

**BY ORDER OF THE COMMANDER
MAXWELL AIR FORCE BASE (AETC)**

**MAXWELL AIR FORCE BASE
INSTRUCTION 34-1201**



3 OCTOBER 2019
Certified Current, 12 June 2023
Services

**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 CES/CEOH

Certified by: 42 MSG/CC
(Col Scott A. Bryant)

Supersedes: MAXWELLA FBI 36-2805,
17 March 1999

Pages: 4

This instruction implements AFI 34-1201, *Protocol*. It 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. Waivers to this publication are not authorized, nor are implementing publications. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). It applies to 42d Air Base Wing personnel tasked with preparing Maxwell-Gunter AFB for holiday celebration.

SUMMARY OF CHANGES

This updates the OPR, special occasions on which flags are flown, and organizations tasked with responsibilities to support this program.

1. General Information. United States flags (commercially procured, all-weather 3' x 5', with two brass grommets) will be 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. Air Force Birthday;
- 1.6. Patriot Day;
- 1.7. POW/MIA Day;
- 1.8. Veteran's Day;
- 1.9. Visits by the Following:
 - 1.9.1. Four-Star General Officers, civilian equivalent, and above;
 - 1.9.2. AETC Commander.
- 1.10. Special events as designated by the Commander, 42d Air Base Wing (42 ABW/CC).

2. Responsibilities and Procedures.

- 2.1. The CE Flight Chief Grounds Maintenance is responsible for assigning personnel to display the flags no earlier than one day before the event and removing the flags one day after. In the event of wet weather, the flags may remain displayed until they have dried.
- 2.2. The Civil Engineer Facilities shop will install and maintain permanent mounting brackets on the street light standards on the routes designated by the 42 ABW/CC. The brackets will not be through-bolt style; use strap style only. Flag poles will be 6', two-piece, aluminum spinning pole, with ball. Flags will be 3' X 5', and will be mounted on selected streetlight standards, 14 feet above ground level.
- 2.3. On Maxwell AFB, flags will be displayed on each streetlight standard on:
 - 2.3.1. Maxwell Boulevard from the Maxwell Boulevard gate to Arnold Street.
 - 2.3.2. Mitchell Street from Selfridge Street to Maxwell Boulevard.
- 2.4. On Gunter Annex, flags will be displayed on each streetlight standard on Turner Boulevard from the Congressman Dickinson Highway gate to the Dalraida Road gate.
- 2.5. The 42 CES Grounds Flight is responsible for flag storage and maintenance (US and State flags). When not in use, flags will be stored at the Maxwell Civil Engineer Squadron Grounds facility. Those used at Gunter Annex will be stored in the Gunter Civil Engineer Squadron Grounds facility.
- 2.6. The 42 ABW/CC must approve cancellation of any flag display.
- 2.7. The 42 ABW Financial Manager shall provide funding for all flags, brackets, poles, and all necessary materials.

2.8. Air Park State Flags. In addition to the display of United States flags for Holidays and Distinguished Visitors, the CE Flight Chief Grounds Maintenance is responsible for the posting and maintenance of fifty (50) State Flags displayed around the perimeter of the Maxwell Air Force Base Air Park, as well as one (1) POW MIA memorial flag posted at the POW MIA Memorial located in the Air Park.

2.8.1. Specifications for State Flags and POW MIA flags: All flags will be 3' x 5', 2-ply open weave, heavy duty polyester fabric with a canvas heading with 2 brass grommets.

2.8.2. The 42 ABW Financial Manager shall provide funding for all Air Park state flags, brackets, poles, and all necessary materials.

2.8.3. All Air Park state flags will be replaced when worn, damaged, faded, tattered, or at least one time per calendar year.

PATRICK J. CARLEY, Colonel, USAF
Commander

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

AFI 34-1201, *Protocol*, 9 June 2017

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

42 ABW—42d Air Base Wing

42 ABW/CC—Commander, 42d Air Base Wing