

**BY ORDER OF THE COMMANDER  
80TH FLYING TRAINING WING  
(AETC)**



**80 FTW INSTRUCTION 34-1201**

**23 SEPTEMBER 2014**  
*Certified Current on, 11 April 2018*  
**Services**

**FLAG PROTOCOL**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering or the 80 FTW SharePoint site at: [https://sheppard.eis.aetc.af.mil/80FTW/Pubs\\_Forms/default.aspx](https://sheppard.eis.aetc.af.mil/80FTW/Pubs_Forms/default.aspx). If you lack access, contact the OPR or Wing Publication Manager.

**RELEASIBILITY:** There are no releasability restrictions on this publication.

---

OPR: 80 FTW/CCP

Certified By: 80 FTW/CCP (Michele Houck)

Supersedes: 80 FTWI 36-2804, 24 April 2012

Number of Pages: 7

---

This instruction prescribes policy, assigns responsibility, and outlines procedures to be used in the display of the flags in between the 80th Flying Training Wing Headquarters Building (north entrance) and the 80th Operations Group Building. The provisions of this instruction apply to all military personnel assigned to the 80 FTW in accordance with AFI 34-1201 *Air Force Instruction, Services, Protocol*. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, 1 Mar 2008 and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS); or any updated statement provided by the AF Records Management office (SAF/CIO A6P). 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 Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

**SUMMARY OF CHANGES**

This instruction implements new guidelines that clarify (1) Responsibilities of flag detail; (2) Weather restrictions; (3) Half-staff guidance for US and foreign national flags.

**1. GENERAL.**

**1.1.** The US, NATO, and all foreign national flags will be displayed at the north entrance of the 80 FTW HQ building Monday through Friday.

**2. RESPONSIBILITIES.**

**2.1. 80th Operations Support Squadron Office of Student Training (80 OSS/OST) will:**

2.1.1. Ensure display of the US, NATO, and all foreign national flags are accomplished at 0730 Monday through Friday.

2.1.2. Ensure a schedule is developed for flag raising/lowering detail each duty day.

**2.2. Wing Command Section or 80 FTW Protocol will:**

2.2.1. Notify 80 OSS/OST if a flag should fly at half-staff.

**2.4. Military Training Officer will:**

2.4.1. Ensure assigned personnel are attending flag lowering detail.

**3. PROCEDURES.**

**3.1.** Flags are stored in 80th Flying Training Wing Command Section when not in use.

**3.2.** When raising the flags, the following procedures will be followed:

3.2.1 When all flags are being flown, the US flag will always be raised first. The foreign national flags will be raised briskly in alphabetical order using the English alphabet (per AFI 34-1201) and the NATO flag will be raised last IAW Attachment 2.

3.2.2 When raising the US flag, the detail will march to the flagstaff, halt, and attach flag to the halyards. When the wind is blowing, individuals should position themselves with their backs against the wind to raise the flag. One individual will face the flagstaff to hoist the flag, while the other holds the flag until it is hoisted clear of the grasp. At this time the individual comes to attention and executes present arms.

3.2.3 After the US flag has been hoisted, the individual raising the flag will execute present arms and the senior member will command order arms. The individuals will then continue to hoist the other foreign national flags in the proper alphabetical order by country.

**3.3.** When a flag is flown at half-staff, other flags will not be flown.

3.3.1. When flown at half-staff, the flag is first hoisted briskly to the peak and then lowered slowly to the half-staff position. At the end of the day, raise the flag briskly to the peak before lowering slowly.

3.3.2. The flag will be flown on its country's designated pole.

**3.4.** Flag lowering procedures:

3.4.1. The US flag will always be lowered last.

3.4.2. The US flag will be lowered simultaneously with 82 TRW retreat and a minimum of two individuals is required.

3.4.3. The playing of the National Anthem will signal retreat and the following procedures will be followed:

3.4.3.1. The designated officer will march with the assigned member(s) to the flagstaff; face the flight line, and order, "Parade Rest." Upon the sounding of retreat, both individuals will come to attention, proceed to their positions at the base of the flagstaff and arrange the halyards for proper lowering of the flag.

3.4.3.2. Upon the first note of the National Anthem, the senior member will execute present arms and the junior member will lower the flag slowly and with dignity. The senior member will hold his salute until the flag has reached the area of the grasps and, at this time, he/she will ensure the flag does not dip below the grasps. The flag will be completely lowered simultaneously with the ending of the last note during the National Anthem.

3.4.3.3. At this time, the flag detail will secure the halyards and the individuals will remain outside, weather permitting, to fold the flag IAW Attachment 2. Once flag is folded, the senior member will hold the flag and the flag detail will march back to the wing headquarters building.

3.4.4. All personnel, military and civilian, will pay proper respect to the flag during retreat and the folding ceremony. Personnel observing from their automobiles will not drive, but will remain seated in their automobiles until the ceremony's completion.

3.4.4.1. During the sounding of retreat, members walking will halt and assume the position of parade rest. On the first note of the US national anthem, members will assume the position of attention and present arms.

3.4.4.2. Members not in formation and within 25 paces of the flag folding detail will halt and assume the position of attention until the US flag is completely folded and secured.

#### **4. MISCELLANEOUS:**

##### **4.1. Inclement weather procedures:**

4.1.1. Flags will be lowered when forecast projects brief or heavy periods of precipitation and/or high winds to exceed 25 knots. If weather improves, 80 OSS/OST maintains responsibility of raising the flags, but may enlist the help of others.

**4.2.** All flags flown must be approximately the same size.

**4.3.** The responsible military commander shall ensure the procedures for flying the ENJJPT flags at half-staff are as follows:

4.3.1. When the US flag is at half-staff no other foreign national flags will be flown unless directed by their country headquarters.

4.3.2. Upon request of an 80th Flying Training Wing Senior National Representative, a foreign national flag may be flown by itself at half-staff when approved by the 80th Flying Training Wing Commander.

LANCE R. BUNCH, Colonel, USAF  
Commander

**ATTACHMENT 1****Glossary of References and Supporting Information*****Prescribing Publications***

**AFI 34-1201**, *Services Protocol*, 25 January 2013

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

***Adopted Forms***

**AF 847**, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI** – Air Force Instruction

**AFMAN** – Air Force Manual

**AFRIMS** – Air Force Records Information Management System

**ENJJPT** – Euro NATO Joint Jet Pilot Training Program

**FTW** – Flying Training Wing

**HQ** – Headquarters

**IAW** – In Accordance With

**NATO** – North Atlantic Treaty Organization

**OPR** – Office of Primary Responsibility

**OSS** – Operations Student Squadron

**OST** – Office of Student Training

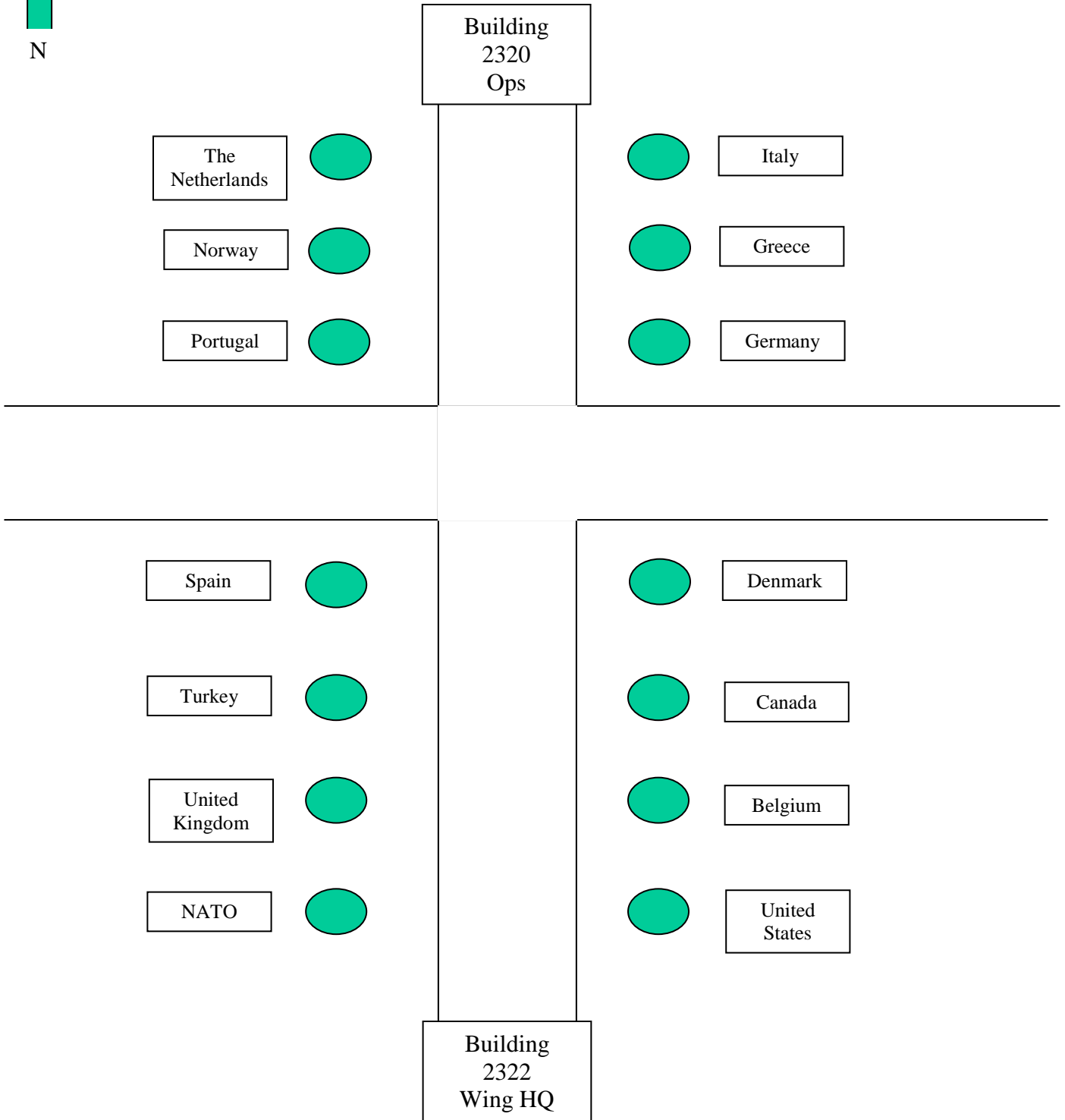
**RDS** – Records Disposition Schedule

**TRW** – Training Wing

**US** – United States

ATTACHMENT 2

Flag Display



## ATTACHMENT 3

