

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

AIR FORCE POLICY DIRECTIVE 34-12

11 OCTOBER 2018

Services

AIR FORCE PROTOCOL



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A1SAZ

Certified by: SAF/MR
(Mr. Daniel R. Sitterly)

Supersedes: AFPD34-12,
28 October 2011

Pages: 3

This directive implements Department of Defense (DoD) Instruction 1005.06, *Display of the National Flag at Half-Staff* and provides overarching policy for protocol, decorum, and customs and courtesies when conducting Air Force official functions such as ceremonies, conferences, meetings, official social functions, and hosting distinguished visitors. This directive applies to all Regular Air Force units and Air National Guard and Air Force Reserve units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility, using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This publication has been substantially revised and should be reviewed in its entirety. The revision updates the office of primary responsibility from Air Force Services Directorate/Operations Division (AF/A1SO) to Air Force Services Directorate/Warrior and Survivor Care (AF/A1SAZ).

1. Policy. The Air Force will establish a distinct culture and uphold proper etiquette and military decorum during official functions such as ceremonies, meetings and official social functions.

1.1. Military and civilian leaders at all levels will be supported in the planning and execution of official functions and in activities related to hosting distinguished visitors.

1.2. Official functions and the hosting of distinguished visitors will be planned and executed to reflect the professionalism of Air Force members and honor the customs, courtesies, and traditions of the United States Air Force and other military services. Appropriate honors and courtesies will be extended at all times and on all occasions with due respect to position, title, and rank precedence. The purchase of meals, refreshments, gifts and mementos for distinguished visitors may only be conducted in accordance with AF Instruction 65-603, *Official Representation Funds* and AF Instruction 34-201, *Use of Nonappropriated Funds (NAFS)*.

1.3. Military funerals and memorials will be planned and executed in a dignified manner that reflects the personal wishes and sensitivities of the family to the extent permitted by Department of Defense and Air Force guidance, and customs and traditions of the United States Air Force.

2. Responsibilities:

2.1. The Secretary of the Air Force designates buildings and grounds under Air Force jurisdiction for display of the national flag at half-staff.

2.1.1. Air Force Commanders, including but not lower than, installation, detachment, post and station commanders are hereby delegated the authority to authorize flying the national flag at half-staff at designated buildings or grounds under their jurisdiction for occasions they consider proper and appropriate.

2.2. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) advocates for resources, develops policy, provides oversight and, in conjunction with Air Force Protocol Office (AF/DSP), provides operational guidance on installation level protocol matters.

2.3. MAJCOM Commanders/Headquarters Air Force Directors implement quality protocol programs, prioritize requirements, and execute their programs in compliance with this policy.

HEATHER WILSON
Secretary of the Air Force

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

DoD Instruction 1005.06, *Display of the National Flag at Half-Staff*, 17 July 2015

Air Force Manual 33-363, *Management of Records*, 1 March 2008

AF Instruction 65-603, *Official Representation Funds*, 24 August 2011

AF Instruction 34-201, *Use of Nonappropriated Funds (NAFS)*, 17 June 2002

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Terms

Distinguished Visitor—(1) Any general or flag officer, (2) any government official with rank equivalent to a brigadier general or higher, or (3) any foreign military officer or civilian designated a distinguished visitor by the Deputy Under Secretary of the Air Force for International Affairs (SAF/IA).

Official Function—Any ceremony or event where senior members are operating in an official capacity with members under their command or as a host to outside members. This includes, but is not limited to, official meetings and conferences, official promotions, reenlistment and retirement ceremonies, changes of command and reorganization events, funerals, and official social functions.