

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING
WING (AETC)**



**AIR FORCE MANUAL 36-2203
KEESLER AIR FORCE BASE
Supplement**

2 APRIL 2019

Certified Current 26 October 2020

**Personnel
DRILL AND CEREMONIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 81 TRG/ MTO

Certified by: 81 TRG/CC
(Col Leo Lawson, Jr.)

Supersedes: AFMAN 36-2203 Keesler
AFB Sup, 1 Aug 12

Pages: 9

AFMAN 36-2203, 19 Jun 18, is supplemented as follows:

This supplement implements and extends the guidance in AFMAN 36-2203, *Drill and Ceremonies* in conjunction with the basic publication. This supplement applies to all personnel assigned to the 81st Training Wing. This supplement does not apply to Air Force Reserve or Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with 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 Forms 847 from the field through the appropriate functional's chain of command. Attachment 1 is a glossary of references and supporting information.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. 7.4.4.2. added may; 7.4.7.1. added 81 TRG/MTO will; 7.4.10.5. changed CSC to Vectrus; 7.4.10.5.1. deleted bleachers and; 7.4.10.5.6. added Ensure parade grounds sprinklers are turned off and construction work paused on or near the parade area for the duration of the event.; 7.4.10.6.1. updated ambulance service; 7.4.10.9. AtHoc is no longer used for parade cancellations; 7.4.10.9.

changed CSC to Vectrus; 7.25.1.1. changed 81st Training Support Facility (TSF) to Levitow; 7.26.4. changed TSF to Levitow; 7.26.4.1. changed 1500 to 1600; 7.27.5. deleted; Attachment 1 delete CSC – customer service center.

7.4.1.1. **(Added)** Wing parades are conducted when approved by the 81st Training Wing Commander (81 TRW/CC). Scheduled parades will be placed on the 81 TRW "Base Events Calendar" to avoid conflicts with other Keesler functions.

7.4.1.2. **(Added)** Adjutant's call time, schedule of events and sequence of marching units are identified in the wing parade notice. The Military Training Office (81 TRG/MTO) distributes this notice no later than 15 working days prior to date of ceremony to all organizations participating in and supporting the parade. Subsequent changes are announced at parade briefings/practices. Immediately prior to the parade, military training leaders (MTL) and first sergeants will inspect their personnel ensuring dress and personal appearance standards are met.

7.4.1.3. **(Added)** On the date of the ceremony, the post times are as follows:

7.4.1.3.1. **(Added)** The American flags must be in place surrounding the parade field no later than 35 minutes prior to Adjutant's Call.

7.4.1.3.2. **(Added)** All participating units will be on the ready line no earlier than 25 minutes and no later than 15 minutes prior to Adjutant's Call. Except for the colors, color escort mass and the state flag mass, commanders will not march their troops in front of the ready line when positioning on the parade field. Colors and escort mass will take position on the east side of the parade field. The state flag mass will position on the final line.

7.4.1.3.3. **(Added)** The commander of troops (COT), group commanders and their staffs will position on their markers 10 minutes prior to Adjutant's Call.

7.4.2.1. **(Added)** Each mass consists of a six-element front and is eight ranks deep. Smaller units, e.g., the Marine Corps and Navy masses, may participate with a formation reduced to a front of three and any depth down to six. Adjust staff positions accordingly.

7.4.2.2. **(Added)** Four groups will participate with four squadrons each, for a total of 16 squadrons.

7.4.4.1. **(Added)** 81 TRG/CC or designee appoints the COT, alternate COT, group commanders and their respective staffs. The 81 TRG/MTO will notify alternates if the primary COT, or any of his/her staff, cannot perform their duties.

7.4.4.2. **(Added)** Each parade, depending upon the type (standard, all enlisted or student), may consist of the following:

(Added) Table 7.1 Standard Parade.

<i>Position</i>	<i>Rank</i>	<i>Number</i>
Commander of Troops	O-5/O-6	1
Staff Officer	O-4/O-5	1
Adjutant	O-1/O-3	1
Group Commander	O-4/O-5	4
Group Staff Officer	O-1/O-3	4
Group Adjutant	O-1/O-3	4
Mass Commander	O-1/O-4	17
Flight Commander	O-1/O-3	32
Guidon Bearer	E-2/E-6 Perm Party	17
Flight Guide	Enlisted	32
First Sergeant	E-7/E-9	16
Flight Sergeant	Enlisted	32
Color Guard	Enlisted	As required

(Added) Table 7.2 All Enlisted Parade.

<i>Position</i>	<i>Rank</i>	<i>Number</i>
Commander of Troops	E-9	1
Staff Officer	E-4/E-8	1
Adjutant	E-1/E-5	1
Group Commander	E-8/E-9	4
Group Staff Officer	E-4/E-8	4
Group Adjutant	E-1/E-5	4
Mass Commander	E-7/E-9	17
Flight Commander	E-5/E-7	32
Guidon Bearer	E-2/E-6	17
Flight Guide	E-1/E-4	32
First Sergeant*	E-7/E-9	16
Flight Sergeant	E-5/E-7	32
Color Guard	E-1/E-7	As required

*Personnel selected for this position may be any permanent party senior NCO.

(Added) Table 7.3 Student Parade.

<i>Position</i>	<i>Aiguillette Color</i>	<i>Number</i>
Commander of Troops	Red	1
Staff Officer	Yellow/Green	1
Adjutant	Green	1
Group Commander	Red	4
Group Staff Officer	Yellow/Green	4
Group Adjutant	Green	4
Mass Commander	Yellow/Green	17
Flight Commander	Green	32
Guidon Bearer	Black	17
Flight Guide*	Not Required	32
First Sergeant	Not Required	16
Flight Sergeant*	Not Required	32
Color Guard	Not Required	As required

*Personnel selected for this position do not need to be Airman Leaders.

7.4.4.3. **(Added)** Participation in a parade is not considered a detail. Those personnel normally excused from details are considered eligible for participation.

7.4.7.1. **(Added)** 81 TRG/MTO will conduct briefings/practices for guidon bearers and flight commanders prior to parade practices. Also, conduct a combined briefing for COT, group commanders and mass commanders. Specify date, time and place of briefing/practices in wing parade notice.

7.4.7.2. **(Added)** Conduct parade practices prior to the ceremony. Specify date, time and place of practice and required attendees in the wing parade notice. All participating units must provide a six- or eight-person front and an eight-person right flank for shadow mass practices, except for the state flag mass. Smaller masses should provide fronts and right flanks of appropriate size.

7.4.8.1. **(Added)** Uniform requirements are listed in the wing parade notice.

7.4.10. (Added) Responsibilities.

7.4.10.1. **(Added) Wing Protocol (81 TRW/CCP)** will:

7.4.10.1.1. **(Added)** Prepare a guest list and take action to invite and notify guests.

7.4.10.1.2. **(Added)** Invite honorary commanders and ensure they are seated with their assigned squadron leadership when feasible.

7.4.10.1.3. **(Added)** Determine if any awards/retirements are pending that would be appropriate for presentation. Notify 81 TRG/MTO five working days prior to ceremony of any presentations.

7.4.10.1.4. **(Added)** Notify the Security Forces Operations Flight Commander/Superintendent no later than 1200 two (2) days prior to the parade ceremony if reserved parking is required.

7.4.10.1.5. **(Added)** Prepare presentations for award/retirement personnel and any special squadron awards.

7.4.10.1.6. **(Added)** Establish the seating diagram for the reviewing stand. It must indicate reserved positions for the staff and invited guests and unreserved seats for other spectators.

7.4.10.1.7. **(Added)** Brief and supervise ushers.

7.4.10.1.8. **(Added)** Promptly notify invited guests and award/retirement personnel of cancellations.

7.4.10.1.9. **(Added)** Deliver reviewing party flag(s) to 81 TRG/MTO one (1) day prior to the ceremony.

7.4.10.2. **(Added) Military Training Office (81 TRG/MTO) will:**

7.4.10.2.1. **(Added)** Provide a qualified permanent party parade supervisor to coordinate parade personnel training, ceremony scripts and other logistic operations.

7.4.10.2.2. **(Added)** Provide a qualified permanent party narrator to make appropriate announcements and read applicable citations presented during ceremonies.

7.4.10.2.3. **(Added)** Secure an alternate indoor location, when applicable.

7.4.10.2.4. **(Added)** Notify Emergency Services POC for ambulance support no less than 10 duty days prior to the event.

7.4.10.3. **(Added) 81st Force Support Squadron (81 FSS/FSVF)** will ensure a sufficient number of dining facilities are open to feed parade participants no later than 2½ hours prior to the Adjutant's Call on the date of the parade.

7.4.10.4. **(Added) 81st Force Support Squadron (81 FSS/DPMPE)** will ensure appropriate award elements and/or citations are provided to Protocol (81 TRW/CCP) four (4) days prior to parade date, advance notification permitting.

7.4.10.5. **(Added) Keesler Civil Engineer (Vectrus/CE) will:**

7.4.10.5.1. **(Added)** Maintain review stands used in parades and ceremonies in serviceable condition.

7.4.10.5.2. **(Added)** Maintain primary review stand as required.

7.4.10.5.3. **(Added)** Maintain parade grounds to include mowing no more than 24 hours prior to Adjutant's Call on the parade date.

7.4.10.5.4. **(Added)** Ensure parade grounds have been sprayed for pests (ants, mosquitoes, gnats).

7.4.10.5.5. **(Added)** Maintain parade grounds lighting.

7.4.10.5.6. **(Added)** Ensure parade grounds sprinklers are turned off and construction work paused on or near the parade area for the duration of event.

7.4.10.6. **(Added) 81st Medical Group (81 MDOS/SGOE)** will:

7.4.10.6.1. **(Added)** Maintain one ambulance on scene with additional medics. Back-up ambulance/team will remain at medical group until requested by primary. Ambulance must be in place 30 minutes prior to Adjutant's Call.

7.4.10.6.2. **(Added)** Ensure individuals who fall out of formation are appropriately treated and identified. Non-prior service (NPS) Airmen treated on site will be turned over to a detailed MTL for return to the individual's squadron area after parade troops have cleared the field. Give names and squadrons of NPS Airmen treated in the Emergency Room to the appropriate MTL.

7.4.10.7. **(Added) Public Affairs (81 TRW/PA)** will:

7.4.10.7.1. **(Added)** Coordinate with local news media on items having possible community interest.

7.4.10.7.2. **(Added)** Coordinate with the photo lab and/or Wall Studio for photographic and/or video coverage no less than five (5) working days prior to the ceremony.

7.4.10.7.3. **(Added)** Publicize event on Keesler AFB social media, Keesler Base App, Wing Events Calendar and Commander's Access Channel, when possible.

7.4.10.8. **(Added) The Wing Commander's Executive Officer (81 TRW/CCE)** will notify 81 TRG/MTO when the 81st Training Wing Commander cancels a parade.

7.4.10.9. **(Added) Keesler Weather Operations (Vectrus/WSO).**

7.4.10.9.1. **(Added)** Perform a meteorological watch (METWATCH) for weather conditions that may impact the parade. Contact 81 TRG/MTO directly with pertinent updates.

7.4.10.9.2. **(Added)** Provide forecast weather conditions for the parade at the request of the 81 TRW/CC or the 81 TRG/CC prior to the parade during normal duty hours. 26 OWS will provide non-duty hour forecasts, as requested.

7.4.10.9.3. **(Added)** Upon receipt of a call from the Command Post, provide a weather forecast to Command Post and 81 TRG/MTO of conditions expected during the parade. Relay changes or amendments of the forecast directly to 81 TRG/MTO.

7.4.10.10. **(Added) 81st Mission Support Group (81 MSG/ID)** will ensure trash collection trucks do not operate on or near the parade area one (1) hour prior through one (1) hour after Adjutant's Call on the date of the parade.

7.25.1.1. **(Added)** The tasked Military Training Flight is responsible for raising the flag at the Levitow (Bldg 7310) every duty day. Three Airmen from the tasked organization will raise the flag.

7.26.4. **(Added)** A retreat ceremony is conducted every training day at the Levitow flagpole. The 81 TRG/MTO designates the scheduled 81st Training Group participants by letter.

7.26.4.1. **(Added)** In the event of inclement weather, 81 TRG/MTO will determine if troop participation should be cancelled no later than 1600 and will notify all participants.

7.26.4.2. **(Added)** The scheduled squadron will provide one MTL and four Airmen for the flag security detail to lower the flag.

7.26.4.2.1. **(Added)** Participating squadrons will provide an adequate number of road/sidewalk guards to block the retreat area during the ceremony, and to block intersections while troops march in and out of the area. Road guards will face the flag and salute during the National Anthem or *To the Colors*.

7.26.4.3. **(Added)** Every Wednesday a formal retreat ceremony is conducted. Two flights participate from the scheduled training squadron. Each flight is a 4 x 8 formation and may be comprised of NPS Airmen and NCOs (student or permanent party). The 81 TRG/MTO must approve deviations in mass size and must be notified at least one (1) duty day prior to the formal retreat ceremony. The participating squadron provides one commander of troops and flight commanders for both flights.

7.26.4.4. **(Added)** Units desiring a formal retreat ceremony in the Triangle for retirements, awards or other special occasions must request this no less than 15 days prior to the event with 81 TRG/MTO.

DEBRA A. LOVETTE, Colonel, USAF
Commander, 81st Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 36-2203, *Drill and Ceremonies*, 19 June 2018

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

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

Prescribed Forms

No prescribed forms

Abbreviations and Acronyms

COT—Commander of Troops

NPS—Non-Prior Service

TSF—Training Support Facility

MTL—Military Training Leader

MTO—Military Training Officer