

**BY ORDER OF THE
INSTALLATION COMMANDER, 377TH
AIR BASE WING**



**KIRTLAND AIR FORCE BASE
INSTRUCTION 34-101**

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Services**

BASE FLAG DISPLAY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Matthew Zeigler)

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This instruction implements Air Force Instruction (AFI) 34-1201, *Protocol* and Air Force Pamphlet (AFPAM) 34-1202 *Guide to Protocol*. This instruction establishes roles and responsibilities for the disposition of installation flags. It also provides general information for the storage, raising and lowering, and maintenance of the installation flags and flagpoles. It applies to units assigned to the 377th Air Base Wing (377 ABW), subordinate units, and units assigned, attached, or supported by Kirtland Air Force Base (KAFB). This publication applies to the Air National Guard (ANG). This publication does not apply to the Air Force Reserve Command (AFRC). Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) 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 Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Requests for waivers must be submitted to the OPR listed above for consideration and approval.

Chapter 1

GENERAL GUIDANCE

1.1. Hardin Field Flagpole . The United States flag will be flown continually and only be taken down for special retreat ceremonies, during inclement weather that may damage the flag or flagpole, or to replace a damaged flag. The flag will be raised as soon as practical after being taken down. This is not a reveille or retreat ceremony, but details will show proper respect to the flag.

1.2. 377 ABW/HQ Building Flagpole. The United States flag will be flown continually and only be taken down for special retreat ceremonies, during inclement weather that may damage the flag or flagpole, or to replace a damaged flag. The flag will be raised as soon as practical after being taken down. This is not a reveille or retreat ceremony, but details will show proper respect to the flag.

1.3. KAFB Honor Guard oversees and schedules quarterly reveille and retreat ceremonies conducted at the Hardin Field flagpole by 377 ABW units and mission partners from across the base. The Honor Guard Non-Commissioned Officer In Charge (NCOIC) will provide the schedule to the 377 ABW Protocol Office (CCP).

1.4. Mission Partners will maintain their flags and flagpoles at their own discretion. Mission Partners needing additional guidance regarding: flag disposal, or maintenance of the flags and flagpoles will contact CCP.

Chapter 2

RESPONSIBILITIES

2.1. 377 ABW/CCP will provide general oversight of the Hardin Field and 377 ABW/HQ flagpoles and serve as the OPR for all aspects of the flags and flagpoles, IAW AFI 34-1201. This includes flag storage, raising and lowering flags, and maintenance of the flags and flagpoles.

2.2. 377 ABW Administrative Staff (CCEA) will raise/lower and store the 377 ABW/HQ flag when weather conditions would otherwise damage the flag or when the half/full staffing of the flag is required during normal duty hours (0730-1630, Mon-Fri). If the 377 ABW/HQ flag has not been raised before the end of the duty day, CCEA will deliver the folded flag to 377 ABW Command Post (CP) to be stored.

2.3. Base Defense Operations Center (BDOC) will raise and lower, fold, and deliver the Hardin Field flag to be stored at the CP when weather conditions would otherwise damage the flag, or when the half/full staffing of the flag is required during normal duty hours (0730-1630, Mon-Fri).

2.3.1. During non-duty hours, weekends and holidays, BDOC will raise and lower, fold, and deliver both flags (Hardin Field and 377 ABW/HQ building) to be stored at the CP.

2.3.2. The raising and lowering of flags will not interrupt law enforcement/security operations to include regularly scheduled RAMs/Directed Patrols/etc.

2.3.2.1. In the event BDOC is unable to dispatch a patrol to raise or lower the Hardin Field flag (i.e. during surge traffic operations), BDOC will coordinate with CCP. If an extensive delay (greater than 2 hours) would prevent BDOC from raising or lowering the flag, CCP will coordinate with other agencies as needed to raise or lower Hardin Field flag.

2.4. CP will notify CCEA, CCP and BDOC of severe weather (i. e. winds greater than 41kts) or Higher Headquarters orders to raise, lower, change, or to secure the flags.

Chapter 3

SEVERE WEATHER

3.1. The 25th Operational Weather Squadron (OWS) will notify CP of weather advisories, watches and warnings.

3.1.1. During normal duty hours, when winds at or greater than 41kts or inclement weather (i.e. hail, snow, freezing precipitation) is forecasted for KAFB, CP will notify CCEA, CCP and BDOC.

3.1.2. During non-duty hours, weekends and holidays, when winds at or greater than 41kts or inclement weather (i.e. hail, snow, freezing precipitation) is forecasted for KAFB, CP will notify BDOC to lower the Hardin Field and 377 ABW/HQ flags.

3.2. Severe Weather Expiration or Cancellation:

3.2.1. During normal duty hours, when severe weather is no longer a threat, CP will notify CCEA and CCP to return the 377 ABW/HQ flag to its proper configuration within two hours of cancellation or expiration.

3.2.2. During normal duty hours, when severe weather is no longer a threat, CP will notify BDOC to return the Hardin Field flag to its proper configuration within two hours (with regard to not interrupting law enforcement/security operations) of cancellation or expiration.

3.2.3. During non-duty hours, weekends, and holidays, CP will notify BDOC to return the flags at Hardin Field and 377 ABW/HQ to their proper configuration within two hours (with regard to not interrupt law enforcement/security operations) of cancellation or expiration.

Chapter 4

MAINTENANCE

4.1. Flag and Flagpole Maintenance:

4.1.1. Anyone who notices that either flagpole or flag is damaged/unserviceable will notify CCP.

4.1.2. CCP will notify CE in the event of a malfunction to a flag pole mechanism or floodlights.

RICHARD W. GIBBS, Colonel, USAF
Commander, 377th Air Base Wing

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI34-1201, *Protocol*, 09 Jun 2017

AFPAM34-1202, *Guide to Protocol*, 10 Jan 2013

Adopted Forms

AF 847, *Recommendation for Change of Publication*

Prescribed Forms

There are no forms prescribed by this publication

Acronyms and Abbreviations

ABW—Air Base Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFRIMS—Air Force Records Information Management System

BDOC—Base Defense Operations Center

CCEA—Administrative Staff

CCP—Protocol Office

CP—Command Post

HQ—Headquarters

IAW—In Accordance With

KAFB—Kirtland Air Force Base

NCOIC—Non-commissioned Officer in Charge

OPR—Office of Primary Responsibility

OWS—Operational Weather Squadron

ATTACHMENT 2
FLAGSTAFF RATIOS

A2.1. Flags will be flown on flagstaves that are the appropriate ratio to their size.

Table A2.1. Flagstaff Ratios.

Flagpole	Flag
20'	4'x6'
25'	5'x8'
30-35'	6'x10'
40-45'	6'x10' or 8'x12'
50'	8'x12' or 10'x15'
60-65'	8'x12' or 10'x15'
70-80'	10'x19' or 12'x18'
90-100'	20'x38' or 30'x50'