

**BY ORDER OF THE COMMANDER
JOINT BASE CHARLESTON**

**JOINT BASE CHARLESTON
INSTRUCTION 36-2203**



7 JULY 2016

Personnel

RETREAT CEREMONY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are 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: 628 ABW/CCC

Certified by: 628 ABW/CC

Supersedes: JBCHARLESTONI36-2203,
25 January 2011

Pages: 7

This instruction describes the movements and procedures for the Retreat Ceremony at the base flag pole at Joint Base Charleston, South Carolina. It is a guide for persons teaching, learning or participating in the retreat ceremony. This instruction applies to all Joint Base Charleston members. Retreat will be conducted according to the schedule published annually by the CCC office, or on special occasions as directed. Unit CC or organization responsible will determine the uniform for the ceremony. This publication applies to the Air Force Reserve Command (AFRC) and their units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier zero (T-0) number following the compliance statement.

SUMMARY OF CHANGES

The following information in this document is substantially revised and must be completely reviewed.

1. Roles and Responsibilities

1.1. The 628 ABW/CCC office will be responsible for developing/publishing the annual retreat Schedule, with concurrence of the 437 AW/CCC office, for the 628 ABW and 437 AW. The schedule will be posted on the CCC EIM page; <https://eim.amc.af.mil/org/628ABW/Command%20Chief/Joint%20Base%20Charleston%20Retreat%20Schedule/Forms/AllItems.aspx>. The flight commander or Person of Contact (POC) will recommend decisions for retreat cancellation (rain, lightning, or heat stress index such as black flag) to respective Wing CC. The flight commander will also be responsible for making any schedule changes pertaining to their assigned retreat date by contacting the other squadrons to see who is available to swap. The POC will need to contact the 628 ABW/CCE, 437 AW/CCE, 628 ABW/CCC, and 628 SFS with the updated information. The flag detail will use the All-purpose flag (5' x 9'6"). The All-purpose flag is maintained in the 628 ABW/CCC office. Prior to retreat, the Non-Commissioned Officer (NCO) in charge of the detail will replace the Installation flag with the All-purpose flag. Once retreat is over, it is the responsibility of the NCO of the flag detail to ensure that the installation flag is taken to the Security Forces Control Center, so that SFS can raise the flag at 0001 hours.

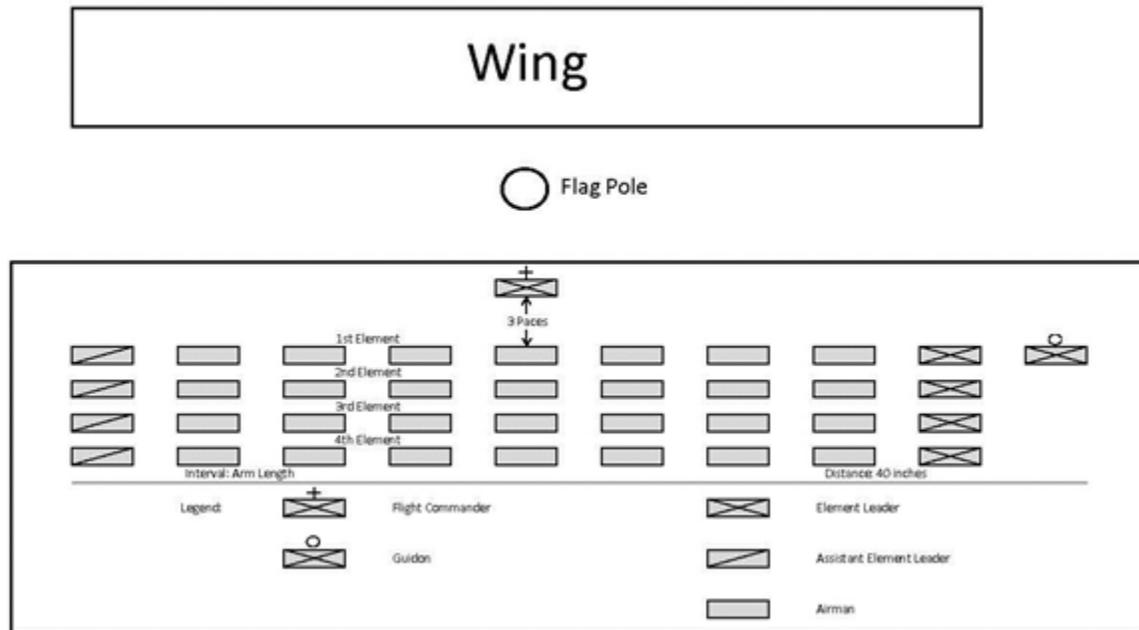
2. The Flight:

2.1. The flight will consist of at least 25 uniformed military personnel to include a guidon bearer with the unit guidon, movements of the guidon will be performed as described in AFMAN 36-2203, *Drill and Ceremonies*, 20 November 2013 (Section 5C).

2.2. Prior to 1630, the flight commander or flight sergeant will form up the flight as described in AFMAN36-2203 (Para. 4.3). The flight will be formed up on the pad located on the parade field near the installation flag pole.

2.3. Upon completion of the flight being formed up, the flight commander will place the flight in line formation, at parade rest, and wait for retreat to begin. The music is played automatically over the base public address system at 1630.

Figure 1. Flight



2.4. The flight commander will follow guidelines described in AFMAN 36-2203 (Para. 7.27), *Drill and Ceremonies*, 20 November 2013.

2.5. The flight commander will keep the flight at attention until the flag has been taken to the front steps of the wing building.

2.6. The flight commander can then dismiss the flight.

3. Flag Detail:

3.1. The flag detail will consist of six (6) members, one (1) NCO and three (3) Airmen on the flag detail, plus two (2) road guards.

3.2. The flag detail will use the All-purpose flag (5' x 9'6"). The All-purpose flag is maintained in the 628 ABW/CCC office.

3.3. All members of the flag detail will line up with the wing building to their left and the squadron flight to their right. The NCO will be furthest to the right facing directly in front of the pole along the edge of the grass.

3.4. Five minutes prior to the beginning of retreat the NCO will call the detail to attention and give the command. **FORWARD, MARCH.** At that point the detail will begin to march as well as fall into their positions. Road guards will remain in position at parade rest.

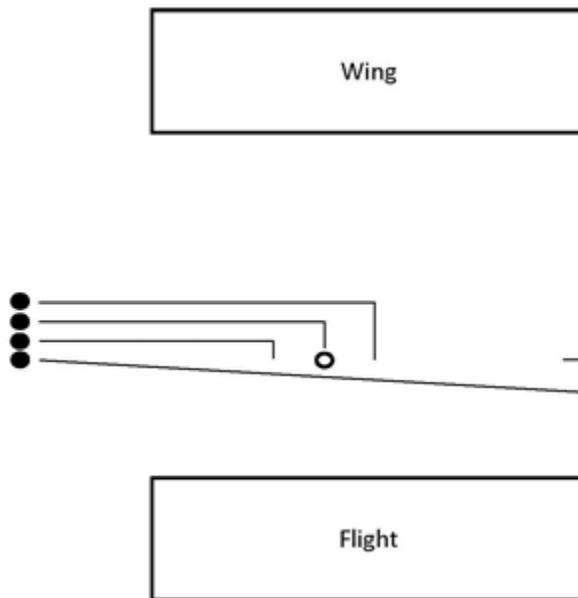
3.5. The NCO will march around the right of the pole. After passing the flagpole they will take eight (8) steps, perform a left flank, take another three (3) steps, and halt. The NCO will halt and perform a left face. At this point, the NCO should be in line with the middle detail member.

3.6. The Airman that was to the NCO's left will march and perform a right flank, take one (1) step forward and halt so that they are one (1) pace to the right of the flagpole facing the flight.

3.7. The third person will perform a right flank, take one (1) step and halt so that they are directly in front of the flagpole one (1) pace away.

3.8. The fourth Airman will perform a right flank, and take three (3) steps forward and halt so that they are one (1) pace to the left of the flagpole facing the flight.

Figure 2. Flag Detail



3.9. Once everyone is in position, the NCO will give the command **DETAIL, SECURE**. The two facing the flight will perform either a right or left face so that they are facing the flagpole and the middle person will begin to untie the rope from around the cleat. Prior to the detail beginning, a team member should loosen the rope from the cleat so that it is still secure, but will not cause a time delay if previously secured too tight. Once released, the middle Airman will hand the rope off, first to the left, then to the right. **Note:** Ensure halyard member facing the NCO receives the side of rope the flag is secured to. The two individuals with the rope will hold it left hand over right, hands chin high.

3.10. Once the team is ready the NCO will call **READY, POST** all three (3) members will take two (2) steps backwards.

3.11. The team will now wait for retreat to begin. The NCO can put the team to parade rest. The two members holding the rope will perform all movements of parade rest except for their right hands. They will leave it chin high holding the rope tight so that it makes a triangle from hand to hand to top of pole.

3.12. Retreat will sound; the two road guards will post to stop traffic and stand at parade rest with their right arms extended and their right hands flared. The flag detail team will remain at parade rest. **Note:** If the flag is at half-staff it must first be raised to full-staff before it can be

lowered. During retreat, it will be hoisted briskly to the staff head, thus, the NCO must call the detail to attention on the first note of retreat.

3.13. Following the last note of retreat, the NCO will come to attention and call the flag detail to **DETAIL, ATTENTION**. The flag detail members holding the rope will come to the position of attention holding the rope tight with both hands left over right, chin level.

3.14. The NCO will then call **PRESENT, ARMS** the NCO and the middle flag detail member not holding the rope will present arms. The National Anthem will play.

3.15. As the anthem is playing, the members will begin to bring the flag down hand over hand. The goal is to have the flag unlatched and secure simultaneously as the anthem ends. As the flag is being lowered and comes within reach of the middle member, they will order arms and begin to gather in the flag. The individual will unhook the halyards as they descend.

3.16. The NCO will help control the speed in which the flag is being lowered. A slight head nod up and down will mean to speed up the decent. A slight head shake right will mean to slow down the decent. This movement will be watched for by the detail member facing the NCO.

3.17. Once the flag is secured, the members holding the rope will then take one (1) step towards the pole and secure the rope to the lanyard. This is done by one member giving an eye wink to initiate the movement. Once secured, they will return to the position of attention.

3.18. The NCO will call the command **READY, POST**. Only the members without the flag will perform either a right or left face so that they are facing the flight. This will not include the NCO. They will then automatically step off with the left foot, take five (5) steps then step stop. They will automatically perform either a right or left face so they are facing each other.

3.19. After the members are in place the individual holding the flag will march over to the person on their right and hand the union portion of the flag to that member. Make sure that the union is to the receiving persons left. The middle member then walks over and hands the opposite end to the other detail member. The member receiving the flag will take necessary back steps to make sure the flag is taut. The person who handed off the flag will then position themselves center on the flag facing the flight. This center member will help in securing the flag by simply pinching the flag, but should not move down as the flag is being folded.

3.20. The members will perform a flag fold as described in AFH1, *The Airman Handbook 1*, 1 October 2015 (Figure 8.17).

3.21. As the flag is being folded, the person on the union side will remain stationary while the person folding will step in towards the union side. The middle person will also remain stationary but will aid in folding the flag by pinching the flag. Once the flag folder is directly in front of the middle person, they will both simultaneously take the next step forward. This will allow a smaller step when they post as described in 2.23.2.

3.22. Once the flag is completely folded and tucked, the person who folded the flag will secure it to their chest left hand over right, middle finger tip touching middle finger tip. The tip of the flag will point toward the persons chin.

3.23. Once all members are done moving, the NCO will march over and position themselves four (4) paces, centered in front of the flag detail. The NCO will have the flight to the left

and the flag detail to the right. The command of **READY, POST** will be given and the following will occur simultaneously.

3.23.1. The two members who folded the flag will perform either a right or left face so that they are facing the flight.

3.23.2. The individual that was centered will step forward so that they are to the left of the flag bearer.

3.23.3. The NCO will perform a left face so that they are facing the flight.

3.24. At this point the three Airmen will be abreast facing the flight with the middle Airman holding the flag. The NCO will be four (4) paces ahead of the Airmen also facing the flight. The NCO will give the command of **COVER**.

3.25. The NCO will give the command of **FORWARD, MARCH**. The detail will begin marching towards the flight. Approximately five (5) paces from the Flight Commander, the NCO will halt the detail. The NCO will present arms and state "Sir/Ma'am, the flag is secured." The commander will return the salute.

3.26. After the commander has lowered their salute the NCO will order arms, perform an about face and give the command **LEFT WHEEL, MARCH**. The NCO will go to a mark time march and the three (3) Airmen will also begin a mark time and wheel turn to the left. Once they have made a 180 degree turn and are facing the Wing building, the NCO will call **FORWARD, MARCH** on consecutive left feet. The detail will march forward towards the wing building.

3.27. The NCO will only present arms if leadership is in formation in the center in front of the wing building. The commander of the wing leadership flight will salute as the detail passes. After passing the leadership flight, the NCO will order arms and the detail will continue to the wing building. Upon reaching the front of the wing building, the NCO will then call **DETAIL, HALT**. At that point the NCO can dismiss the detail.

3.28. The road guards will remain posted until the flag detail has crossed the street to the wing building.

ROBERT K. LYMAN, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 36-2203, *Drill and ceremonies*, 20 November 2013

AFH1, *The Airman Handbook 1*, 1 October 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing

AW— Air Wing

AFMAN— Air Force Manual

ANG—Air National Guard

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

CC—Commander

CCC— Command Chief Master Sergeant

CCE—Commander Executive Assistant

EIM—Enterprise Information Management

IAW—In Accordance With

NCO-Non—Commissioned Officer

OPR—Office of Primary Responsibility

POC—Person of Contact

RDS—Records Disposition Schedule

SFS—Security Forces Squadron