

5.3.2. U-Drive-It vehicles are a subset of GMVs, which are short-term vehicles for individual dispatch; however, they have become limited assets in most military transportation fleets. The TDY status of a DoD employee does not necessarily justify the use of a GMV. When adequate DoD, public, or commercial transportation system (taxi, shuttle, peer-to-peer ride sharing, etc.) are available and cost effective, the use of a GMV is prohibited. **(T-0)** DVs should acquire rental cars when appropriate and in compliance with the Joint Travel Regulation (JTR), Chapters 2 and 3. When a DV is traveling via military airlift and a rental car agency is not available on the installation, the servicing protocol office can check the availability of a GMV

with the local transportation agency for use during TDY. GMV used by TDY personnel and Invitational Travel Authorization (ITA) travelers as passengers is authorized for official events hosted in the homes of Special Command Positions (SCP) personnel in housing per AFI 24-301. SCP homes are occupied by a GO or civilian equivalent, who carries public entertainment responsibilities requiring the incumbent to represent the DAF in official and social activities involving foreign and domestic dignitaries as described in AFI 32-6000, *Housing Management*, in [Attachment 4](#).

5.3.3. Airport pickup by dedicated appropriated funded GMV transportation support is not authorized for members traveling in TDY status according to AFMAN 24-306, section 2H. TDY status members may use publicized, regularly scheduled transportation services (e.g., shuttle buses, airport transportation service) on a space-available basis. Larger vehicles to accommodate space available passengers (e.g., spouses) will not be provided. Official non-DoD visitors invited to participate in DoD activities may be provided fare-free transportation between commercial transportation terminals or residence and visitation point in accordance with DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*. Ground transportation for USAF, USSF, MAJCOM, FLDCOM pre-command training (e.g., squadron, group, delta, wing, and senior leader GO/SES orientation courses) will be supported for the training event only. **(T-1)** Support is not authorized for off-base events, tours, site visits, luncheons, social gatherings, etc. and can be referenced in AFI 24-301. Commercial terminal support is authorized in accordance with guidance in DoDM 4500.36. For the use of motor transportation and scheduled DoD shuttle service in the Pentagon area refer to Administrative Instruction Number 109.

5.4. Official Spouse Travel. Spouse travel may be supported with an ITA at cost or no cost. The ITAs support spouse travel when the presence of the spouse would further the interest of the DoD, USAF, USSF, or a particular command with a robust itinerary showing the spouse's role and including the identity of other attendees. Official spouse attendance at a social event attended only by DoD or DAF officials is not sufficient justification. Any spouse travel is highly visible and subject to scrutiny and requires a thorough judicious review at each level of command. Full information on the approval process and details refer to DAFI 24-602V1, paragraph 2.11 and paragraph 2.12. Key extracts, pertinent to protocol are listed within.

5.4.1. MilAir may be authorized for spouses on ITA (nonreimbursable spousal travel) when there is no additional cost to the government and is generally when the spouse travels concurrently with his or her DoD counterpart; lodging per diem is neither required nor authorized due to shared accommodations. For approval authorities refer to DAFI 24-602V1, paragraph 2.11.3. Rare instances may authorize spouse travel without his or her DoD counterpart to attend a function where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families, referenced in DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, paragraph 5..

5.4.1.1. Commercial air carrier standards for approval of reimbursable spouse travel (for transportation costs only) are based on the standards set out in the JTR volume 1. When MilAir travel is the requested mode of travel in conjunction with DAFI 24-602V1, but there is a likelihood that commercial air transportation may be needed to support official spouse travel, approval authorities should reassess as it does not automatically justify or support official spouse travel by a commercial air carrier.

5.4.1.2. Officially funded spouse travel to conferences must be reviewed and approved per DAFI 24-602V1, paragraph 2.11 and paragraph 2.12, and DoD guidance.

5.4.2. Spouse authorization of Meals and Incidental Expenses (M&IE) per diem requires CSAF or CSO approval and may be delegated to VCSAF, VCSO, AF/DS, and SF/DS. It is appropriate for spousal events such as formal training courses or events where there are few or no group meals, social events, etc. (e.g., the GO/FO Executive Health Course) to be requested. M&IE is usually not appropriate for a separate spouses' conference which runs in parallel with the principal official's conference where there are multiple non-federal entity-funded, ORF-funded, etc. group meals and social events.

5.4.3. Ground transportation for spouses on official ITA is authorized in direct support of the official functions only (e.g., travel to and from terminals, lodging, and event sites) and can be referenced in AFI 24-301. Spouses on official travel, with an itinerary and meeting standards within DAFI 24-301 are authorized GMV support with escort and driver; to avoid appearance of misuse it is preferable the escort is also the driver. When a wing commander's spouse (or similar) acts as the escort, the spouse may drive a GMV, provided he or she is authorized per AFI 24-301, local Logistics Readiness Squadron (LRS) instructions, and is an accepted 10 U.S.C. § 1588, *Authority to accept certain voluntary services* volunteer with a DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities* on file. Permanent volunteer positions, such as Key Spouse Program leaders, are good representatives in this role.

5.4.3.1. During an official conference the expenditure of APF for ground transportation to events not directly related to the substantive issues being considered by the conference, such as events intended to entertain spouses and family members of the delegates, is not authorized per DoDI 5410.19V2, *Community Outreach Activities: Policy Overview and Evaluation Procedures*, Appendix 3A, paragraph 3A.2.f.(b)2.b.

5.4.3.2. Commanders' spouse installation visits, who are not on ITAs, are not authorized official transportation, but may accompany on a space-available basis for official events. **(T-2)**

5.4.3.3. Local commanders' spouse transportation will only be authorized when at no cost and only on a space-available basis when accompanying the member to and from the official events (change of command, retirement, etc.). **(T-1)** Separate itineraries are not authorized for shopping trips, luncheons, museum, or landmark tours, reference in AFI 24-301.

5.4.4. Family member/spouse travel to award ceremonies is not the same as spouse travel, which requires official participation. USAF or USSF-level award recipients are authorized a spouse or close family member to accompany them; only transportation costs are funded between terminals, hotel, and to and from the ceremony location. Further information and guidance can be found in DAFI 36-2803, DAFI 36-2880, DAFMAN 36-2806, and DAFI 24-602V1, paragraph 2.15.

Chapter 6

TITLES, FORMS OF ADDRESS, AND MILITARY ABBREVIATIONS

6.1. Forms of Address. Use proper honorifics, titles, and spellings of names when addressing people in person and in writing. Confirm all are correct before finalizing written materials, such as read aheads, programs, itineraries, engravings, letters, place cards, etc. There are many industry resources available covering titles and various forms of address for all levels of the U.S. and international governments.

6.1.1. When a person carries more than one title, address the person in the role in which he or she is attending the event or conducting business. For example, a retired GO can keep their rank upon retirement, but if the retired GO becomes the Chief Executive Officer of a corporation and are visiting in that capacity, the retired GO must be addressed by the appropriate honorific associated with his or her role (e.g., *Mr.* or *Ms.*). **(T-1)**

6.1.2. Address officials such as Presidents, Ambassadors, and Cabinet members by their titles, never by name alone, (e.g., *Good afternoon, Mr. President*), or (*Good evening, Ambassador Andino*), but not by name alone (*Good evening, Mr. Andino*).

6.1.3. A spouse or one of similar relationship (i.e., “significant other”) of a high-ranking official, to include the Vice President and Cabinet members, do not share their partner’s official titles; therefore, address spouses or significant others as *Mr.* or *Mrs.* or *Ms.* along with their surname, (e.g., *It is a pleasure to have you join us tonight, Mrs. Jones*). Use the proper surname of the spouse or significant other, which may be different than the principal’s surname.

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

6.2. Joint Forms of Address. Certain considerations should be made when establishing naming order or precedence in print products and business settings. A higher official listed before a lower official, a higher military rank before a lower rank, a higher hierarchical religious title before a lower hierarchical religious title, a higher hereditary title before a lower hereditary title, and a higher importance at an event to which the persons are being invited.

6.2.1. When one spouse is in the military and their partner is not, the military member’s name comes first. The same is true when one spouse holds a title and their partner does not. (*Lt Col Jane Smith and Mr. John Smith*) or (*Lt Col Jane and John Smith*) are correct.

6.2.2. When spouses are both in the military or hold titles, the ranking person’s name comes first. The exception to this rule is when an invitation is specifically for the lower-ranking member (e.g., an awards ceremony honoring the lower ranking member) with their spouse as their guest. When both spouses are equal rank, either name can be listed first but the first listing would go to the spouse being invited or having closest relation to the event at hand.

6.3. The Honorable. U.S. government officials who have been elected to public office or are appointed by the President with the advice and consent of the Senate are afforded the courtesy title of *The Honorable*. It is the person who is *The Honorable*, not the office.

6.3.1. It is customary for a person who has held the title of *The Honorable* to continue to be addressed as such after leaving a high-ranking position unless removed from office.

6.3.2. A person never uses *The Honorable* when saying or writing their own name. So, never as the host on an invitation, when signing their name, or introducing themselves.

6.3.3. It is not correct to refer to anyone as simply *Honorable* or *Hon.* *The Honorable* is to be used when associated with the individuals full name only. If a shortened version is needed due to short space, such as a place card, use *The Hon.*

6.3.4. A person may introduce them to others with *The Honorable* preceding their full name and title, *The Honorable* (Full Name), (Office held).

6.3.5. When in conversation or giving a salutation and speaking directly to them use their appropriate honorific title and last name: Senator (Surname), Representative (Surname), Secretary (Surname), Mayor (Surname), Judge (Surname), Mr./Ms./Dr./etc. (Surname).

6.3.6. State governors are commonly addressed as *The Honorable*, except for Massachusetts, New Hampshire, and South Carolina, which use the courtesy title *His or Her Excellency*. Consult the state governor's office to determine the appropriate title for use.

6.3.7. Native American Tribes in the U.S. have their own laws, traditions, and unique structure. Most Tribes use *The Honorable* when addressing their own officials, but it is always good practice to check with the Tribe for the most acceptable forms of address.

6.4. 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. The correct abbreviations are found in [Attachment 8](#) and [Attachment 9](#) in this publication.

6.4.1. Military Chaplains. Always address military chaplains in conversation as *Chaplain*. When addressing Armed Services Chaplains in writing address them by full rank, not by their courtesy title, such as *the Reverend*. The only exception is when addressing a US Army Chaplain in writing preface their rank with "Chaplain" (*Chaplain, Colonel Jill Smith*).

6.4.2. Military Doctors/Dentists. Doctors and dentists can be addressed in conversation as either *Doctor* or by their rank. Only their rank is used when writing.

6.4.3. 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.

6.4.4. Retired military members may continue to use their rank after retirement. The formal title would be written with the rank first, followed by first name, then preceded by their branch of service and the word *retired* (*Brigadier General Tom Miller, U.S. Air Force, Retired*) and for less formal use on place cards and similar products use (*Brig Gen (Ret) Tom Miller*).

6.4.5. Public Affairs personnel utilize Associated Press Style in professional writing, which may use different abbreviations.

6.5. 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 naming conventions as the U.S., often with different symbols for these on their uniforms. Most foreign militaries have different names

and symbols for their rank. When contacting a foreign member's liaison office, request a copy of the official biography in English to obtain the correct rank and form of address.

6.5.1. Within the U.S., address Ambassadors and Ministers as *The Honorable*.

6.5.2. When U.S. Diplomats travel abroad, they are typically addressed as *His or Her Excellency* by foreign citizens.

6.5.3. Address a foreign ambassador, chief of state, president of a foreign republic, head of government, foreign cabinet officer, or other foreign official as *Your Excellency*. Address foreign royalty other than a king or queen (such as a baron, earl, or princess, etc.) as *Your Highness*. Address a king or queen as *Your Majesty*.

Chapter 7

PRECEDENCE

7.1. Introduction. Precedence is the right to precede in order, rank, or importance and is a standard method of settling embarrassment, confusion, and miscommunication among officials, and is primarily used in diplomacy. The primary purpose of precedence is to determine order and privilege for official visit activities, seating arrangements, introductions at official functions, assignment of government quarters, and other administrative matters. Precedence must not be substituted for roles of succession that apply to the President, Congress, and Department of Defense. Precedence helps manage expectations and creates a distraction-free environment where people are comfortable in their place of importance. Order of precedence mistakes may create a negative Service image. Precedence must be validated before execution of any ceremony, honors, or event. **(T-1)**

7.2. Determining Precedence.

7.2.1. The President determines the order and ranking of U.S. officials for official events at home and abroad.

7.2.2. The 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 or Deputy Secretary of Defense determines precedence for full-time personnel of the DoD who are PAS officials; GOs or flag officers (FOs); civilian senior executives; and select other specific senior leader positions. Under the authority, direction, and control of the Secretary and Deputy Secretary of Defense, the Director, Administration and Management, may revise the DoD Order of Precedence.

7.2.4. The SecAF determines the order of precedence within the DAF. The DAF Order of Precedence is based upon the *U.S. Order of Precedence*, the *DoD Order of Precedence*, and the requirements in U.S.C.

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 precede or rank one person ahead of another absent guidance is based on the purpose of the occasion and the best interests of the U.S., DoD, and the DAF.

7.3.2. Commanders may maintain separate precedence lists for use within their organization to assist protocol and action officers with the standardized ability to make seating arrangements and other administrative decisions at official events and meetings.

7.3.3. External reference books on precedence are beneficial to understanding roles and positions not covered in U.S., DoD, and DAF precedence lists. Protocol offices are encouraged to develop their own reference library in consultation with peer offices and SAF/DSP.

7.4. Military Precedence.

7.4.1. When the position held is not a factor, precedence among Regular Air Force and Regular Space Force officers 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 dates are the same, officers of the regular Air Force or Space Force take precedence among themselves according to their position on the permanent promotion list. Regular Air Force and Regular Space Force officers are followed by Air National Guard (ANG) officers on extended active duty status, who will precede Air Force Reserve (AFR) officers in an extended active duty status. ANG and AFR officers not on extended active duty status follow those on active duty status. **(T-1)**

7.4.2. Refer to the USAF GOs Relative Rank List (maintained by AF/A1) to determine relative rank among GOs in the USAF. To obtain the precedence order or date of rank for GO/FOs of other Military Services, contact the principal official's office or their protocol office. DV codes help to blend and clarify precedence for military and civilian leaders, as seen in the DAF Precedence List.

7.4.3. Retired officers rank with, but after, active Regular Air Force, Regular Space Force, ANG and AFR officers of the same rank. Precedence for retired officers of the same rank is determined by date of rank. Retired GOs with positional precedence (e.g., former CSAF or former CJCS) 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). **(T-1)**

7.4.4. Frocking of an officer to a higher grade entitles the individual to wear the new rank and have all honors, courtesies, and benefits of the higher grade afforded, 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. **(T-1)**

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 on any products associated with official events, visits, or meetings. **(T-1)** For example, a Brigadier General or Senior Master Sergeant select are a Colonel or Master Sergeant respectively, until their new rank is pinned on.

7.5. Positional Precedence.

7.5.1. Position often takes precedence over date of rank. The CJCS is senior to all other officers, followed by the Vice Chairman of the 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 assumption of command, are placed ahead of other GOs. **(T-0)** MAJCOM and FLDCOM Commanders are also ordered by date of assumption of command at internal DAF official functions. Active component four-star GOs,

not in roles dictated by precedence, are ordered by date of rank, followed by retired four-star GOs, active component three-star GOs, retired three-star GOs, etc.

7.5.2. Based on their positions, the commander and deputy commander of a wing or delta precede other colonels in the wing or delta, regardless of their date of rank or date of appointment. Similarly, at MAJCOMs and FLDCOMs, the directors and chiefs of special staff precede other staff officers of similar grade, regardless of their date of rank or appointment. In addition, individual unit commanders may determine certain other positions in the unit that should take precedence at unit events, such as a host or guest of honor. This is determined on an individual, case-by-case basis within the local installation.

7.5.3. The CMSAF and CMSSF are Senior Enlisted Advisors (SEAs) to members of the Joint Chiefs of Staff (JCS) and are therefore afforded precedence status as DV Code 4. Precedence is by date of appointment as a SEA to a member of the JCS. **(T-0)**

7.5.3.1. When participating in some National-level events and ceremonies, the CMSAF or CMSSF may be afforded the precedence of the CSAF or CSO, if the CSAF or CSO is also in attendance. **(T-0)** The CMSAF and CMSSF will precede all three-star GOs (except AF/DS and SF/DS) at DAF exclusive events. **(T-1)**

7.5.3.2. Former CMSAF or CMSSF will have DV Code 4 precedence after former Vice Chiefs of Staff of the Air Force or Vice Chiefs of Space Operations (ordered by date of appointment). If more than one former CMSAF or CMSSF is present, precedence is established by the date of appointment to that position.

7.5.4. Command Chief Master Sergeants are seated and announced by positional precedence in their respective headquarters (i.e., Commander, Deputy Commander, and Command Chief). The Executive Director or equivalent civilian position, if applicable, will take precedence after the Deputy Commander. This “command team” precedence is only afforded for internal DAF occasions. If the Commander or the Deputy Commander are not in attendance, the Command Chief Master Sergeant or Senior Enlisted Leaders are seated after the last GO (at MAJCOM, FLDCOM, NAF, Center, DRU, or equivalent) or the last Group Commander (at Wing or Delta level) present. All chief master sergeants who are not Command Chief Master Sergeants will be seated after all officers and not seated or announced alongside their respective commander. **(T-2)** Command Chief Master Sergeants who are serving as keynote speakers should be announced as the first DV (or in precedence among other speakers).

7.6. Department of Defense Civilians Order of Precedence.

7.6.1. SES and Defense Intelligence SES (DISES) precedence are based on the responsibility level in a three-tiered system with Tier 1 equivalent to a Brigadier General, Tier 2 equivalent to a Major General, and Tier 3 equivalent to a Lieutenant General (**Attachment 8**).

7.6.2. Precedence among SES members accorded the same DV Code is determined by date of appointment to SES. If an individual’s position is within the same code as that of the individual’s supervisor, whether that supervisor is a military officer or civilian, the supervisor always precedes the subordinate.

7.7. Civilian Presidential Appointees.

7.7.1. Civilian positions above DV Code 4 are Executive Level positions and encompass all PAS officials, to include the Secretary of the Air Force (SecAF), Under Secretary of the Air Force (USecAF), Assistant Secretaries of the Air Force, and the General Counsel.

7.7.2. If a state-appointed official whose position is not listed on any order of precedence list visits an installation in their own state, they can be given precedence due to the nature of their visit. Contact the governor's executive office for appropriate hierarchy for state officials.

7.8. Order of Precedence Among Elected Officials.

7.8.1. Members of 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 ([Attachment 7](#)).

7.8.2. 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. Typically, publicly elected officials will take precedence over appointed officials within organizations and at similar levels. Refer to official precedence lists for further assistance. When there is no definitive published guidance, it is vital to keep the best interests of the DAF in the forefront of planning and be consistent.

7.9. Diplomatic Precedence. Precedence for Chiefs of Missions is based upon when their credentials were presented to the Secretary of State. Chiefs of Missions are defined as, but not limited to, Papal Nuncios, Ambassadors Extraordinary and Plenipotentiary, Ministers Plenipotentiary, and Charges d'Affaires. Refer to the U.S. Precedence List for current guidance.

7.10. Civic Leader Program Members. Members of a civic leader program, such as an honorary commander program outlined in AFMAN 35-101, *Public Affairs Procedures*, Chapter 5, will be given special precedence equal to their military counterpart during installation-level events. Program members at MAJCOM, FLDCOM, and headquarters levels may be afforded higher precedence to align with their counterparts. HQ DAF Civic Leader Program appointees are automatically considered distinguished U.S. citizens for purposes of qualification of ORF under AFI 65-603. (T-1)

7.11. Leaders or Chief Executives of Native American Tribes. For purposes of order of precedence, Native American Tribes visiting military installations should be treated as foreign governments, with their leaders positioned just after leaders of sovereign foreign nation states, and before any heads of international organizations (visit <https://www.state.gov> for guidance regarding Foreign Government Officials and International Organizations).

7.11.1. When multiple Native American tribal leaders are present, precedence should be organized alphabetically by the official name of each tribe, with any federally recognized tribes, then state recognized tribes, then any non-officially recognized tribes.

7.11.2. The leader or chief executive of a tribe is usually called a chairman, chairwoman or chairperson, but may also be called a principal chief, governor, president, mayor, spokesperson, or representative. The chief presides over the governing body of the tribe. In modern tribal government, the chief executive and members of government and the chief executive and members of the tribal council or business council are almost always elected.

7.12. Other Rules to Consider.

7.12.1. At a function in the U.S. where the President has been invited but sends a representative, that 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.

7.12.2. Spouses of government officials are accorded the same rank or special consideration as their associated principals at official functions and events while they are attending together and seated accordingly, in accordance with U.S. Precedence, 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. “Command Team” precedence that includes spouses or those of similar relationship (i.e., “significant others”) can be established by local commanders for home station events. **(T-3)**

7.12.3. Widowed spouses of former presidents have a special place in the order of precedence. The widowed spouse is ranked according to seniority of the term of office held by the former president. **(T-0)**

7.12.4. The DAF provides widowed spouses of former Service chiefs a special place in the order of precedence. The widowed spouses of a former CSAF or CSO are ranked according to the seniority of the term of office held by their spouse. **(T-1)**

7.12.5. MOH 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. Saluting Individuals.

8.1.1. The hand salute is a courteous exchange of military greeting, recognition, and respect, with the junior member always saluting first. Salutes received must be properly acknowledged. For detailed instructions regarding hand positioning, individual exchange of salutes, and saluting in groups or formations refer to DAFPAM 34-1203.

8.1.2. Civilians who may be saluted by persons in uniform are listed below and included in **Figure 8.1** in this publication; the civilian should always acknowledge the salute. A reciprocal hand salute is permissible but is not required. Alternative gestures of acknowledgement can be a head nod, hand wave, or by placing the right hand over the heart.

8.1.2.1. The President of the United States. **(T-0)**

8.1.2.2. The Secretary of Defense and Secretaries of the Military Departments. **(T-0)**

8.1.2.3. Military members in civilian clothes, upon recognition. **(T-1)**

8.1.3. Salutes must be rendered by all military members when outdoors in uniform, and not part of a formation (**Table 8.1**) to:

8.1.3.1. Officers of the U.S. Armed Forces (Army, Marine Corps, Navy, Air Force, Space Force, and Coast Guard). See **Attachment 8** and **Attachment 9** in this publication for recognition of DoD commissioned officer ranks. **(T-0)**

8.1.3.2. Officers of the U.S. Uniformed Services (includes the Armed Forces, National Oceanic and Atmospheric Administration, and the Public Health Service). **(T-0)**

8.1.3.3. Officers of friendly foreign nations. **(T-0)**

8.1.3.4. Senior officers in a vehicle (hold the salute until it is returned by the officer or after the vehicle has passed). **(T-1)**

8.1.4. Salutes indoors are typically not rendered, except during formal reporting or formal ceremonies and presentations (e.g., award) or recognition (e.g., coin) by a senior officer.

8.1.5. Salutes may be inappropriate or impractical in public gatherings such as sporting events, meetings, or large events (e.g., air show). Every effort should be taken to post signs and make announcements. Installation 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.” **(T-3)**

Table 8.1. Saluting Individuals in Uniform.

Salute Whom	Where	When
The President, Secretary of Defense, and Secretaries of the Military Departments	Outdoor	Always*
	DV is in a vehicle	When Government Motor Vehicle (GMV) is distinguished by vehicle plates and/or flags
The Vice President	Indoor or Outdoor	When reporting in/out, when receiving a military award or decoration, and as prescribed for official military ceremonies
Senior Ranking Officer of the U.S. Armed Forces (commissioned and warrant) and Senior Ranking Officer of the U.S. Uniformed Services	Outdoor	Always by junior ranking service member(s)*
	Indoor	When reporting in/out, when receiving a military award or decoration, and as prescribed for official military ceremonies
	Senior Officer is in a GMV	When distinguished by vehicle plates and/or flags
	Senior Officer is in a POV	Optional
Officers of Friendly Foreign Nations	Outdoor	When recognized by the junior ranking service member(s)
<p>*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 (always salute a senior officer if they are encumbered, even though the salute cannot be returned).</p>		

8.2. Saluting the United States Flag.

8.2.1. The U.S. National Anthem is “The Star-Spangled Banner” and requires specific conduct under 36 U.S.C. § 301, *Patriotic and National Observances and Organizations*. The first verse of the National Anthem is the only song authorized for playing at DAF ceremonies when colors are presented or pre-posted. “God Bless America” or other patriotic songs will not be substituted for the National Anthem. **(T-0)**

8.2.1.1. Outdoors, when a U.S. flag is displayed, individuals in military uniform, will stand and present the military salute on the first note of the National Anthem (or by command when part of a formation) and maintain that position until the last note of music or command. **(T-0)** Per the National Defense Authorization Act of 2009, military personnel and veterans, wearing civilian attire, also have the option to render the hand salute from the first to last note of music. Personnel in civilian attire should stand, remove any non-religious headdress, and place their right hand over their heart. When the U.S. flag is not

displayed or observed, face toward the music and act in the same manner as if the U.S. flag were visible.

8.2.1.2. Indoors, when a U.S. flag is displayed, individuals in military uniform, will stand at attention and maintain that position until the last note of the National Anthem. **(T-0)** Per the National Defense Authorization Act of 2009, military personnel and veterans, wearing civilian attire, also have the option to render the hand salute from the first to last note of music. Personnel in civilian attire should stand, remove any non-religious headdress, and place their right hand over their heart. Sometimes ceremonies are conducted inside areas such as hangars or maintenance bays, that are designated as “outdoor” ceremonies. In this case, announcements or signs should indicate that the ceremony is being conducted as an outdoor ceremony, and the customs of [paragraph 8.2.1.1](#) in this publication apply to official party and guests.

8.2.2. “To The Colors,” a service or formation call, is sounded as a salute to the National Colors, to the President of the United States, to the Vice-President, former Presidents, and foreign Chief Magistrates. The call can be sounded in unison by one or several buglers. “To The Colors” is sounded in place of “The Star-Spangled Banner” when a bugler is used in lieu of a live band or a taped recording. Personnel present must follow all etiquette for honoring the U.S. flag as outlined in [paragraph 8.2.1.1](#) and [paragraph 8.2.1.2](#) in this publication. **(T-0)**

8.2.3. National anthems of friendly nations will be played first when that nation is honored in any DAF ceremony or event within the U.S. The playing of national anthem(s) of friendly nations will be followed, without pause, by playing the U.S. National Anthem. **(T-1)**

8.2.3.1. Anthems of the U.S. or 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. **(T-1)**

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

8.2.3.3. During the playing of the national anthem of a friendly nation, whether on U.S. soil or visiting abroad, U.S. military members will render the same courtesies as those given during the playing of the U.S. National Anthem. **(T-0)** Personnel in civilian attire should stand and remove any non-religious headdress but are not required to put their hand over their heart for anthems of friendly nations.

8.2.4. At a parade or pass and review, individual courtesies must be rendered when the U.S. flag is six paces before them and maintain the salute until the U.S. flag is six paces past them. Individuals in military uniform will stand and present the military salute. **(T-0)** Military veterans in civilian attire have the option to also render the hand salute for the same duration as uniformed members. Personnel in civilian attire should stand, remove any non-religious headdress, and place their right hand over their heart.

8.2.5. The Pledge of Allegiance to the U.S. flag is not to be recited by military members in uniform. **(T-0)** Personnel present should follow all etiquette for honoring the U.S. flag as outlined in [paragraph 8.2.1.1](#) and [paragraph 8.2.1.2](#) in this publication.

8.2.6. ‘Reveille’ and ‘Retreat’ bugle calls are performed daily on most USAF and USSF installations. Installations have different missions and procedures for either displaying the U.S.

flag 24-hours a day or raising and lowering it each day. Therefore, variations of the playing of 'Reveille' and 'Retreat' either independently or in conjunction with the National Anthem or 'To the Colors' can be found on different installations. Specific details regarding Reveille and Retreat ceremonies can be found in DAFPAM 34-1203.

8.2.6.1. 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 of people or vehicles. Typically, this occurs when the U.S. flag is displayed 24-hours a day.

8.2.6.2. When 'Reveille' or 'Retreat' is played as a prelude to the National Anthem or 'To the Colors,' or if the U.S. flag is being raised or lowered, then personnel should perform the following courtesies that typically coincide with the raising and lowering of the U.S. flag:

8.2.6.2.1. If in a vehicle, stop in place at the first note of music (pull the car to the side of the road if there are safety concerns or emergency vehicles need access). All occupants stay in the vehicle and sit quietly at attention until the last note of "To The Colors" or the National Anthem is played (or the flag is fully raised or lowered).

8.2.6.2.2. If participating in an official 'Reveille' or 'Retreat' ceremony at the installation or other flagpole, members in formation will follow the orders of the commander of troops. Military members present in uniform will face the flagpole and stand at the position of 'parade rest' until the last note of 'Reveille' or 'Retreat' is played. Upon the start of the National Anthem or 'To the Colors' personnel in attendance will follow all etiquette for honoring the U.S. flag as outlined in [paragraph 8.2.1.1](#) and [paragraph 8.2.1.2](#) in this publication. **(T-1)**

8.2.6.2.3. All sporting or physical training activities will stop during Reveille and Retreat (only if the flag is being raised or lowered). **(T-1)** Military members in uniform will stand at the position of 'parade rest' facing the flag or music until the last note of Reveille or Retreat is played. All personnel will then follow all etiquette for honoring the U.S. flag as outlined in [paragraph 8.2.1.1](#) and [paragraph 8.2.1.2](#) in this publication. **(T-1)**

8.2.7. 'Taps' began as a signal to extinguish lights (lights out) at the end of the day. Many installations play 'Taps' to signify lights out or to begin quiet hours. For these purposes, saluting is not required. **(T-1)** During a military ceremony and upon hearing 'Taps' (e.g., military funeral, memorial ceremony, wreath laying, etc.), military members in uniform and outdoors will salute at the first note of 'Taps' and maintain that position until the last note. If indoors and uncovered, uniformed members will stand at attention. **(T-1)** Personnel in civilian attire should remove any non-religious headdress and place their right hand over their heart.

8.2.8. For military funeral or gravesite ceremonies military members in uniform will salute the U.S. flag when draped on the casket, caisson, or the hearse as it passes. A salute will also be rendered during the firing of volleys and the playing of 'Taps.' **(T-1)**

8.3. Other Marks of Respect.

8.3.1. Juniors will always show deference to seniors by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them. **(T-1)**

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

8.3.2.1. When addressed by a senior official. **(T-1)**

8.3.2.2. When GO/FO, the commanding officer, an officer senior to the commanding officer, or an officer making an official inspection enters the room or space. **(T-1)**

8.3.3. Juniors will walk or ride to the left of senior officials whom they are accompanying. **(T-1)**

8.3.4. Officers will enter aircraft and other modes of transportation in inverse order of rank and will depart them in order of rank, unless there is special reason to the contrary. **(T-1)** The senior officials will be accorded the more desirable seats. **(T-1)**

8.4. Making a Proper Introduction. When introducing two individuals, mention the honored or senior person first and make the introduction of the other person to them (e.g., “General Smith, I would like to introduce Captain John Jones.”). It is always appropriate to give the senior person short and direct information about the junior person to promote conversation (e.g., assignment, position title, or relative fact).

8.5. Office and Courtesy Calls. An “office call” is a meeting hosted by a principal when the attendee(s) are of equivalent or lower rank or status. A “courtesy call” is a meeting hosted by a principal when the attendee(s) are of higher rank or status. Protocol personnel may assist in the setup of “command team” office or courtesy calls when there are DVs, or the meeting is associated with an official ceremony.

8.6. Courtesies to the Air Force Song. When the ‘Air Force Song’ is played, military members will stand at attention and feel free to sing the lyrics of the ‘Air Force song.’ Uniformed members will not salute. **(T-1)** Official Party members for ceremonial events may move after the playing of the first verse of the ‘Air Force Song’. Proper respect and courtesy are always rendered to all Service songs.

8.7. Courtesies to the Space Force Song. When ‘Semper Supra’ is played, military members will stand at attention and feel free to sing the lyrics. Uniformed members will not salute. **(T-1)** Official party members for ceremonial events may move after the playing of ‘Semper Supra’. Proper respect and courtesy are always rendered to all Service songs.

Chapter 9

ATTIRE

9.1. Attire and Professionalism Guidelines. Guidelines are offered to present a baseline of what type of civilian attire to wear for official functions at all levels. Military, civilian employees, and spouses often attend base events where personal attire is called for instead of uniforms. Official events normally have official photographers present, and some may have external media presence. It is important to keep in mind that no matter what level of attire an occasion calls for, each person is always representing themselves as a professional and the DAF.

9.2. Invitations. Attire listed on an invitation should be specific. Keep the baseline, and when applicable, expand descriptions to help guests understand the level of formality, theme, weather, indoor/outdoor, etc. Baselines: Black Tie, Formal, Semi-formal, Business, Business Casual, and Casual. Examples of baseline attire with descriptions (not all inclusive):

- 9.2.1. Business (Suit and Tie)
- 9.2.2. Business Casual (Sport Coat, Open Collar)
- 9.2.3. Business Casual (Shirt and Tie, No Jacket)
- 9.2.4. Business Casual (Open Collar with Slacks or Khakis)
- 9.2.5. Casual (Jeans Acceptable)
- 9.2.6. Casual (Golf Attire)
- 9.2.7. Casual (Summer Dresses and Bermuda Shorts)
- 9.2.8. Casual (Holiday Wear)

9.3. Dress for Military and Civilians. Responsibilities and standards for dress and personal appearance of all DAF personnel can be found in DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*. Further guidance, which includes descriptions of civilian equivalent attire at specific types of events can be found in AFPAM 34-1202. Included in this chapter is a uniform equivalency event chart (**Table 9.1**) that provides the basic uniform equivalency for various levels and types of events. Avoid planning events that call for the wear of OCP or Flight Duty Uniform (FDU) at off base restaurants that operate primarily to serve alcohol to stay in compliance with DAFI 36-2903. **(T-1)**

Table 9.1. Uniform Equivalency Chart.

Civilian Attire	Uniform Equivalent
White or Black Tie Tuxedo Formal	Formal Dress (officer only) Officers: Mess Dress (enlisted optional) Enlisted: Semi-Formal Dress Uniform
Semi-Formal Cocktail	Officers: Mess Dress (enlisted optional) Enlisted: Semi-Formal Dress Uniform
Business	Service Dress
Business Casual Casual	OCP, FDU, or uniform of the day

9.4. When No Uniform is Specified for Official Occasions. When no uniform is specified for an official occasion, DAF members should consider the type of event and whether it is held on-base or off-base to make a good decision. Contact the event host, coordinating protocol office, or other attendees to consult on proper attire. The most appropriate uniform for business and ceremonial occasions is the Service Dress Uniform or Blues shirt for less formal occasions, specifically when off-base and in the public eye. Do not wear the OCP or FDU at off-base restaurants that operate primarily to serve alcohol. When any version of the military uniform is established for wear to an official function, as prescribed by this publication, dual military spouse couples, should both adhere to standards of dress and appearance in accordance with DAFI 36-2903. (T-3)

Chapter 10

ADMINISTRATION

10.1. General Management of Protocol Events. Planning, preparation, and after action for protocol events includes a plethora of administrative responsibilities, to which not all are covered in this publication. Products should be prepared with no errors, which requires peer and supervisor review of all products to reduce errors and standardize formats. Refer to DAFH 33-337, *The Tongue and Quill*, for writing and grammar styles. For questions regarding authority to print products either on local computers or by commercial printing refer to DAFMAN 65-605V1, but always contact the DLA for commercially printed products before considering outside resources.

10.2. Invitations. Electronic invitations are the primary means of sending invitations for official DoD events. **(T-2)**

10.2.1. Links to payment partners can be included in electronic invitations, however, alternate invitation platforms can be used when the collection of money for an event is necessary. Refer to **Chapter 3** in this publication for further details.

10.2.2. Formal paper invitations are authorized to be produced on local printers. A rule of reasonableness is expected to be followed as to the number of invitations that can be printed. Proper etiquette recommends mailing invitations three to four weeks in advance. For mailing of official invitations review **paragraph 3.2.3** in this publication and DAFMAN 65-605V1, paragraph 5.19.4.2 for authorizations.

10.2.3. Email communication should be professional, pointed, and effective for the dissemination of invitations and event management correspondence to a wide audience of senior leaders. Ensure subject lines include the name of the event (e.g., “Invitation: 11th Wing Change of Command Ceremony”) and email content is specific to the necessary details. Avoid lengthy emails and be sure to include the who, what, when, where, and why in the body of the email, regardless of also contained on the electronic invitation. Courtesy copy executive staff and key planners.

10.2.4. Invitation lists include people who are invited to attend a specific event and will be approved by the host and/or honoree before invitations are sent out. **(T-3)** Protocol personnel should prepare recommended invitation lists to present to the host for official events. Depending on the type of event being planned, invitees can often include local elected officials, civic leaders, members of the chamber of commerce, and key organizational members, who may be managed by the Public Affairs Office or the community relations manager. All invitation lists for ORF events must meet specific guideline and ratios per AFI 65-603. **(T-1)**

10.2.5. Attendee or guest lists indicate who has responded to attend or are expected to attend an event. The guest list will be included in the final event brief, used to coordinate seating, and used for financial reconciliation when applicable. The final guest list for ORF events must be included in the reconciliation package per AFI 65-603. **(T-1)**

10.3. Seating. Seating diagrams depicting room layout and assigned seats for key leadership and family by precedence and/or preference are important for event briefs to hosts and honorees and useful for ushers to assist guests. Place cards and chair tags assist guests in identifying their assigned seat and share their identity with others.

10.3.1. When preparing a seating diagram for a large event, design a diagram with seat numbers or table numbers for quick reference plus an alphabetic list of guest names (by last name) with their assigned seat or table number. Most ushers are not familiar with the guests, and therefore this will allow them to find names and seat assignments quickly. Smaller meetings and venues, which do not require ushers, may depict names directly on the seating diagram.

10.3.2. Place Cards (Table Tents) are typically available in small, medium, and large sizes, which are useful in different situations and can be printed on thick cardstock and cut or printed on product templates. Rooms and table sizes generally dictate the best place card size. Designs and graphics or logos are not required, but if used should be minimal and tasteful, keeping in mind the purpose of the place cards. The names should appear in the largest most clear font that works with the size of the card and names to be displayed. Internal business meetings, especially those that are reoccurring, can depict the guest's office symbol (or other appropriate abbreviation) alone, but it is recommended to use names when external guests are included.

10.3.2.1. Small place cards are approximately 2 inches tall by 3.5 inches wide, there can be four to six place cards per sheet of paper (Avery 5302). The best use for these cards is at banquet tables or in small social settings and office calls. At tables when a meal is being served write the name as it is spoken in formal conversation (Mr., Mrs., Ms., Dr., General, Colonel, Sergeant, Last name), courtesy titles and post nominal letters are not typically included. The spoken title or rank with the last name on the front and the first name (go-by) on the back. In business settings, it is appropriate to use the abbreviated title or rank with the first and last name on each side.

10.3.2.2. Medium place cards are approximately 2.5 inches tall by 8.5 inches wide, there are normally two place cards per sheet of paper in portrait orientation (Avery 5305). The best use for these cards is for meetings in small group settings, where names do not need to be seen from a distance. It is appropriate to use abbreviated rank with first and last name and optionally add a title or organization below the name on both sides.

10.3.2.3. Large place cards are approximately 3 to 4.5 inches tall by 8.5 inches wide, there is normally one place card per sheet of paper in landscape orientation (Avery 5309). The best use for these cards is for meetings in large group settings, or where names need to be seen from a distance. It is appropriate to use abbreviated rank with first and last name and optionally add a title or organization below the name on both sides.

10.3.3. Chair back seat cards, or chair tags, are used to indicate seat assignments when there are no tables for the guests. Adhesive or Velcro labels, chairback covers, or place cards can be used to designate seats, but it will be based on the type of venue and chair used.

10.3.4. You-Are-Seated-At (YASA) cards display the name of a single guest or couple with their assigned table number. These are cards given to guests upon check-in at large meal events. The card provides double use to the guest, who can then place it at their selected seat at the assigned table.

10.4. Itinerary. An itinerary is a key planning timeline that provides logistical details and movements critical to the success of an event or visit. Different versions of standardized itineraries are used by various commands. It is common to start with a "strawman" or "outline" itinerary for planning purposes and then build a more robust, full itinerary for final use. For a DV itinerary,

write it in the perspective of the visitor, as a product delivered to the DV which helps navigate and understand the details of their visit. Content for itineraries is typically the responsibility of the OPR for the visit or event.

10.5. Scripts. Standardized scripts ensure official ceremonies follow prescribed sequence of events, provide cues for official party members, and help maintain proper protocols. Writing scripts for special events that are themed or personal in nature is important for planning, timing, and briefing senior leaders. Script templates can be acquired through SAF/DSP or MAJCOM, FLDCOM, or DRU protocol offices. It is never recommended to ask a narrator to execute an event without a script; provide scripting with narration written in upper case with quotations.

10.6. Programs. A program or pamphlet for guest utilization, that accompanies a ceremony or event, is a helpful and informational tool that provides the sequence of events, biographies, lyrics to service songs, and/or additional information. Programs can either be printed or provided by Quick Response (QR) Code for guests to view on their smart phones.

10.7. Name Tags. Name tags provide a personal identity and help facilitate networking in social environments. Correct name tag placement is on the right upper chest, which facilitates line of sight when shaking hands. In international or business environments that dictate placement on the left, follow suit. The top line is the first name of the individual in larger bold font. The second line is the individual's title/rank and last name (e.g., *Ms. Jones or Col Smith*). The optional third line is the individual's work title and/or organization.

10.8. Financial Accountability. The spreadsheet or product used to account for event finance should be clear and concise. Financial audits frequently occur, and therefore a clear trail of income and expenses, which shows a remaining balance for every event, should be documented.

10.9. Event Briefs. Upon final planning, prepare an event brief (preferably one-page snapshot) of the most pertinent details of official party and DV movements or sequence of events. The event brief should include the date, time, and location of the event, with key phone numbers of the point of contact and/or action officer. Additionally, include the uniform/attire requirements, menu and/or meal selections, or anything specific to the event at hand. Include attachments such as seating charts and guest lists to help the host understand key elements of the event or visit. Submit the event brief 24-48 hours before the start date to the host for use as a pre-brief tool.

10.10. After-Action Reports. Complete an after-action report upon completion of all major events and file it inside the continuity planning folder for the next person, who may plan the same type of event. Identify and implement key findings that serve as process improvements for the overall protocol office as they are discovered.

10.11. Customer Surveys. Protocol personnel should send customer surveys to principal stakeholders at the conclusion of major events. These surveys provide valuable feedback from the customer's perspective, which could lead to employee recognition, performance appraisal input, and/or protocol process improvements.

Chapter 11

DISTINGUISHED VISITORS

11.1. Definition. A DV is someone external to an organization, usually of a high governmental or military rank (e.g., E-9, O-7, or above), PAS officials, members of the SES or DISES, or civic leaders of equivalent rank or stature as measured by title, responsibility, and duties, who are usually on official business of their organization. As such, individuals are entitled to official courtesies from the DAF. The purpose of a visit can also determine if the distinction of DV will be accorded to someone and should be determined by the host commander. **(T-3)**

11.1.1. Any GO/FO, or government official with rank equivalent to a brigadier general or higher. **(T-0)**

11.1.2. Any foreign military officer or civilian designated a DV by SAF/IA.

11.1.3. Current Civic Leader Program (CLP) members and honorary commanders assigned to an official installation program while serving in that role.

11.1.4. Installation commanders at the O-6 level may afford DV status to other wing commanders, higher command O-6/GS-15s, and command chiefs for official visits. **(T-3)**

11.1.5. Spouses or those in a similar relationship (significant other), accompanying their principals on official visits, are afforded the equivalent DV status.

11.2. Honors Accorded to 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). **(T-1)** Honors may be demonstrated using cannon salutes (if in a joint environment), escort of honor (such as Veteran organization formation or motorcade, etc.) or honor guard, parades, or review of operations, and ruffles and flourishes. See [Attachment 2](#) in this publication for a list of individuals entitled to honors, together with the number of guns, ruffles and flourishes, and the prescribed music for each.

11.2.1. In general, honors and welcome ceremonies are reserved for the President, Vice President, PAS officials, GO/FOs of the U.S. Armed Forces, international dignitaries, and for occasions when such ceremonies promote international goodwill.

11.2.2. International civilian and military officials, occupying positions equivalent to those listed at [Attachment 9](#) in this publication, will be rendered honors equivalent to their U.S. official counterparts, regardless of actual military rank. **(T-1)** All other foreign military persons will receive the honors according to their actual rank or the USAF or USSF equivalents. **(T-1)**

11.3. Minimizing Frequency of Ceremonial Honors.

11.3.1. Formal welcome ceremonies, when planned by appropriate authority for specific purposes, are always suitable when they are instrumental in improving morale or maintaining national prestige.

11.3.2. In the interest of economy and manning, parades, honor cordons, motorcades, and other ceremonial aspects which involve large numbers of personnel and equipment, will be held to an absolute minimum when officials entitled to such honors visit military installations. **(T-1)** In general, full honors will be reserved for PAS officials and GO/FOs of the Military Services, for foreign dignitaries, and for occasions when ceremonies promote international

goodwill. It is the prerogative of the host commander to determine types of honors to be rendered. **(T-1)**

11.3.3. Officials of the DAF 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. Visiting officials will also notify the commander if any honors ceremonies are required to 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 DAF, the installation, or community goodwill. DoD officials 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 it is in the best interest of the DAF or community relations to render honors. If this is the case, the host commander will advise the visitor. **(T-1)**

11.4. Visitors without DV Status. When a visitor is determined not to be a DV, but still has official business to perform, their arrangements can be made by any staff action officer that represents the office being visited. There is no need for Protocol-level planning or to include non-DVs in any DV reporting process that have been established within the organization.

Chapter 12

CONFERENCES

12.1. Overview. Conferences subject to this guidance are also often referred to by other terms such as conventions, expositions, symposiums, seminars, workshops, or exhibitions. When USAF or USSF units, programs, and functionals are the hosting entities for conferences, the primary source for conference planners will be the protocol officers and assigned action officers versus contracted conference planning services. **(T-2)** Conferences may range in complexity from a single half-day working session to a week-long event, which includes several social functions.

12.1.1. Protocol involvement should be focused on supporting invitations, registration, official social functions, and ensuring certain logistical matters have been handled (e.g., lodging, transportation, group meals, and official socials).

12.1.2. For all conferences, the host commander must appoint an OPR to liaise with SAF/AA, lead the planning effort, manage, and create conference content, schedule speakers and panelists, and work with protocol to align logistical support and event planning needs. **(T-3)**

12.1.3. Principal spouse-hosted conferences may be held in conjunction with principal hosted conferences and may need a separate OPR to coordinate content.

12.2. References. In AFPAM 34-1202, *Guide to Protocol*, conference planning guidance can be found to assist protocol officers in the detailed planning of DAF-hosted conferences. DAFMAN 65-605V1, section 5P, outlines cost authorities and SAF/AA Memorandum, “Air Force Supplement to DoD Conference Policy 4.0,” September 7, 2017, has details on approval authorities and regulatory guidance.

12.3. Conference Expenses.

12.3.1. Registration fees are rare, but hosting offices can charge government employees a registration fee for attendance. These are charges to O&M funds used to cover official expenses that are reasonable and legitimate costs of sponsoring and conducting the event such as facility charges, audio/visual equipment rental, and speaker costs. Refer to DAFMAN 65-605V1, Section 5P, paragraph 5.34 for accurate registration fee guidance.

12.3.1.1. Travel costs, including lodging and Meals and Incidental Expenses (M&IE) per diem for the traveling employee, are usually paid by the unit authorizing the employee’s attendance. For certain conference events (e.g., a sequestered training environment where the mission dictates all attendees are housed and take sustenance as a group in the conference venue), lodging and meal costs may be built into the registration fee. Participation in social or recreational activities should not increase the duration of official travel or the cost to the DAF. For example, awards banquets requiring an additional night stay at the venue should not be attended at DAF expense and may warrant the attendee to take leave in conjunction with their TDY.

12.3.1.2. Double recovery for meals must be avoided; when a registration fee includes any provided meals, the attendee must deduct the cost of the meals on their travel voucher in accordance with the *Joint Travel Regulation*. **(T-1)** The deducted meal rule does not apply to continental breakfast items provided as part of a conference registration fee.

12.3.2. Landing fees are voluntary fees paid by attendee personal funds, which are separate from the registration fee. Landing fees generally cover food and official social functions, such as “ice breakers” to open a conference, meals during the conference, and gatherings at the close. Additionally, as the body of attendees form a temporary UUA, who can (expressly or implicitly) vote on such matters, the costs for non-federal speaker gifts and meals, decorations, and electronic payment processing fees may be paid from the personal funds collected as a landing fee by the UUA. Refer to **Chapter 3** in this publication for additional guidance.

12.3.3. Widely Attended Gatherings (WAG) are events hosted by a non-federal entity who may offer local personnel, as well as those in TDY status, free attendance at an event held in conjunction with a DAF-sponsored conference (e.g., an evening dinner or afternoon post-session reception). Organizers or proposed attendees should contact their servicing legal office for advice on whether an offer of free attendance may be accepted (perhaps as a Widely Attended Gathering pursuant to 5 CFR 2635.204(g) or other *Standards of Conduct* authority), and if so, what limitations apply.

12.3.4. Prohibited conference expenses, such as entertainment-related expenses, are expressly prohibited as part of DAF-sponsored or hosted conferences. **(T-0)** Prohibited examples include hiring musicians or other entertainers to perform at conferences, procuring extraneous promotional items, decorations, or other goods and services for participants that are unrelated to the purpose of the conference, procuring tickets to recreational activities outside of the conference setting, or using funds to produce non-substantive audio/visual materials. Common sense and good judgment must be used throughout the conference planning process. If there is any doubt as to the appropriateness of certain expenses, coordinate with appropriate officials, and servicing legal office.

12.4. Co-Sponsored Conferences. Co-sponsored Conferences, seminars, or like events with a non-federal entity are authorized by Chapter 3 of DoD 5500.07-R, *Joint Ethics Regulation*, if there is a legitimate federal government purpose in accordance with 5 U.S.C. § 4101. As a co-sponsor of one of these events, the DAF organization, acting as a co-sponsor, may follow the same procedures as when the DAF is the sole sponsor. If the non-federal entity (co-sponsor) is handling the administrative costs, then all attendees would pay a registration fee to that non-federal entity (landing fees for food are separate). For budget details refer to DAFMAN65-605V1, paragraph 5.34.6.

Chapter 13

OFFICIAL CEREMONIES

13.1. Reference. Guidance regarding official military ceremonies executed with official manpower and funds are included in this chapter. Refer to AFPAM 34-1202 for specific ceremony planning details. Authorizations for support and funding for official events can be found in DAFMAN 65-605V1, and AFMAN 34-201, *Use of Nonappropriated Funds*. For all formations and military participant movements refer to DAFPAM 34-1203, *Drill and Ceremonies*. While it is not possible to list all ceremonies specific to installations, unit heraldry, regional areas, personnel, and unofficial ceremonies, host commanders must use good judgment to authorize official support for the preparation and execution of ceremonies. **(T-3)**

13.2. Officiating Principal. The officiating principal or presiding officer of an official ceremony should be an officer at the appropriate level for the ceremony being performed. Because ceremonies are truly “ceremonial” in nature, any DAF civilian employee (SES or General Schedule or equivalent) may act as the presiding officer when their rank equivalency is higher than the honoree (**Attachment 11**). The only exception to this rule is for enlistment, reenlistment, and initial commissioning ceremonies for officers, which require an Active, Reserve, Guard, or retired military officer to officiate and administer the oath of office. It is not appropriate for enlisted members to officiate a ceremony. **(T-1)**

13.2.1. For organizational ceremonies, the next appropriate level commander, director, or designee is the proper presiding officer.

13.2.2. For individual ceremonies, the presiding officer should be the first appropriate officer or senior civilian in the honoree’s chain of command. If the honoree desires someone other than the first appropriate individual in the chain, the honoree should discuss this with their supervisor first.

13.2.3. Ensure personnel with a participating role in the ceremony (e.g., making remarks, keynote speaker, presenting a medal, etc.) are included in the official party. Individual or positional colors should be posted, and musical honors played for the highest-ranking person in the official party, even if they are not the presiding officer. Personal colors and musical honors will not be omitted due to personal preference. These elements are conducted as a sign of respect for the rank and not the individual.

13.3. Organizational Ceremonies. Organizational ceremonies represent units or groups of people with an affiliation. These types of ceremonies often include troop formations, which will be led by a military member, referred to as the commander of troops. When DAF leaders are in the Official Party ensure that both Service flags are posted and both Service songs are played regardless of the honorees branch. When the Official Party are all from the same Service – only that Service flag and song should be used. If the official party is from mixed Services, then both Service flags should be used, and the current Service of the honoree determines the Service song played. Note: Service flags must always be posted in precedence order.

13.3.1. Change of command ceremonies allow subordinates to witness the formality of command change from one officer to another. These ceremonies are intended for MAJCOMs, FLDCOMs, FOAs, and DRUs; refer to DAFI 51-509, *Appointment to and Assumption of Command*, for eligibility to command and AFI 38-101, *Manpower and Organization*, for units

eligible to have a commander. The ceremony honors the incoming commander, who is issued G-series orders.

13.3.1.1. Retirement ceremonies for the outgoing commander can be held on the same day but cannot be supported with official funds or be executed before the change of command ceremony.

13.3.1.2. Transfer of responsibility or assumption of responsibility ceremonies are performed for federal civilian employees designated as a director of a military unit (i.e., Squadron, Group or Wing) instead of a “commander” of a unit. School Superintendents or Commandants, such as the Air Force Academy or Air University, also do not command but warrant a ceremony. The verbiage in the scripting must be changed to reflect their role as a director, but the ceremony is the same and honors the incoming leader.

13.3.1.3. Military and civilian positions within the HQ DAF such as the CSAF, CSO, CMSAF, CMSSF, and Principal Officials (2-Letter or Level 2) do not assume command of personnel, whereas the chain of command flows from the SecAF to MAJCOM/FLDCOM Commanders and then to their subordinates’ commanders. However, these positions exercise the command and administrative authorities on behalf of the SecAF and warrant a transfer of responsibility ceremony to honor the incoming leader.

13.3.1.4. Change of Responsibility or Assumption of Responsibility ceremonies for Senior Enlisted Leaders below the wing and delta level can be performed but will not receive official funding. Protocol offices will only serve to advise and guide the event’s assigned OPR and project/action officer.

13.3.1.5. The ceremony should be official, formal, brief, and conducted with great dignity. When the outgoing commander or director is not available for the ceremony due to early permanent change of station or extenuating circumstances an assumption of command or responsibility ceremony will be conducted for the next appointed commander or director, with only the presiding officer and incoming commander or director as the official party. Interim or temporary commanders or directors do not warrant a change or assumption of command or responsibility ceremony. **(T-1)**

13.3.1.6. Relinquishment of command ceremonies will not be directed using official resources or funds. **(T-0)**. There is no approved ceremony in the DAF called a “Relinquishment of Command” or “Relinquishment of Responsibility” nor is there funding for such a ceremony or function.

13.3.2. Unit activation, inactivation, redesignation, or service transfer ceremonies are similar in nature to a change of command ceremony, all of which involve unit flags and/or guidons. Refer to **Chapter 2** in this publication for procurement and disposition of flags and AFPAM 34-1202 for the planning details of each type of event.

13.3.3. Reveille or retreat ceremonies are conducted to signify the beginning or ending of the duty day in conjunction with the raising and lowering of the U.S. flag. For proper courtesies refer to **paragraph 8.2.6** in this publication and for more information on reveille and retreat ceremonies, see DAFPAM 34-1203.

13.3.4. Groundbreaking, renaming, ribbon-cutting, or dedication ceremonies formally recognize the opening or completion of a building or facility and generally involve either the

ceremonious turning of dirt or cutting of a ribbon along with keynote speakers. When a dedication or naming is made, typically the family of the honoree is invited to attend. All expenses incidental to the ceremony (to include printing of programs and invitations) are chargeable to the appropriation used for construction, refer to DAFMAN 65-605V1, paragraph 5.19.1.

13.3.5. Graduations are commencement ceremonies authorized to recognize an entire group of individuals graduating from Military Service schools and academies, as well as associated degree programs. Invitations are authorized for printing (but not with individual names) within DAFMAN 65-605V1, paragraph 5.19.3. When graduates include members of the USAF and USSF, both Service flags are posted and both Service songs are played. When all the graduates are from the same Service – only that Service flag and song should be used. If the official party includes DAF leaders or if it is from mixed Services, then both Service flags and songs should be used. **(T-0)**

13.3.6. Wreath-laying ceremonies honoring national patriotic observances in solemn remembrance or celebration can be held for the following: Memorial Day, Independence Day, September 11, Veterans Day, and POW/MIA Recognition Day. There are other specific days or locations (e.g., December 7 at Joint Base Pearl Harbor-Hickam, HI) which have unique historical significance and for which it is fitting and proper to remember the events of that day with the laying of a wreath. Commanders will ensure fiscal prudence, protocol requirements, and appropriate decorum are exercised. Each host wing or installation may be able to officially purchase a wreath with appropriated funds under DAFMAN 65-605V1, paragraph 5.20.1.9.

13.4. Individual Ceremonies. Individual ceremonies honor a single recipient for their accomplishment and should be celebrated in front of their peers and family. For individual ceremonies of GOs in the National Capital Region (NCR) refer to AFDWI 34-101, *Ceremonial Resource Support*.

13.4.1. Retirement ceremonies for military and federal civilian employees provide an appropriate recognition of the individual retiree's contribution to the DAF through years of military or federal civilian employee service. AFI 36-3203, *Service Retirements*, provides details on service retirements. DAFPAM 34-1203 provides further guidance on outdoor retirements.

13.4.1.1. If more than one individual is retiring in same ceremony, retirement order is by rank, highest to lowest. However, if medals are being presented, retirements are conducted in order of the medals being presented from highest to lowest. **(T-1)**

13.4.1.2. Authorizations for invitations, announcements, and programs printed on office printers or reasonable postage can be found in DAFMAN 65-605V1, paragraph 5.19.4.1 and 5.19.4.2. TDY travel for a presiding officer may be authorized and paid with unit APFs; if APFs are not available, the presiding officer may use personal funds for travel and PTDY per DAFI 36-3003. Complete an ethics review by the servicing legal office.

13.4.2. Promotions are career milestones in the lives of military members. These ceremonies typically include pinning or tacking of the new rank and reaffirmation of the Oath of Office. Promotion ceremonies are official time for the presiding officer, but non-local travel is not authorized except for GOs traveling to AFROTC commissioning ceremonies per DAFMAN 65-605V1, paragraph 11.2.11.

13.4.2.1. GO promotion ceremonies will include the presentation and unfurling of individual colors (GO flag associated to new rank) and furling of previous individual colors (e.g., Major General promotion will furl the Brigadier General flag). New SES appointees will include the presentation and unfurling of individual colors (SES flag) and presentation of SES pin.

13.4.2.2. Senior Civilian, GS-15s or equivalent, are presented a pin with a DAF eagle in front of a cloud with 15 scallops in its edge during a promotion ceremony in recognition of holding a senior civilian position, prescribed by DoDI 1400.25V451_DAFI 36-1004, *Civilian Recognition Program*.

13.4.2.3. Frocking is an early pin-on that allows the officer to wear the higher rank and benefit from the protocol of that grade DAFI 36-2501, *Officer Promotions and Selective Continuation*. When a frocking promotion ceremony is conducted, it serves in the place of a promotion ceremony to the next higher grade, therefore a second ceremony is not performed later, when the individual's actual promotion date occurs. **(T-2)**

13.4.2.4. Chief recognition ceremony is typically held to formally recognize a group of Senior Master Sergeant selected for promotion to Chief Master Sergeant in lieu of individual promotion ceremonies.

13.4.2.5. Senior Non-commissioned Officer (SNCO) recognition ceremony is typically held to formally recognize a group Airmen and Guardians transitioning from the Non-Commissioned Officer tier to the Senior Non-Commissioned Officer tier of in lieu of individual promotion ceremonies.

13.4.2.6. If the event's official party consists of members from the same Service, only use the respective Service flag and Service song. For example, if the CSAF hosts an event in honor of an Airman: the flag line is U.S., USAF, CSAF, and the Service song played is the USAF song.

13.4.2.6.1. If the event's official party consists of members from different Military Services, the current Service of the host and honoree determines the flag line. For example, if the CSO hosts an event in honor of an Airman: the flag line is U.S., USAF, USSF, CSO, and the current Service of the honoree determines the Service song played. **Note:** Service flags must always be posted in precedence order.

13.4.2.6.2. Events hosted by any of the DAF Senior Leaders/Institutions listed below will *always* warrant the use of both Service flags and the Service song to be played is the honoree's Service song only: SecAF and USecAF, Assistant Secretaries of the Air Force and General Counsel of the DAF, The Judge Advocate General of the Air Force, Chief of Chaplains, Surgeon General,

U.S. Air Force Academy Superintendent, and Air University (during Joint Service events or graduations both Service songs need to be played.)

13.4.3. Commissioning, enlistment, reenlistment, or reaffirmation of oath are typically short ceremonies with immediate family and members of the direct unit in attendance, which honors selfless service in affirming or renewing service obligations and reciting the oath of office.

13.4.3.1. The oath of office is required by federal law for all individuals, except the President, who are elected or appointed to an office of honor or profit in the civil service

or uniformed services. See 5 U.S.C. § 3331, *Government organization and employees*. It is inappropriate for military members to salute after reciting the oath of office in a promotion ceremony.

13.4.3.1.1. Officer oath. *I, (state your name) having been appointed a (rank) in the United States (Air/Space) 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).*

13.4.3.1.2. Enlisted oath. *I, (state your 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 the 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).*

13.4.3.1.3. Federal civilian oath. *I, (state your 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, 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).*

13.4.4. Military decorations and awards can fall into the category of either individual or organizational, based on the award and if the intended recipient is an individual, many individuals, or a unit. A broad description of decoration and awards can be found in DAFI 36-2803 and DoDI 1400.25V451_DAFI 36-1004, *Civilian Recognition Program*.

13.4.4.1. Based on the level of the award, the ceremony could be a small and simple gathering in an office setting, a large banquet where guests internal and external to the DAF are invited to attend, or something in-between. Induction, medallion, or recognition ceremonies do not fall under the categories of official awards or decorations but are meant to recognize significant achievements or nominations (e.g., Order of the Sword or medallion presentation to annual award nominees).

13.4.4.2. DAF agencies are constantly developing new reasons for recognition, and they typically coincide with banquets, luncheons, or social engagements where personal funds are charged for attendance. Local commanders will consolidate recognitions into single events as much as possible to reduce volunteer and manpower requirements. **(T-3)**

13.4.5. Funeral or memorial service planning generally lies with the servicing chaplain's office in coordination with the mortuary affairs officer, and the honor guard, under the provisions of DAFI 34-160, *Mortuary Affairs Program*, and servicing installation honor guard instructions. For ceremonies in the NCR refer to AFDWI 34-101. Many military funerals are conducted by volunteers from Veterans Service Organizations (VSO). Flyovers are conducted under the provisions of DAFI 11-209, *Participation in Aerial Events*. Protocol roles, when asked for assistance, will be limited to guest management and seating. **(T-3)**

13.4.6. POW/MIA ceremonies conducted in the DAF include ‘missing man table’ and honors ceremony, and the ‘fallen warrior’ ceremony, are commonly performed at banquets. Details of these ceremonies can be found in AFPAM 34-1202.

13.5. Commander’s Call or All Call. A commander’s call is a gathering of all internal employees in military and civilian ranks to present information in person. An all call is the same, only hosted by leaders who do not hold the specific title of “commander.” The commander’s call or all call is not a ceremony, but it is an officially planned event, that can include ceremonial elements such as the presentation of awards and medals. It is common to display the U.S. flag, Service flag(s), Organizational flag, and personal or positional colors of the host, but not perform ceremonial protocols such as presentation of colors, singing of the National Anthem, and playing of Service songs. If the CMSAF or CMSSF is hosting an all call their office flag may be posted.

Chapter 14

OFFICIAL SOCIAL FUNCTIONS

14.1. Official Social Events. An official social event is defined as an engagement where DAF Senior Leaders, HQ DAF principal officials, or members of a command team are operating in an official capacity commensurate with their position to build or foster relationships with counterparts, government and civic officials, international visitors, or unit members. This chapter does not refer to morale events planned by Mission Support Groups or Force Support Squadrons. Rather, official social events are hosted by DAF Senior Leaders, HQ DAF principal officials, commanders, and directors, and planned by protocol personnel or action officers where official manpower is authorized. **(T-1)** Retirement dinners, farewell events, promotion ceremonies, unit picnics, sports days, etc., are unofficial social functions where the use of official resources are strictly prohibited. **(T-1)** For further guidance on determining if an event is official for planning purposes consult the servicing legal office.

14.1.1. Official social events authorized for full planning support are provided within and may be fully or partially funded with official funds, refer to **Chapter 3** in this publication for complete references and details on submitting requests for official funds and the collection of personal funds when there are no authorized official funds available.

14.1.2. Meal or social events honoring DVs are common when hosting external visitors to the organization. DVs who are ORF-eligible guests, as defined in DAFI 65-603, as well as attending DoD personnel (provided ORF ratios are met) are official guests, excess DoD personnel should be in a self-pay status. Spouses and those in a similar relationship (significant others) are normally included in the same category as their principals when formally invited. For smaller meals hosted in commander's homes, the cost of the meal is often paid by the host when official funds are not available. Meal or social events with only internal organization leadership are not considered to be official events for protocol office planning purposes, unless they fall into one of the other official categories in this publication, such as awards banquets or dining-in and dining-out events. **(T-2)**

14.1.3. Award banquets honoring nominees and winners will normally include a pre-reception to allow the flow of check-in and offer a social hour prior to being seated. There may be funding allowances for award winners, but attendees will pay for meals and expenses with personal funds.

14.1.4. Post receptions tied to an official ceremony will be considered part of the official ceremony. **(T-1)** A pre-reception to a ceremony is not an official social event, however, an office call with the presiding officer, official party, and immediate family is appropriate.

14.1.5. Icebreakers or social events, with conference attendees, preceding official conferences are funded by personal funds and can be planned by protocol or action officers.

14.1.6. The use of enlisted aides, assigned to GOs, for planning, preparation, arrangement, and conduct of qualifying representational events such as receptions, parties, and dinners is authorized in conjunction with DoDI 1315.09, *Utilization of Enlisted Aides on Personal Staffs of General and Flag Officers*.

14.1.7. Social and morale events, also known as UUAs, that are internal to an organization and its personnel (such as teambuilding, retirement meals, potlucks, hail and farewell events,

holiday parties, unit picnics, sports days, staff recognition events or staff parties, etc.) are not protocol planned events, however, protocol officers may volunteer on their own time to assist. In an official capacity protocol may be consulted for seating and parking precedence. These types of events are essential to unit morale and are hosted by the same leaders who host official social functions, but UUAs should be planned by volunteers or committees, and some may fall under Force Support Squadron planning. Official funding for some morale events may be available through non-appropriated funding, see **Chapter 3** in this publication or refer to AFMAN 34-201.

14.2. Seating. Seating can be the key to the success of an event. Precedence based on rank and/or position forms the basis for making most seating assignments. The position of honor is always to the right of the host or hostess. Protocol offices commonly provide seating and precedence advice and guidance for events and meetings in which they are not in charge of planning. For administrative information refer to **Chapter 10** in this publication and find detailed seating guidance in AFPAM 34-1202.

14.3. Receiving Lines. The direction that guests enter the receiving line can vary, but when hosting social events, the host should be the first person to receive the guests, followed by their spouse, and then the guest of honor and their spouse. When the receiving line is hosted post ceremony, the honoree is the first person to receive the guests, followed by their spouse, and the host or presiding officer is not part of the receiving line. **(T-3)**

Chapter 15

DINING-IN AND DINING-OUT

15.1. Purpose. The dining-in and dining-out represent the most formal aspects of military social life. Both are designed to bring a unit together in an atmosphere of camaraderie, good fellowship, and social rapport. A dining-in includes members (military and civilian) of a Wing, Delta, organization, or unit only. A dining-out includes spouses and those in a similar relationship (significant others) and guests. The “Combat dining-in or dining-out” is a less formal atmosphere, but the basic rules and format of the dining-in apply. Any form of dining-in or dining-out should be conducted in a tasteful, dignified manner. Please refer to AFPAM 34-1202 for guidance concerning customs and procedures.

15.2. Dress. For a traditional dining-in and dining-out, military attendees wear formal dress uniform in accordance with DAFI 36-2903. Civilian guests wear formal attire. For a combat dining-in and dining-out, military attendees wear their combat dress (OCP uniform or flight suit) and civilian guests wear casual attire.

JENNIFER L. MILLER
Office of the Secretary of the Air Force
Director of Staff

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

- 4 U.S.C., Chapters 1, and 6-8, *Flag and Seal, Seat of Government, and the States*
- 5 U.S.C. § 331, *Government organization and employees*
- 5 U.S.C. § 4101, *Definitions*
- 5 U.S.C. § 9903, *Attracting highly qualified experts*
- 10 U.S.C. § 127, *Emergency and extraordinary expenses*
- 10 U.S.C. § 191, *Secretary of Defense: Authority to provide for common performance of supply or service activities*
- 10 U.S.C. § 1588, *Authority to accept certain voluntary services*
- 10 U.S.C. § 2601, *General gift fund*
- 10 U.S.C. § 4092, *Personnel management authority to attract experts in science and engineering*
- 10 U.S.C. § 9565, *Colors, standards, and guidons of demobilized organizations: disposition*
- 18 U.S.C. § 700, *Desecration of the flag of the United States*
- 18 U.S.C. § 701, *Crimes and Criminal Procedure*
- 22 U.S.C. § 3901, *Congressional findings and objectives*
- 36 U.S.C. § 301, *Patriotic and National Observances and Organizations*
- 36 U.S.C. § 901, *Service flag and service lapel button*
- 36 U.S.C. § 902, *National League of Families POW/MIA flag*
- 36 U.S.C. § 903, *Designation of Medal of Honor Flag*
- 5 C.F.R. § 410.404, *Determining if a conference is a training activity*
- 5 C.F.R. Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*
- 5 C.F.R. § 2635.203, *Definitions*
- 5 C.F.R. § 2635.204, *Exceptions to the prohibition for acceptance of certain gifts*
- 5 C.F.R. § 2635.205, *Limitations on use of exceptions*
- 5 C.F.R. § 2635.304, *Exceptions*
- 5 C.F.R. § 3601.104, *Additional limitations on gifts between employees*
- 32 C.F.R. § 507.10, *Incorporation of designs or likenesses of approved designs in commercial articles*
- Public Law 117-263, *National Defense Authorization Act 2023*, December 23, 2022
- Per Diem, Travel, and Transportation Allowance Committee, *The Joint Travel Regulations*, 1 July 2024

DoD 5500.07-R, *Joint Ethics Regulation*, 30 August 1993

DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, 3 April 2019

DoDI 1005.06, *Display of National Flag at Half-Staff*, 17 July 2015

DoDI 1315.09, *Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOs)*, 6 March 2015

DoDI 1400.25V451_DAFI36-1004, *Civilian Recognition Program*, 17 November 2021

DoDI 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles*, 1 February 2023

DoDI 5410.19, *Community Outreach Activities: Policy Overview and Evaluation Procedures*, 29 September 2021

DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, 22 May 2023

DoDM 1348.33, Volume 3, *Manual of Military Decorations and Awards: DoD-Wide Personal Performance and Valor Decorations*, 21 December 2016

DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, 20 Dec 2018

Director of Administration and Management, Administrative Instruction, Number 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*, 22 February 2022

Secretary of Defense Memorandum, *Public Display or Depiction of Flags in the Department of Defense*, 16 July 2020

Deputy Secretary of Defense Memorandum, *2022 Department of Defense Order of Precedence*, 24 August 2022

AFPD 65-6, *Budget*, 27 September 2019

DAFI 11-209, *Participation in Aerial Events*, 20 May 2021

DAFI 24-602V1, *Passenger Movement*, 1 February 2023

DAFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 31 January 2023

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

DAFI 36-2501, *Officer Promotions and Selective Continuation*, 27 April 2022

DAFI 36-2803, *Military Decorations and Awards Program*, 3 May 2022

DAFI 36-2880, *Memorialization Program*, 22 May 23

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 11 April 2022

DAFI 84-105, *Organizational Lineage, Honors and Heraldry*, 16 June 2021

DAFMAN 90-161, *Publications and Forms Management*, 14 April 2022

AFI 24-301, *Ground Transportation*, 22 October 2019

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-2109, *Chief Master Sergeant of the Air Force, Senior Enlisted Leadership Management and Air Force Enlisted Council*, 5 January 2021

AFI 36-3203, *Service Retirements*, 28 January 2021

AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 51-509, *Appointment to and Assumption of Command*, 13 January 2019

AFI 65-603, *Emergency and Extraordinary Expense Authority*, 28 April 2020

DAFH 33-337, *The Tongue and Quill*, 26 July 2016

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, 31 March 2021

AFMAN 24-306, *Operation of Air Force Government Motor Vehicle*, 29 July 2020

AFMAN 34-201, *Use of Nonappropriated Funds (NAFs)*, 27 September 2018

AFMAN 35-101, *Public Affairs Procedures*, 6 December 2020

DAFPAM 34-1203, *Drill and Ceremonies*, 13 September 2022

AFPAM 34-1202, *Guide to Protocol*, 8 May 2019

AFJQS8A300, *Air Force Job Qualification Standard (AFJQS) Protocol Special Duty Identifier (SDI) 8A300*, 6 June 2022

AFDWI 34-101, *Ceremonial Resource Support*, 18 November 2022

AFRSI 65-601, *Air Force Recruiting Service Budget and Financial Management*, 16 Jan 2019

Administrative Assistant to the Secretary of the Air Force Memorandum, *Air Force Supplement to Department of Defense Conference Policy 4.0*, 7 September 2017

Office of the Chief of Protocol of the United States, *The Order of Precedence of the United States of America*, February 2022

GSA Bulletin FMR B-52, *Foreign Gift and Decoration Minimal Value*, 6 March 2023

Adopted Forms

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1348-6, *Single Line Item Requisition System Document, DoD (Manual-Long Form)*

DD Form 2768, *Military Air Passenger/Cargo Request*

DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities*

VA Form 27-2008, *Application for United States Flag for Burial Purposes*

Prescribed Forms

None

Abbreviations and Acronyms

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMD—Air Force Manpower Determinant

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRS—Air Force Recruiting Service

AFRSI—Air Force Recruiting Service Instruction

AFROTC—Air Force Reserve Officer Training Corps

ANG—Air National Guard

APF—Appropriated Fund(s)

ASD—Assistant Secretary of Defense

CFM—Career Field Manager

CJCS—Chairman of the Joint Chiefs of Staff

CMSAF—Chief Master Sergeant of the Air Force

CMSSF—Chief Master Sergeant of the Space Force

CONUS—Continental United States

CSAF—Chief of Staff of the Air Force

CSO—Chief of Space Operations

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

DAFPM—Department of the Air Force Pamphlet

DISES—Defense Intelligence Senior Executive Service

DLA—Defense Logistics Agency

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DRU—Direct Reporting Unit

DV—Distinguished Visitor
FDU—Flight Duty Uniform
FLDCOM—Field Command
FO—Flag Officer
GMV—Government Motor Vehicle
GO—General Officer
GOV—Government
GSA—General Services Administration
HQ DAF—Headquarters Department of the Air Force
HQ—Headquarters
ITA—Invitational Travel Authorization
JCS—Joint Chiefs of Staff
JTR—Joint Travel Regulation
M&IE—Meal and Incidental Expenses
MAJCOM—Major Command
MOH—Medal of Honor
MWR—Morale, Welfare, and Recreation
NAF—Nonappropriated Fund(s)
NAF—Numbered Air Force
NATO—North Atlantic Treaty Organization
NSN—National Stock Number
O&M—Operations and Maintenance
OCONUS—Outside the Continental United States
OCP—Operational Camouflage Pattern
OGE—Office of Government Ethics
OPR—Office of Primary Responsibility
ORF—Official Representation Funds
PO—Private Organization
POV—Privately Operated Vehicle
POW/MIA—Prisoner of War/Missing in Action
PTDY—Permissive Temporary Duty
SCP—Special Command Positions

SDI—Special Duty Identifier
SecAF—Secretary of the Air Force
SecDef—Secretary of Defense
SES—Senior Executive Service
SM&W—Special Morale and Welfare
TDY—Temporary Duty
U.S.—United States
USAF—United States Air Force
U.S.C.—United States Code
USCG—United States Coast Guard
USecAF—Under Secretary of the Air Force
USN—United States Navy
USSF—United States Space Force
UUA—Unit Unofficial Activity
VCSAF—Vice Chief of Staff of the Air Force
VCSO—Vice Chief of Space Operations
YASA—You-are-seated-at

Office Symbols

AF/A1—Deputy Chief of Staff of the Air Force for Manpower, Personnel, and Services
AF/A1LC—Air Force Chief Master Sergeant Management Office
AF/A1LG—Air Force General Officer Management Office
AF/DS—Headquarters United States Air Force Director of Staff
SAF/AA—Administrative Assistant to the Secretary of the Air Force
SAF/DS—Office of the Secretary of the Air Force Director of Staff
SAF/DSP—Headquarters Department of the Air Force Protocol
SAF/FM—Assistant Secretary of the Air Force for Financial Management and Comptroller
SAF/IA—Deputy Under Secretary of the Air Force for International Affairs
SAF/MRL—Civilian Senior Executive Management Office
SF/DS—Office of the Chief of Space Operations Director of Staff

Terms

Conference—A meeting, retreat, seminar, symposium, or event that involves attendee travel and typically involves topical matters of interest to, and the participation of, multiple agencies,

organizations, and/or non-government participants. Other common names include convention, exposition, symposium, seminar, workshop, or exhibition.

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

Full Staff—The position of the flag when it is at the top of the staff.

Half Staff—The position of the flag when it is one-half the distance between the top and the bottom of the staff.

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

Hoist—Vertical length of a flag.

Individual Flags or Personal Colors—Flags representing the rank of a general officer, or a member of the Senior Executive Service.

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, promotions, reenlistment and retirement ceremonies, changes of command and reorganization events, and funerals.

Official Social Function—An event or engagement where DAF Senior Leaders, HQ DAF principal officials, or members of a command element are operating in an official capacity commensurate with their position to build or foster relationships with counterparts, government and civic officials, international visitors, or unit members.

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 U.S. 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 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.

Service Flag—The official flag of the United States Air Force or United States Space Force. These flags come in two sizes, the ceremonial size (4 feet 4 inches by 5 feet 6 inches) and the organizational size (3 feet by 4 feet).

Staff—Flagpole.

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

Attachment 2

HONORS

A2.1. Gun Salutes/Rifle Volleys. 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 honor cordon includes the commander and other military members but does not include additional flights used for the Presidential ceremonies, or on special occasions the installation commander considers appropriate. The same number of honor cordon members is provided on departure as on arrival.

A2.2. Musical Honors Chart. The music indicated in [Table A2.1](#) of this publication follows ruffles and flourishes (R&F) 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. The U.S. Navy Band arrangement of the national anthem and the U.S. Marine Corps Band arrangement of “Hail to the Chief” are the official DoD arrangements to be played by all Service bands on appropriate occasions. **Note:** Army, Air Force, or Space Force GOs receive the General’s March, and Admirals, Commodores, or Marine Corps GOs receive the Admiral’s March.

Table A2.1. Musical Honors Chart.

Distinguished Person	Cordon	R&F	Music	Flags
President of the U.S.	21	4	National Anthem Hail to the Chief	U.S. President’s
Former President of the U.S.	21	4	National Anthem	U.S.
Heads of State of foreign countries and foreign reigning royalty	21	4	Foreign Anthem	U.S.
Vice President of the U.S.	19	4	Hail to Columbia	U.S. Vice President’s
Governor of a State of the U.S. in jurisdiction	19	4	Last 32-bars “The Stars and Stripes Forever”	U.S. State
The Chief Justice of the U.S.	19	4	Last 32-bars “The Stars and Stripes Forever”	U.S.
Foreign Prime Minister or other cabinet officer, foreign ambassador, high commissioner, or special diplomatic representative whose credentials give him or her authority equal to or greater than an ambassador	19	4	National or Foreign Anthem	U.S. Foreign
Speaker of the U.S. House of Representatives	19	4	Last 32-bars “The Stars and Stripes Forever”	U.S.

Distinguished Person	Cordon	R&F	Music	Flags
Secretary of State	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental
The U.S. Representative to the United Nations	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental
Associate Justices of the Supreme Court of the U.S.	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental
Secretary of Defense	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S.
Cabinet Members	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental
Governor of a State of the U.S. out of jurisdiction	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S. State
U.S. Senators	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S.
Members of the U.S. House of Representatives	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S.
Deputy Secretary of Defense and Secretaries of the Military Departments	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Individual
Director of Defense Research and Engineering	19	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental Individual
Chairman of the Joint Chiefs of Staff and Vice Chairman of the Joint Chiefs of Staff	19	4	General's March or Admiral's March	U.S. Departmental Individual
Members of the Joint Chiefs of Staff	19	4	General's March or Admiral's March	U.S. Departmental Individual
General of the Army; Fleet Admiral; General of the Air Force (five star rank)	19	4	General's March or Admiral's March	U.S. Departmental Individual
Under Secretaries of the Cabinet; Solicitor General	17	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental
Assistant Secretaries of the Cabinet; Assistant to the Attorney General	17	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental
Assistant Secretaries of Defense, General Counsel of the DoD, and Under Secretaries of the Military Departments	17	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental Individual
Generals and Admirals (four-star rank)	17	4	General's March or Admiral's March	U.S. Departmental Four-Star
Assistant Secretaries of the Military Departments	17	4	Last 32-bars "The Stars and Stripes Forever"	U.S. Departmental

Distinguished Person	Cordon	R&F	Music	Flags
Lieutenant Generals and Vice Admirals	15	3	General's March or Admiral's March	U.S. Departmental Three-Star
Foreign Ambassadors out of Jurisdiction	15	2	Last 32-bars "The Stars and Stripes Forever"	U.S. Foreign
Major Generals and Rear Admirals (Upper Half)	13	2	General's March or Admiral's March	U.S. Departmental Two-Star
Brigadier Generals and Rear Admirals (Lower Half)	11	1	General's March or Admiral's March	U.S. Departmental One-Star
Other Commissioned Officers	9	None	N/A	N/A

A2.3. Hail to the Chief. 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. **(T-0)** Performances of this selection are subject to:

A2.3.1. During "Hail to the Chief" by military musical organizations, military personnel in uniform (other than band personnel) will accord the same honor as for the national anthem or "To The Colors." **(T-0)**

A2.3.2. If, during 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.

A2.3.3. 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.

A2.3.4. During a State Funeral for a former President of the United States, "Hail to the Chief" is authorized.

A2.3.5. 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.

A2.4. National Anthems. 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.

A2.5. Foreign Officials. Foreign civilian and military officials, occupying positions comparable to these U.S. officials will receive equivalent honors. **(T-1)** Foreign recipients of honors must be representatives of countries recognized by the U.S. Foreign civilian officers receive the last musical strain (32 bars) of "Hands Across the Sea."

A2.6. Background Music. 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.

A2.7. Inspection Music. Appropriate inspection music may be in any meter and played so it would not require the inspection party to conform to its cadence.

A2.8. International Flags. 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

DISPLAY OF THE UNITED STATES FLAG AT HALF-STAFF

A3.1. 30-Day Display. Flags on all DoD buildings, grounds, and naval vessels worldwide must be displayed at half-staff for a period of 30 days from the day of death of the:

- A3.1.1. President. **(T-0)**
- A3.1.2. Former President. **(T-0)**
- A3.1.3. President-Elect. **(T-0)**

A3.2. 10-Day Display. Flags on all DoD buildings, grounds, and naval vessels must be displayed at half-staff for a period of 10 days from the day of death of the:

- A3.2.1. Vice President. **(T-0)**.
- A3.2.2. Vice President-Elect. **(T-0)**
- A3.2.3. Speaker, House of Representatives. **(T-0)**
- A3.2.4. Chief Justice or retired Chief Justice of the United States. **(T-0)**

A3.3. Various Display Periods.

A3.3.1. Flags on all DoD buildings, grounds, and naval vessels worldwide must 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). **(T-0)**
- A3.3.1.2. Former Vice President. **(T-0)**
- A3.3.1.3. Member of Cabinet. **(T-0)**
- A3.3.1.4. Former Secretary of Defense. **(T-0)**
- A3.3.1.5. Secretary of the Army, Navy, or Air Force. **(T-0)**

A3.3.2. Flags on all DoD buildings, grounds, and naval vessels worldwide must be displayed at half-staff from the day of death until interment or 7 days, whichever is less. **(T-0)** When the date interment occurs beyond the seventh day, the flag must again be displayed at half-staff on the day of interment of:

- A3.3.2.1. Deputy Secretary of Defense. **(T-0)**
- A3.3.2.2. Under Secretaries of Defense. **(T-0)**
- A3.3.2.3. Principal Deputy Under Secretaries of Defense. **(T-0)**
- A3.3.2.4. Assistant Secretaries of Defense. **(T-0)**
- A3.3.2.5. Other officials in Office of the Secretary of Defense compensated at Executive Levels III or IV. **(T-0)**
- A3.3.2.6. Chairman or former Chairman of the Joint Chiefs of Staff. **(T-0)**
- A3.3.2.7. Vice Chairman or former Vice Chairman of the Joint Chiefs of Staff. **(T-0)**
- A3.3.2.8. Five-Star Flag or General Officer. **(T-0)**

A3.3.2.9. Chief of Staff, U.S. Army. **(T-0)**

A3.3.2.10. Commandant, U.S. Marine Corps. **(T-0)**

A3.3.2.11. Chief of Naval Operations. **(T-0)**

A3.3.2.12. Chief of Staff, U.S. Air Force. **(T-0)**

A3.3.2.13. Chief of Space Operations, U.S. Space Force. **(T-0)**

A3.3.2.14. Commandant, U.S. Coast Guard. **(T-0)**

A3.3.3. Flags on all DoD buildings, grounds, and naval vessels worldwide must 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. **(T-0)**

A3.3.3.2. Majority Leader, Senate. **(T-0)**

A3.3.3.3. Minority Leader, Senate. **(T-0)**

A3.3.3.4. Majority Leader, House of Representatives. **(T-0)**

A3.3.3.5. Minority Leader, House of Representatives. **(T-0)**

A3.3.4. Flags on all DoD buildings, grounds, and naval vessels worldwide must be displayed at half-staff from the day of death through the following day upon the deaths of the persons listed below. **(T-0)** The flag must also be displayed 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. **(T-0)**

A3.3.4.2. Representative, U.S. House of Representatives. **(T-0)**

A3.3.4.3. Territorial Delegate. **(T-0)**

A3.3.4.4. Resident-Commissioner from the Commonwealth of Puerto Rico. **(T-0)**

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 must 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. **(T-0)**

A3.3.6. On the death of foreign dignitaries, other officials or former officials, the period of display will be as directed by the President. **(T-0)**

A3.3.7. When directed by SecAF or Commanders, including but not lower than, installation, delta, post, and station commanders, to display the U.S. flag at half-staff at designated buildings or grounds under their jurisdiction for occasions they consider proper and appropriate.

A3.3.7.1. Death of current active or Reserve Air Force or Space Force commander: The U.S. flag will be displayed 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. **(T-1)** The headquarters concerned notifies other elements of the command.

A3.3.7.2. Death of a current active or Reserve Air Force or Space Force four-star GO: The U.S. flag will be displayed at half-staff from reveille to retreat on the day of interment on buildings and grounds under jurisdiction of the DAF. **(T-1)** The U.S. flag will be displayed at half-staff from the day of death until interment on DAF buildings and grounds which were part of the deceased's command. **(T-1)**

A3.3.7.3. Death of a retired USAF or USSF four-star GO or former CMSAF or CMSSF: The U.S. flag will be displayed at half-staff from reveille to retreat on the day of interment on all buildings and grounds under jurisdiction of the DAF. **(T-1)**

A3.3.7.4. Death of Officers and Enlisted Airmen (except personnel in Detachment of Patient status at a military treatment facility): The U.S. flag will be displayed 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. **(T-1)** Installation commanders may also display the U.S. flag at half-staff on the day of an on-base memorial or funeral service. The Casualty Officer concerned notifies the appropriate commander.

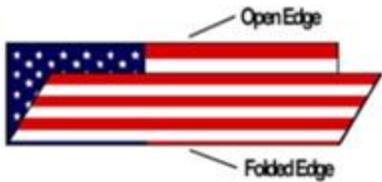
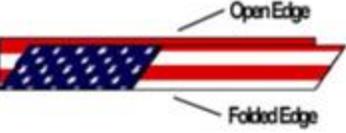
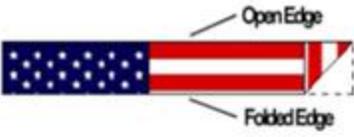
A3.3.7.5. Death of civilians who die while employed by the DAF (only if they are U.S. citizens): The U.S. flag will be displayed at half-staff on buildings and grounds of their memorial service, funeral service, or duty station on the day of death or the day following death, or the day of an on-base memorial or funeral service (installation commanders determine which day to display the flag at half-staff). **(T-1)** The immediate supervisor or unit commander concerned notifies the installation commander.

A3.3.7.6. Funerals held at cemeteries on USAF or USSF installations: The installation commander may display the U.S. flag at half-staff on the day of a funeral service.

Attachment 4

CORRECT METHOD OF FOLDING THE UNITED STATES FLAG

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

Step	Fold	Description
Start		
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.
End		

Attachment 5

NATIONAL STOCK NUMBERS–BATTLE CAMPAIGN STREAMERS

A5.1. Battle Campaign Streamers. All streamers are authorized on USAF flags and/or guidons as prescribed. Those authorized for USSF are annotated with a pound (#). Groups 2 and 4 war service 3 feet streams annotated with an asterisk (*) are authorized for display on organizational flags and guidons. Group 14 streams (except those related to Inherent Resolve Campaign) are authorized for display only on Air Staff or Space Staff ceremonial flags and guidons.

Table A5.1. Battle Campaign Streamers.

Group	Battle	Year	Description
Group 1	<i>Mexican Service</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3959
	Mexico	1916-1917	
Group 2	<i>World War I</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3955
	Somme Offensive	1916	
	Somme Defensive	1918	
	Lys	1918	
	Champagne-Marne	1918	
	Aisne-Marne	1918	
	Oise-Aisne	1918	
	St. Mihiel	1918	
	Meuse-Argonne	1918	
	Alsace*	1918	
	Champagne*	1918	
	Flanders*	1918	
	Ile-De-France*	1918	
	Lorraine*	1918	
	Picardy*	1918	
Group 3	<i>World War II (American Theater)</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3956
	Antisubmarine	1941-1945	
Group 4	<i>World War II (Asiatic-Pacific Theater)</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3957
	Antisubmarine*	1941-1945	
	Air Combat AP	1941-1945	
	Philippine Islands	1941-1942	
	Burma	1941-1942	
	Central Pacific	1941-1943	
	East Indies	1942	
	India-Burma	1942-1945	
	Air Offensive, Japan	1942-1945	
	Aleutian Islands	1942-1943	
	China Defensive	1942-1945	

Group	Battle	Year	Description
	Papua	1942-1943	
	Guadalcanal	1942-1943	
	New Guinea	1943-1944	
	Northern Solomons	1943-1944	
	Eastern Mandates	1943-1944	
	Bismark Archipelago	1943-1944	
	Western Pacific	1944-1945	
	Leyte	1944-1945	
	Luzon	1944-1945	
	Central Burma	1945	
	Southern Philippines	1945	
	Ryukyus	1945	
	China Offensive	1945	
Group 5	<i>World War II (Europe-Africa-Middle East Theater)</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3958
	Antisubmarine	1941-1945	
	Air Combat, EAME	1941-1945	
	Egypt-Libya	1942-1943	
	Air Offensive, Europe	1942-1944	
	Algeria-French Morocco	1942	
	Tunisia (Air)	1942-1943	
	Sicily (Air)	1943	
	Naples-Foggia (Air)	1943-1944	
	Anzio	1944	
	Rome-Arno	1944	
	Normandy	1944	
	Northern France	1944	
	Southern France	1944	
	Northern Apennines	1944-1945	
	Rhineland	1944-1945	
	Ardennes-Alsace	1944-1945	
	Central Europe	1945	
	Po Valley	1945	
Group 6	<i>Korean Service</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3953
	UN Defensive	1950	
	UN Offensive	1950	
	CCF Intervention	1950-1951	
	First UN Counteroffensive	1951	
	CCF Spring Offensive	1951	
	UN Summer-Fall Offensive	1951	
	Second Korean Winter	1951-1952	
	Korea, Summer-Fall	1952	

Group	Battle	Year	Description
	Third Korean Winter	1952-1953	
	Korean, Summer	1953	
Group 7	<i>Vietnam Service</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3954
	Vietnam Advisory	1961-1965	
	Vietnam Defensive	1965-1966	
	Vietnam Air	1966	
	Vietnam Air Offensive	1966-1967	
	Vietnam Air Offensive Phase II	1967-1968	
	Vietnam Air Offensive Phase III	1968	
	Vietnam Air/Ground	1969	
	Vietnam Air Offensive Phase IV	1968-1969	
	TET 69/Counteroffensive	1969	
	Vietnam Summer-Fall	1969	
	Vietnam Winter-Spring	1969-1970	
	Sanctuary Counteroffensive	1970	
	Southwest Monsoon	1970	
	Frequent Wind	1975	
Group 8	<i>Vietnam Service</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-00-152-3954
	Commando Hunt V	1970-1971	
	Commando Hunt VI	1971	
	Commando Hunt VII	1971-1972	
	Vietnam Ceasefire	1972-1973	
Group 9	<i>Southwest Asia Service</i>		Size: 4' x 2' 3/4" NSN: 8345-01-343-8137
	Defense of Saudi Arabia #	1990-1991	
	Liberation and Defense of Kuwait #	1991	
	Southwest Asia Cease-Fire #	1991-1995	
	Provide Comfort	1992-1995	
Group 10	<i>Kosovo Campaign</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-01-491-3526
	Kosovo Air Campaign #	1999	
	Kosovo Defense #	1999-2013	
Group 11	<i>Afghanistan Campaign</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-01-576-4778
	Liberation of Afghanistan #	2001	
	Consolidation I #	2001-2006	
	Consolidation II #	2006-2009	
	Consolidation III #	2009-2011	
	Transition I #	2011-2014	
	Transition II #	2015-2021	
Group 12	<i>Global War on Terrorism</i>		
	Global War on Terrorism Expeditionary #		Size: 3' or 4' x 2' 3/4"

Group	Battle	Year	Description
			NSN: 8345-01-576-4649
	Global War on Terrorism Service #		Size: 3' x 1' 3/8" NSN: 8345-01-703-0895
	Global War on Terrorism Service #		Size: 2' x 1' 3/8" NSN: 8345-01-703-0901
Group 13	<i>Iraqi Campaign</i>		Size: 3' or 4' x 2' 3/4" NSN: 8345-01-576-4646
	Liberation of Iraq #	2003	
	Transition of Iraq #	2003-2004	
	Iraqi Governance #	2004-2005	
	National Resolution #	2005-2007	
	Iraqi Surge #	2007-2008	
	Iraqi Sovereignty #	2009-2010	
	New Dawn #	2010-2011	
Group 14	<i>U.S. Military Operations</i>		Size: 3' x 2' 3/4" NSN: 8345-00-152-3962
	Lebanon	1958	
	Taiwan Straits	1958-1959	
	Quemoy and Matsu Islands	1958-1963	
	Berlin	1961-1963	
	Cuba	1962-1963	
	Congo	1964	
	Dominican Republic	1965-1966	
	Korea	1966-1974	
	Cambodia	1975	
	Vietnam	1975	
	Mayaguez Operation	1975	
	Grenada #	1983	
	Libya Eldorado Canyon #	1986	
	Panama #	1989-1990	
	Haiti #	1994-1995	
	El Salvador	1981-1992	
	Bosnia-Herzegovina & Croatia #	1995-1996	
	SWA Vigilant Sentinel #	1995-1997	
	SWA Maritime Intercept #	1995-2003	
	SWA Southern Watch #	1995-2003	
	Bosnia-Herzegovina & Croatia #	1996-1998	
	SWA Northern Watch #	1997-2003	
	Bosnia-Herzegovina & Croatia #	1998-2004	
	SWA Desert Fox #	1998	
	SWA Desert Thunder #	1998	
	SWA Desert Spring #	1998-2003	
	Haiti #	2004	
	<i>Direct Support of the United Nations</i>		

Group	Battle	Year	Description
	Congo	1960-1962	
	Somalia #	1992-1995	
	Vietnam	1958-1965	
	Laos	1961-1962	
	Cambodia	1973	
	Thailand	1973	
	Lebanon #	1983-1987	
	Persian Gulf #	1987-1990	
	<i>Inherent Resolve Campaign</i>		
	Abeyance #	2014-2015	
	Intensification #	2015-2017	
	Defeat #	2017-2020	

Attachment 6

NATIONAL STOCK NUMBERS—FLAGS, GUIDONS, AND STREAMERS

A6.1. Flags, Guidons, and Streamers. The manufacture of official Departmental flags is heraldic in nature, and therefore any outside vendors are not recommended or endorsed, pursuant to 32 C.F.R. § 507.10(a) and 18 U.S.C. § 701. See also [paragraph 2.27](#) in this publication.

Table A6.1. Outdoor Flags.

NSN	Item Description
8345-00-656-1438	Flag, U.S., Installation (8' 11 3/8" x 17')
8345-00-656-1436	Flag, U.S., Storm (5' x 9'6")
8345-00-656-1444	Flag, U.S., All Purpose (3' x 4')
8345-00-656-1434	Flag, U.S., Boat (2'4 7/16" x 4'6")
8345-00-656-2040	Flag, U.S., Auto (18" x 26")
8345-01-452-8111	Flag, POW/MIA, Nylon (2' x 3') (GSA Fire Item)
8345-01-452-8114	Flag, POW/MIA, Nylon (3' x 5') (GSA Fire Item)
8345-01-452-6283	Flag, POW/MIA, Nylon (4' x 6') (GSA Fire Item)

Table A6.2. Indoor Flags.

NSN	Item Description
8345-00-656-1444	Flag, U.S. Organizational, Rayon w/Fringe (3' x 4')
8345-00-656-1445	Flag, U.S. Ceremonial, Rayon w/Fringe (4'4" x 5'6")
8345-01-134-1020	Flag, USAF Organizational, Rayon or Nylon w/Fringe (3' x 4')
8345-01-137-4794	Flag, USAF Blank (Provisional), Rayon w/Fringe (3' x 4')
8345-01-134-1021	Flag, USAF Ceremonial, Rayon w/Fringe (4'4" x 5'6")
8345-01-689-5421	Flag, USSF Organizational, Rayon (Single Ply) w/Fringe (3' x 4')
8345-01-689-6424	Flag, USSF Organizational, Rayon (Double Ply) w/Fringe (3' x 4')
8345-01-689-5418	Flag, USSF Ceremonial, Rayon, w/Fringe (Single Ply) (4'4" x 5'6")
8345-01-689-6420	Flag, USSF Ceremonial, Rayon, w/Fringe (Double Ply) (4'4" x 5'6")
8345-01-461-5117	Flag, Ind., Senior Executive Svc. (SES), Nylon, w/Fringe (3' x 4') Screen Print
8345-01-558-5239	Flag, Ind., Senior Executive Svc. (SES), Nylon, w/Fringe (3' x 4') Embroidered
8345-00-526-4472	Flag, Ind., Brigadier General, USAF, Rayon w/Fringe (3' x 4')
8345-00-543-6057	Flag, Ind., Major General, USAF, Rayon w/Fringe (3' x 4')
8345-00-543-6056	Flag, Ind., Lieutenant General, USAF, Rayon w/Fringe (3' x 4')
8345-00-543-6055	Flag, Ind., General, USAF, Rayon w/Fringe (3' x 4')
8345-01-136-7701	Flag, Organizational Comp with Embroidery
8345-00-828-8385	Guidon, USAF w/Embroidery above and below eagle (20"x27.75" forked 10")
8345-00-762-7673	Guidon, USAF Junior Reserve Officers Training Corps with Embroidery (20"x27.75" forked 10")
8345-00-828-8382	Guidon, USAF Reserve Officers Training Corps w/Embroidery (20"x27.75" forked 10")
8345-00-482-7074	Streamer Set, USAF (13 Groups/114 Streamers) w/embroidery

Table A6.3. Streamer Awards With or Without Embroidery.

NSN	Item Description
8345-00-220-6515	Streamer, Presidential Unit Citation (3' or 4' x 1 3/8")
8345-00-412-2282	Streamer, USAF Organizational Excellence Award (4' x 1 3/8")
8345-01-564-5816	Streamer, USAF Meritorious Unit, Embroidered w/name of action, achievement, or inclusive service dates (3' or 4' x 2 3/4")
8345-01-564-5855	Streamer, USAF Gallant Unit Citation, embroidered w/name of action, achievement, or inclusive service dates (2' x 1 3/8")
8345-01-564-6168	Streamer, USAF Gallant Unit Citation, embroidered w/name of action, achievement, or inclusive service dates (3' or 4' x 2 3/4")
8345-01-564-6206	Streamer, USAF Meritorious Unit, embroidered w/name of action, achievement, or inclusive service dates (2' x 1 3/8")

Table A6.4. War Service Streamers Without Embroidery.

NSN	Item Description
8345-00-152-3955	Streamer, World War I (3' or 4' x 1 3/8")
8345-00-152-3956	Streamer, World War II American Theater (3' or 4' x 1 3/8")
8345-00-152-3957	Streamer, World War II Asiatic Pacific Theater (3' or 4' x 1 3/8")
8345-00-152-3958	Streamer, World War II European-African Middle Eastern Theater (3' or 4' x 1 3/8")
8345-00-152-3953	Streamer, Korean Service (3' or 4' x 1 3/8")
8345-00-152-3954	Streamer, Vietnam Service (3' or 4' x 1 3/8")
8345-01-343-8137	Streamer, Southwest Asia Service (4' x 2 3/4")
8345-01-647-8482	Streamer, Global War on Terrorism

Table A6.5. Streamer Awards With Embroidery.

NSN	Item Description
8345-00-152-3962	Streamer, Armed Forces Expeditionary (3' x 2 3/4")
8345-00-152-3960	Streamer, Philippine Presidential Unit Citation
8345-00-152-3963	Streamer, Korean Presidential Unit Citation with Taegeuk
8345-01-703-3224	Streamer, USAF Outstanding Unit, for Guidon (2' x 1 3/8")
8345-01-703-3218	Streamer, USAF Outstanding Unit, for Organizational flag (3' x 2 3/4")
8345-01-703-3223	Streamer, USAF Outstanding Unit, for Ceremonial flag (4' x 2 3/4")
8345-00-220-6516	Streamer, Presidential Unit Citation, for Guidon (2' x 1 3/8") (see note)
8345-00-220-6515	Streamer, Presidential Unit Citation, for Organizational or Ceremonial flag (see note) (3' or 4' x 2 3/4")
8345-00-174-7172	Streamer, World War I, French Croix de Guerre
8345-00-174-0805	Streamer, World War II, French Croix de Guerre
8345-00-290-2910	Streamer, Meritorious Unit Commendation, Army (2' x 1 3/8")
8345-00-249-4809	Streamer, Vietnamese Unit Citation Cross of Gallantry, for Guidons
8345-00-249-4810	Streamer, Vietnamese Unit Citation Cross of Gallantry, for Organizational flags
8345-01-561-6218	Streamer, Berlin Airlift 1948-1949 (2' x 1 3/8")
8345-01-561-6225	Streamer, Berlin Airlift 1948-1949 (3' or 4' x 2 3/4")
8345-01-576-4778	Streamer, Afghanistan Campaign, Air Force ribbon, embroidered w/applicable citation (3' or 4' x 2 3/4")

Attachment 7

DATES OF ACCESSION OF STATES AND ESTABLISHMENT OF TERRITORIES

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

No.	State	Date	No.	State	Date
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 25, 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	November 16, 1907
22	Alabama	December 14, 1819	47	New Mexico	January 6, 1912
23	Maine	March 15, 1820	48	Arizona	February 14, 1912
24	Missouri	August 10, 1821	49	Alaska	January 3, 1959
25	Arkansas	June 15, 1836	50	Hawaii	August 21, 1959

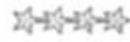
Table A7.2. Dates of Establishment of United States Territories.

No.	Territory	Year
1	District of Columbia	1871
2	Commonwealth of Puerto Rico	1898
3	Guam	1898
4	Territory of American Samoa	1899
5	U.S. Virgin Islands	1917
6	Commonwealth of Northern Mariana Islands	1978

Attachment 8

GENERAL/FLAG OFFICER AND CIVILIAN SERVICE RANK AND INSIGNIA

Table A8.1. General Officer, Flag Officer, and Civilian Service Rank and Insignia.

Pay Grade	Army	Marine Corps	Navy	Air Force	Space Force	Coast Guard	SES
O-10	General of the Army (GA) 	Not Used	Fleet Admiral (FADM) 	Not Used	Not Used	Not Used	Not Used
O-10	General (GEN) 	General (Gen) 	Admiral (ADM) 	General (Gen) 	General (Gen) 	Admiral (ADM) 	Not Used
O-9	Lieutenant General (LTG) 	Lieutenant General (LtGen) 	Vice Admiral (VADM) 	Lieutenant General (Lt Gen) 	Lieutenant General (Lt Gen) 	Vice Admiral (VADM) 	SES Tier 3
O-8	Major General (MG) 	Major General (MajGen) 	Rear Admiral (Upper Half) (RADM) 	Major General (Maj Gen) 	Major General (Maj Gen) 	Rear Admiral (Upper Half) (RADM) 	SES Tier 2
O-7	Brigadier General (BG) 	Brigadier General (BGen) 	Rear Admiral (Lower Half) (RDML) 	Brigadier General (Brig Gen) 	Brigadier General (Brig Gen) 	Rear Admiral (Lower Half) (RDML) 	SES Tier 1

Attachment 9

MILITARY OFFICER O-6 AND BELOW AND CIVILIAN RANK AND INSIGNIA

Table A9.1. O-6 and below Military Officer, and Civilian Service Rank and Insignia.

Pay Grade	Army	Marine Corps	Navy	Air Force	Space Force	Coast Guard	Civilian
O-6	Colonel (COL) 	Colonel (Col) 	Captain (CAPT) 	Colonel (Col) 	Colonel (Col) 	Captain (CAPT) 	GS-15
O-5	Lieutenant Colonel (LTC) 	Lieutenant Colonel (LtCol) 	Commander (CDR) 	Lieutenant Colonel (Lt Col) 	Lieutenant Colonel (Lt Col) 	Commander (CDR) 	GS-14 GS-13
O-4	Major (MAJ) 	Major (Maj) 	Lieutenant Commander (LCDR) 	Major (Maj) 	Major (Maj) 	Lieutenant Commander (LCDR) 	GS-12
O-3	Captain (CPT) 	Captain (Capt) 	Lieutenant (LT) 	Captain (Capt) 	Captain (Capt) 	Lieutenant (LT) 	GS-11 GS-10
O-2	First Lieutenant (1LT) 	First Lieutenant (1stLt) 	Lieutenant Junior Grade (LTJG) 	First Lieutenant (1st Lt) 	First Lieutenant (1st Lt) 	Lieutenant Junior Grade (LTJG) 	GS-9 GS-8
O-1	Second Lieutenant (2LT) 	Second Lieutenant (2ndLt) 	Ensign (ENS) 	Second Lieutenant (2d Lt) 	Second Lieutenant (2d Lt) 	Ensign (ENS) 	GS-7

During peacetime, the O-6 insignia faces left (facing the olive branch) and during times of conflict faces right (facing the arrows).

Table A9.2. Military Warrant Officer and Civilian Service Rank and Insignia.

Pay Grade	Army	Marine Corps	Navy	Air Force	Space Force	Coast Guard	Civilian
W-5	Chief Warrant Officer (CW5) 	Chief Warrant Officer (CWO5) 	Chief Warrant Officer (CWO5) 	---	---	---	---
W-4	Chief Warrant Officer (CW4) 	Chief Warrant Officer (CWO4) 	Chief Warrant Officer (CWO4) 	---	---	Chief Warrant Officer (CWO4) 	---
W-3	Chief Warrant Officer (CW3) 	Chief Warrant Officer (CWO3) 	Chief Warrant Officer (CWO3) 	---	---	Chief Warrant Officer (CWO3) 	---
W-2	Chief Warrant Officer (CW2) 	Chief Warrant Officer (CWO2) 	Chief Warrant Officer (CWO2) 	---	---	Chief Warrant Officer (CWO2) 	---
W-1	Warrant Officer (WO1) 	Warrant Officer (WO) 	Warrant Officer (WO1) 	---	---	---	---

Attachment 10

ENLISTED MILITARY AND CIVILIAN SERVICE RANK AND INSIGNIA

Table A10.1. Senior Enlisted Military and Civilian Service Rank and Insignia.

Grade	Army	Marine Corps	Navy	Air Force	Space Force	Coast Guard	Civilian
E-9 (OCJCS)	SEAC 	SEAC 	SEAC 	SEAC 	SEAC No insignia	N/A	N/A
E-9 (Service Level)	Sergeant Major of the Army (SMA) 	Sergeant Major of the Marine Corps (SgtMajMC) 	Master Chief Petty Officer of the Navy (MCPON) 	Chief Master Sergeant of the Air Force (CMSAF) 	Chief Master Sergeant of the Space Force (CMSSF) 	Master Chief Petty Officer of the Coast Guard (MCPOCG) 	N/A
E-9	Command Sergeant Major (CSM)  Sergeant Major (SGM) 	Sergeant Major (SgtMaj)  Master Gunnery Sergeant (MGySgt) 	Master Chief Petty Officer (MCPO) 	Command Chief Master Sergeant (CCM)  Chief Master Sergeant (CMSgt) 	Chief Master Sergeant (CMSgt) 	Master Chief Petty Officer (MCPO) 	GS-8
E-8	Master Sergeant (MSG)  First Sergeant (1SG) 	Master Sergeant (MSgt) 	Senior Chief Petty Officer (SCPO) 	Senior Master Sergeant (SMSgt) 	Senior Master Sergeant (SMSgt) 	Senior Chief Petty Officer (SCPO) 	GS-7

Table A10.2. Enlisted Military and Civilian Service Rank and Insignia.

Grade	Army	Marine Corps	Navy	Air Force	Space Force	Coast Guard	Civilian
E-7	Sergeant First Class (SFC) 	Gunnery Sergeant (GySgt) 	Chief Petty Officer (CPO) 	Master Sergeant (MSgt) 	Master Sergeant (MSgt) 	Chief Petty Officer (CPO) 	GS-7
E-6	Staff Sergeant (SSG) 	Staff Sergeant (SSgt) 	Petty Officer First Class (PO1) 	Technical Sergeant (TSgt) 	Technical Sergeant (TSgt) 	Petty Officer First Class (PO1) 	GS-6
E-5	Sergeant (SGT) 	Sergeant (Sgt) 	Petty Officer Second Class (PO2) 	Staff Sergeant (SSgt) 	Sergeant (Sgt) 	Petty Officer Second Class (PO2) 	GS-5
E-4	Corporal (CPL)  Specialist (SPC) 	Corporal (Cpl) 	Petty Officer Third Class (PO3) 	Senior Airman (SrA) 	Specialist 4 (Spc 4) 	Petty Officer Third Class (PO3) 	GS-4
E-3	Private First Class (PFC) 	Lance Corporal (LCpl) 	Seaman (SN) 	Airman First Class (A1C) 	Specialist 3 (Spc 3) 	Seaman (SN) 	GS-3
E-2	Private (PV2) 	Private First Class (PFC) 	Seaman Apprentice (SA) 	Airman (Amn) 	Specialist 2 (Spc 2) 	Seaman Apprentice (SA) 	GS-2
E-1	Private (PV1) No Insignia	Private (PVT) No Insignia	Seaman Recruit (SR) No Insignia	Airman Basic (AB) No Insignia	Specialist 1 (Spc 1) No Insignia	Seaman Recruit (SR) 	GS-1

Attachment 11

MILITARY, CIVILIAN, AND FOREIGN SERVICE RANK ABBREVIATIONS AND EQUIVALENTS

Table A11.1. Military, Civilian, and Foreign Service Rank Abbreviations Chart.

Military Grade	DV Code	Executive Level	SES / GS Grade	Foreign Service Officer	Diplomatic Title	Consular Title
	DV-2	I				
	DV-2	II				
	DV-2	III				
O-10	DV-2/ DV-3	IV		Career Ambassador	Ambassador	Consul General
O-9	DV-4	V	SES Tier 3	Career Minister (FE-CM)	Ambassador or Minister Counselor	Consul General
O-8	DV-5		SES Tier 2	Minister Counselor (FE-MC)	Ambassador or Counselor	Consul General
O-7	DV-6		SES Tier 1	Counselor (FE-0C)	Counselor	Consul General or Consul
O-6	DV-7		GS-15	FSO-1	Counselor or First Secretary	Consul General or Consul
O-5			GS-14/ GS-13	FSO-2	Second Secretary	Consul
O-4			GS-12	FSO-3	Second Secretary	Consul
O-3			GS-11/ GS-10	FSO-4	Second Secretary	Vice Consul
O-2			GS-9/ GS-8	FSO-5	Third Secretary	Vice Consul
O-1			GS-7	FSO-6	Third Secretary	Vice Consul

Attachment 12

ORDER OF PRECEDENCE OF FLAGS

A12.1. Display of Flags. Indoor flag displays that include multiple categories of flags will be displayed in order visually from left to right. Outdoor flag displays will vary based on the design of flag poles and may also alternate right then left. The precedence order of flag categories is as outlined below.

A12.2. The United States Flag.

A12.3. Foreign National Flags. Alphabetically by short form country name using the English alphabet (when U.S. is host or event occurs on U.S. soil). At the North Atlantic Treaty Organization (NATO) Headquarters, NATO member country flags are displayed in alphabetical order by their native country name (e.g., Deutschland vice Germany).

A12.4. Native American Tribal Flags. Refer to [paragraph 7.11](#) in this publication and the U.S. Order of Precedence for positional guidance.

A12.5. International Organization Flags. Positioned in order by charter date, and after all sovereign national flags.

A12.6. Flag of the President of the United States of America.

A12.7. State and Territorial Flags. Displayed more appropriately in the order of the state's admittance to the Union but alternately displayed in alphabetical order using the English alphabet. Territorial flags are displayed after the state flags in either admittance day or by alphabetical displays.

A12.8. City or Local Government Flags.

A12.9. Departmental Flags.

A12.10. Military Organizational Flags of the Services. These flags are placed in order of precedence: Army, Marine Corps, Navy, Air Force, Space Force, and Coast Guard.

A12.10.1. Cadets, U.S. Military Academy

A12.10.2. Midshipmen, U.S. Naval Academy

A12.10.3. Cadets, U.S. Air Force Academy

A12.10.4. Cadets, U.S. Coast Guard Academy

A12.10.5. Midshipmen, U.S. Merchant Marine Academy

A12.10.6. U.S. Army

A12.10.7. U.S. Marine Corps

A12.10.8. U.S. Navy

A12.10.9. U.S. Air Force

A12.10.10. U.S. Space Force

A12.10.11. U.S. Coast Guard

A12.10.12. Army National Guard of the U.S.

- A12.10.13. Army Reserve
- A12.10.14. Marine Corps Reserve
- A12.10.15. Naval Reserve
- A12.10.16. Air National Guard of the U.S.
- A12.10.17. Air Force Reserve
- A12.10.18. Coast Guard Reserve

A12.10.19. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order, respectively. 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. In these instances, the order of precedence is Army, Marine Corps, Navy, Coast Guard, and Air Force.

A12.11. Combatant Command flags. These will be displayed before MAJCOM and FLDCOM flags and ordered by the original date of establishment and not by the date elevated or redesignated. **(T-1)** As of this publication there are 11 unified combatant commands:

- A12.11.1. U.S. Indo-Pacific Command (USINDOPACOM), Est. 1 January 1947
- A12.11.2. U.S. Southern Command (USSOUTHCOM), Est. 1 November 1947
- A12.11.3. U.S. European Command (USEUCOM), Est. 1 August 1952
- A12.11.4. U.S. Central Command (USCENTCOM), Est. 1 January 1983
- A12.11.5. U.S. Special Operations Command (USSOCOM), Est. 16 April 1987
- A12.11.6. U.S. Transportation Command (USTRANSCOM), Est. 1 July 1987
- A12.11.7. U.S. Northern Command (USNORTHCOM), Est. 1 October 2002
- A12.11.8. U.S. Strategic Command (USSTRATCOM), Est. 1 October 2002
- A12.11.9. U.S. Africa Command (USAFRICOM), Est. 1 October 2007
- A12.11.10. U.S. Cyber Command (USCYBERCOM), Est. 21 May 2010
- A12.11.11. U.S. Space Command (USSPACECOM), Est. 29 August 2019

A12.12. MAJCOMs and FLDCOMs. These commands are ordered by the original date of establishment and not by the date elevated or redesignated.

- A12.12.1. Air Mobility Command (AMC), Est. 29 May 1941
- A12.12.2. United States Air Forces in Europe – Air Forces Africa (USAFE-AFAFRICA), Est. 19 January 1942
- A12.12.3. Air Education and Training Command (AETC), Est. 23 January 1942
- A12.12.4. Pacific Air Forces (PACAF), Est. 31 July 1944
- A12.12.5. Air Force Global Strike Command (AFGSC), Est. 13 December 1944
- A12.12.6. Air Combat Command (ACC), Est. 21 March 1946

A12.12.7. Space Systems Command (SSC), Est. 20 March 1961

A12.12.8. Air Force Reserve Command (AFRC), Est. 21 June 1968

A12.12.9. Space Operations Command (SpOC), Est. 1 September 1982

A12.12.10. Air Force Special Operations Command (AFSOC), Est. 10 February 1983

A12.12.11. Air Force Materiel Command (AFMC), Est. 1 July 1992

A12.12.12. Space Training and Readiness Command (STARCOM), Est. 13 October 1993

A12.13. Positional flags. These flags are placed in order of precedence from highest to lowest.

A12.14. Individual Flags or Personal Colors. These flags are placed in order of rank of those formally participating in the event. Do not display for officials who are simply in attendance.

A12.15. International Organizations. These flags are placed by date of charter/founding (when the organization is present on the installation). Consult the servicing legal office.

A12.16. National Organizations. These flags are placed by date of charter/founding (when the organization is present on the installation). Consult the servicing legal office.

A12.17. Local Organizations (When the Local Community is Honoring the Organization). Consult the servicing legal office.

A12.18. The POW/MIA flag. This flag will always be the last flag in any display of flags in a line, or displayed outdoors on the same flagpole, immediately below the U.S. flag. When other national flags are in the display, the POW/MIA flag is displayed last. **(T-0)**