

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



MAXWELL AFB INSTRUCTION 36-2805

17 MARCH 1999

Incorporating Interim Change 1, 3 March 2008

Certified Current on 15 March 2011

Civil Engineer

**DISPLAY OF DECORATIVE FLAGS ON
MAXWELL AIR FORCE BASE AND GUNTER ANNEX**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 42 MSG/CEOJ

Certified by: 42 MSG/CE (Mr. Steven T. Smith)

Pages: 2

This instruction describes where decorative United States flags are flown during patriotic holidays. Further, it details the time for placing and collecting the flags with respect to each holiday. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. It applies to 42d Air Base Wing personnel tasked with preparing Maxwell Air Force Base for holiday celebration.

SUMMARY OF CHANGES

This interim change updates the OPR, Certifying Authority, and organizations tasked with responsibilities to support this program. A margin bar (|) indicates changed material.

1. General Information. United States flags (commercially procured, all-weather 3' x 5') are displayed on designated streetlight standards in celebration of the following federal holidays and special occasions:

- 1.1. Martin Luther King, Jr.'s Birthday
- 1.2. Presidents' Day
- 1.3. Memorial Day
- 1.4. Independence Day
- 1.5. POW/MIA Day

- 1.6. Community Appreciation Day/Open House
- 1.7. Air Force Birthday
- 1.8. Veteran's Day
- 1.9. Special events as designated by the Commander, 42d Air Base Wing

2. Responsibilities and Procedures.

2.1. The Civil Engineer Division Flight Chief is responsible for assigning personnel to display the flags no earlier than 1 day before the event and removing the flags 1 day after. In the event of wet weather, the flags may remain displayed until they have dried.

2.2. The MSD/CE Facilities shop installs and maintains permanent mounting brackets on the street light standards on the routes designated by the commander, 42d Air Base Wing. The brackets will not be through-bolt style; use strap style only. Flags are mounted on selected streetlight standards, 14 feet above ground level.

2.3. On Maxwell AFB, flags are displayed on each streetlight standard on:

2.3.1. Maxwell Boulevard from the Bell Street gate to Arnold Street.

2.3.2. Mitchell Street from Selfridge Street to Maxwell Boulevard.

2.4. On Gunter Annex, flags are displayed on each streetlight standard on Turner Boulevard from the Congressman Dickinson Highway gate to the Dalraida Road gate.

2.5. The Civil Engineer Division Flight Chief is responsible for flag storage and maintenance. When not in use, flags are stored at the Maxwell Civil Engineer Division Grounds facility. Those used at Gunter Annex are stored in the Gunter Civil Engineer Division Grounds facility.

2.6. The Commander, 42d Air Base Wing, must approve cancellation of any flag display.

2.7. The 42d Air Base Wing FM shall provide funding for all flags and brackets.

3. Adopted Form. AF Form 847, *Recommendation for Change of Publication.*

PAUL H. MCGILLICUDDY
Colonel, USAF
Commander, 42d Air Base Wing