

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Office of the Assistant Secretary of Defense for Public Affairs (OASD(PA)). Maintains approval authority and responsibility for all appearances by Armed Forces musical and ceremonial units during national and overseas tours (particularly those likely to attract national media attention).

1.2. Joint Task Force-National Capital Region (JTF-NCR). JTF-NCR is the designated operational supported commander in the NCR for land-based homeland defense, defense support to civil authorities and incident management in the NCR.

1.3. United States Army Military District of Washington (MDW). The OASD(PA) has delegated to the Director, Ceremonial and Outreach Division (J35 National Events), MDW, the approval authority for routine requests for Armed Forces (joint-level affairs) musical and ceremonial support in the NCR. This assures consistent interpretation of policy among the military services. MDW personnel forward requests for musical or ceremonial support from members of Congress, as well as requests for exceptions to policy, to OASD(PA).

1.4. Office of the Secretary of the Air Force for Public Affairs (SAF/PA). Functional manager of the band career field; establishes overall management policy for community relations support, affecting both band and honor guard operations.

1.5. Department of the Air Force Protocol (SAF/DSP). Directly supports SecAF, USecAF, SAF/DS, CSAF, CSO, VCSAF, VCSO, HAF/DS, SF/DS, CMSAF, and CMSSF (referred to as DAF Top 11) on protocol matters. Conducts protocol and ceremonial events that do not require USAF Band nor USAF Honor Guard ceremonial resources for execution.

1.6. Air Force District of Washington (AFDW). AFDW is a direct reporting unit (DRU) to the Chief of Staff, USAF, and serves as the Air Force service component to JTF-NCR. Provides ceremonial honors and operational support to Department of the Air Force (DAF), assigned Air Force units, designated forward operating areas, Department of Defense (DoD) agencies, US federal executive departments, and other assigned and attached Air Force personnel within the National Capital Region (NCR) and worldwide

1.6.1. AFDW/CCP (Ceremonies and Protocol) is the OPR for the DAF ceremonial and protocol support within the NCR. Directly supports DAF Top 11, AFDW/CC, and active-duty Air Force general officers in the NCR by coordinating ceremonial support requirements between customers and AFDW units and personnel.

1.6.1.1. AFDW/CCP is the designated representative of AFDW/CC to plan, commit, and coordinate AFDW resources to meet customer ceremonial and protocol needs in the best interests of the DAF.

1.6.1.2. Establishes policy, standards, processes, and procedures for AFDW to accomplish its ceremonial mission through close coordination with participating units. These areas include, but are not limited to notification, planning, coordinating, and committing AFDW assets; scripting, practicing, briefing; and setup/break down ceremonial areas as applicable.

1.6.1.3. Acts as approval and scheduling authority for the Air Force ceremonial lawn, located on Joint Base Anacostia-Bolling (JBAB).

1.7. 11th Wing (11 WG). 11 WG is the host installation for the Air Force's Ceremonial Lawn and the Bolling Club. It provides logistical and infrastructure support for ceremonial activities.

1.7.1. The 11th Wing will maintain the ceremonial lawn in accordance with joint basing common output level standards. During the period of April through September, uses the AFDW/CCP tracker for monthly maintenance, watering and mowing schedule.

1.7.2. The 11th Security Forces Squadron (11 SFS) will provide traffic control and security as required. Close down vehicle traffic in front of the Mitchell Center (Bldg P-20) NLT 30 minutes prior to the start of a ceremonial lawn ceremony. Allow traffic flow in front of Mitchell Center to resume NLT 30 minutes after ceremony completion.

1.7.3. The 11th Force Support Squadron (11 FSS) will:

1.7.3.1. Coordinate with appropriate agencies for cleaning outdoors within 50 feet of 11 FSS facilities where indoor ceremonies may take place, to include area litter patrol and landscaping.

1.7.3.2. Provide support for primary and inclement weather ceremony sites at 11 FSS facilities. Funding requirements will come from sponsoring organizations.

1.7.3.3. Ensure the support of assigned organizations to the AFDW ceremonial mission.

1.7.4. The 11th Operations Group (11 OG) will train, organize, and equip the USAF Band (BA), the USAF Honor Guard (HG) and Arlington National Cemetery Chaplain Corps (HC-A) to perform ceremonial missions.

1.7.4.1. 11 OG will ensure Mitchell Center is available for all events scheduled for the Air Force Ceremonial Lawn.

1.7.4.2. Reference 11 WG events calendar and assist organizations in scheduling events to keep schedule conflicts to a minimum.

1.7.4.3. HG. Maintain standards for honors; employ a ceremonial capability to represent the USAF at public and official ceremonies.

1.7.4.4. Provide appropriate elements for AFDW and DAF-sponsored events.

1.7.4.5. Bear official awards, decorations and/or presentations made on behalf of the DAF. Will not be used as personal gift bearers at events.

1.7.4.6. Display US, USAF, and State and Territorial flags two hours prior to the start of Ceremonial Lawn ceremonies.

1.7.4.7. Provide appropriate visual aids for pre-ceremony briefing.

1.7.4.8. Conduct a "talk-through" and full rehearsal one hour before ceremonies, or when dictated by the script, with AFDW/CCP to verify sequencing, peculiarities and/or last-minute changes to scripts.

1.7.4.9. BA. Will coordinate and provide musical products and services worldwide in support of DoD and USAF community relations programs, Air Force recruiting, troop morale, and preservation of our military and national heritage; provide appropriate elements for Joint, DAF-sponsored and AFDW events.

1.7.4.10. Conduct a “talk-through” and full rehearsal 1 hour before ceremonies, or when dictated by the script, with AFDW/CCP to verify sequencing, peculiarities and/or last-minute changes to scripts when requested.

1.7.5. The 11th Logistics Readiness Squadron (11 LRS) will provide transportation as requested in accordance with AFDW Supplement to AFI 24-301.

1.7.6. The 11th Public Affairs will act as media liaisons for ceremonies and events sponsored by AFDW and will provide an on-site media escort when requested.

1.7.7. The 11th Protocol office will provide chairs and podiums to support AFDW/CCP-led ceremonies on the ceremonial lawn; support wing-level ceremonies.

1.7.8. The 11th Contracting Squadron (11 CONS) will provide acquisition support for supplies, construction and maintenance for events and ceremonies on JBAB.

1.8. 316th Wing (316 WG). Ensure the support of assigned organizations to the AFDW ceremonial mission.

1.8.1. 316th Mission Support Group (316 MSG)

1.8.1.1. The 316th Civil Engineer Squadron (316 CES) will ensure the ceremonial/event location at JBA is in good repair and provide mobile HVAC and emergency lighting for hangar events.

1.8.1.2. The 316th Force Support Squadron (316 FSS) will provide primary and inclement weather event sites on JBA (if requested).

1.8.1.3. The 316th Logistics Readiness Squadron (316 LRS) will provide transportation as requested in accordance with AFDW Supplement to AFI 24-301.

1.8.1.4. The 316th Contracting Squadron (316 CONS) ensures contracts for construction or maintenance on Joint Base Andrews-NAFW will include language as necessary, providing for quiet hours (start-stop time of ceremony).

1.8.2. The 316th Security Forces Group (316 SFG) will provide safety and security support for events with mass attendees or high-ranking officials.

1.8.3. The 316th Medical Group (316 MDG). Will provide medical support for ceremonies (wing-level and above) that may require on-scene medical support on a case-by-case basis. The MDG/CC or designee will evaluate and approve requests for medical support for on-base ceremonies.

1.8.4. The 316th Public Affairs (316 PA) will act as media liaisons for ceremonies and events sponsored by AFDW and will provide an on-site media escort when requested.

1.9. 844th Communications Group (844 CG). Will provide setup and technical support for public address systems at JBA, JBAB, and AFM.

Chapter 2

RESOURCE MANAGEMENT

2.1. General. Resources will be used to provide “world-class” support to honorees and hosts while ensuring the safety and health of Air Force personnel. All AFDW units and personnel must set and maintain reasonable and consistent levels of support regarding ceremonies and protocol. Ceremonial resource support levels, as defined by this AFDWI, are based upon the rank, position, or level of the honoree, as well as resource availability. Protocol assistance will be provided when the event is hosted by the DAF Top 11 or the AFDW/CC. AFDW/CCP support for ceremonies will be available during the work week and normal duty hours. AFDW/CCP will provide advice and guidance for individual ceremonies (i.e., promotions and retirements) which fall on a weekend or federal holiday.

2.2. Prioritization of Honorees. The following listing is used to help determine the priority in which AFDW employs ceremonial resources. It does not reflect either the State or Defense Department’s official order of precedence listings and must not be used in lieu of the official listings when determining DV protocol precedence.

Table 2.1. Prioritize of Honorees.

Tasked to AFDW by MDW	Tasked to AFDW by Honoree’s Office
President	Secretary of the Air Force
Vice President	Under Secretary of the Air Force
Secretary of State	SAF Director of Staff
Secretary of Defense	Chief of Staff, USAF
US Senators	Chief of Space Operations
US Representatives	Vice Chief of Staff, USAF
Deputy Secretary of Defense	Vice Chief of Space Operations
Chairman of the Joint Chiefs of Staff	DAF General Officers (four-star)
Vice Chairman, Joint Chiefs of Staff	Assistant Secretaries, USAF
Combatant Commanders	HAF Director of Staff
Assistant Secretaries of Defense	SF Director of Staff
	Chief Master Sergeant of the Air Force
	Chief Master Sergeant of the Space Force
	DAF Lieutenant Generals
	AFDW Commander
	Other DAF General Officers (one/two-star)

2.3. Scheduling Resources. Due to limited resources, events should be scheduled as far in advance as possible. The workload of participating units and personnel must be considered when planning events. In some cases, it may be necessary to change unit schedules or modify/downgrade ceremonies to meet mission requirements.

2.3.1. AFDW/CCP functions as the central office for planning, coordinating, and requesting resources in concert with project officers.

2.3.1.1. AFDW/CCP acts as event OPR for the following AFDW events:

2.3.1.1.1. AFDW/CC-hosted official events.

2.3.1.1.2. Military Funeral Honors with Escort at ANC for general officers, Airmen who die as a result of wounds received in action, and repatriations.

2.3.1.2. AFDW/CCP will provide advice and guidance for 11 WG, 316 WG, and 844 CG changes of command.

2.3.1.3. AFDW/CCP will act as the office of collateral responsibility (OCR) for the following events:

2.3.1.3.1. General officer promotions, retirements, and changes of command (agency or general's office is OPR for the event).

2.3.1.3.2. Air Chief Arrivals and Wreath-Laying (OPR is Secretary of the Air Force International Affairs (SAF/IA)).

2.3.2. Appointed project officers will meet with AFDW/CCP to obtain ceremony briefing/checklist for events. When organizations are managing events and DVs are in attendance or participating, coordinate unit efforts with AFDW/CCP to ensure proper etiquette, protocol, and ceremonial standards.

2.3.3. Non-MDW/JTF-NCR requests for BA and HG support must be submitted in writing on DD Form 2536 to the 11 OG scheduling office.

2.3.4. Cancellations/Modifications/Downgrades. May occur when a Presidential, Joint, or higher precedence request requires support, when resources are not available or in case of inclement weather. For AFDW-sponsored events, AFDW/CCP will coordinate with all affected units and personnel.

2.4. Environmental Factors and Hazardous Conditions. For outdoor scheduled events with BA and/or HG participation, inclement weather changes will be made NLT three hours prior by the OPR. If AFDW/CCP is the OPR, they will notify the host and honoree of the event that the inclement weather plan has been implemented. If AFDW/CCP is the OCR, the assigned project officer provides the notification. Ceremonial flexibility is afforded to ceremonial elements in accordance with the 11 OG Environmental Guide for the health and safety of personnel.

2.5. Event Location. There are various ceremonial locations within AFDW. The sponsor is responsible for acquiring and paying any fees associated with the ceremony location. When AFDW/CCP is the OPR, they will reserve facilities. When the venue requires paid parking, the sponsor will pay parking for ceremonial resources. The following are approved ceremonial locations for AFDW-supported events: Air Force Ceremonial Lawn, JBA, and JBAB Clubs, Community Centers and Theaters, Army Navy Club, the Air Force Memorial, and the Pentagon ceremonial spaces. Other venues may require reduced ceremonial resources to support.

2.5.1. The outdoor season runs from the beginning of April through the end of September. AFDW/CCP is the OPR for scheduling the ceremonial lawn. From October to March, requests must also be approved by 11 Civil Engineering Squadron to confirm the lawn care and fertilizing will not conflict with a requested "out-of-season" date.

2.5.2. The ceremonial lawn is used for Air Force unit events and for individual ceremonies for which the honoree is in the rank of O-7 and above, and 11 WG official events. The 11 WG/CC is the approval authority for exceptions.

2.5.3. Maintenance Hangar 3 on JBA may be used for Air Force organizational ceremonies and events. It is used for individual ceremonies in honor of SecAF, CSAF, and CSO only. Requests for use of the hangar may be made through the 89 AW/CCP. Use **Attachment 6 HANGAR REQUEST, UTILIZATION, AND CLEAN-UP CHECKLIST** to initiate the hangar use request. Maintenance Hangars 6 and 7 will not be utilized ceremonially.

Chapter 3

MILITARY FUNERALS

3.1. General. This chapter applies only to funerals supported at ANC. Eligibility for burial in ANC is covered by Army Regulation 290-5. Resource support for funerals outside ANC is defined in DoDI 1300.15. Funerals have varying levels of support IAW DoD, Joint Service, and USAF directives.

3.1.1. The Senior Enlisted Leader (SEL), ANC, is responsible for coordinating military funerals conducted within ANC.

3.1.1.1. The overall responsibility for the setup of a funeral in ANC rests with the ANC funeral director/representative. Content of the funeral can be influenced by weather, grave location, family desires, and air traffic.

3.1.1.2. In accordance with 11 OG weather contingency plans, the HG OIC/NCOIC, as the 11 OG/CC representatives, have the authority to modify/downgrade ceremonial support based on safety considerations.

3.1.1.3. Funeral services within ANC will proceed promptly at the scheduled time.

3.2. State Funeral. State Funerals are in honor of the serving President of the United States, former Presidents, Presidents-elect, or individuals specifically designated by the President. Per CSAF guidance, AFDW/CC is assigned responsibility for coordinating all Air Force issues related to Presidential State Funeral Planning. In this regard, the commander is authorized direct coordination with appropriate Air Force units, installations, and agencies, as well as JTF-NCR. AFDW/CCP is the lead agent for the Joint Protocol Cell as designated by JTF-NCR.

3.3. Official Funeral. In honor of the serving Vice President of the United States, the serving Chief Justice of the US Supreme Court, serving Cabinet members, serving Secretary of Defense (SECDEF), serving Chairman of the Joint Chiefs of Staff (CJCS), and serving Vice CJCS. Per CSAF guidance, AFDW/CC is assigned responsibility for coordinating all Air Force issues related to Official Funeral Planning. In this regard, the commander is authorized direct coordination with appropriate Air Force units, installations, and agencies, as well as JTF-NCR. The AFDW/CC has designated AFDW/A3/5 as the principal Air Force planner and liaison to JTF-NCR (see USAF State Funeral Support Plan). If designated by JTF-NCR, AFDW/CCP is the lead for the Joint Protocol Cell.

3.4. Special Military Funeral. In honor of a former Vice President, former SECDEF, former CJCS, and former VCJCS. Per CSAF guidance, AFDW/CC is assigned responsibility for coordinating all Air Force issues related to Special Military Funeral Planning. In this regard, the commander is authorized direct coordination with appropriate Air Force units, installations, and agencies, as well as JTF-NCR. The AFDW/CC has designated AFDW/A3/5 as the principal Air Force planner and liaison to JTF-NCR. If designated by JTF-NCR, AFDW/CCP is the lead for the Joint Protocol Cell.

3.5. Military Honors. The HG and the BA provide proper military honors for funeral services in ANC. The conduct of the ceremony is the responsibility of AFDW/CCP (when a GO host is required), Arlington National Cemetery Chaplain Corps, BA, and HG (see [Figure A2.1](#)).

3.6. Sequences of Events. With the exclusion of remarks, deviations to traditional and protocol sequences are discouraged. Situations impacting the authorized sequence of events must be coordinated by the event OPR with affected organizations. Flyovers are strictly regulated. **Bolded** items are general officer specific. **Note:** Proper protocol mandates military personnel to present arms when remains are in motion and during honors. Civilians should place their right hand over their heart.

MILITARY FUNERAL HONORS (CHAPEL)

Arrival of Remains
 Remains Transfer into Chapel
 Chapel Service
 Remains Transfer to Hearse
 Funeral Procession to Gravesite
 Flyover (*when authorized*)
 Remains Transfer from Hearse to Grave
 Religious/Interment Service
 Military Honors (3 volleys of seven, Taps)
Personal Flag Furling and Casing
 US Flag Folding/Presentation
 Additional Flag Presentation (*when authorized*)
 Air Force Arlington Lady Presentation
 Departure of Honor Guard
 Medal Presentation (*when authorized*)
 Condolences

MILITARY FUNERAL HONORS (GRAVESITE)

Arrival of Remains
 Flyover (*when authorized*)
 Remains Transfer to Grave
 Religious/Interment Service
 Military Honors (3 volleys of seven, Taps)
Personal Flag Furling and Casing
 Flag Folding/Presentation
 Additional Flag Presentation (*when authorized*)
 Air Force Arlington Lady Presentation
 Departure of Honor Guard
 Medal Presentation (*when authorized*)
 Condolences

MILITARY FUNERAL HONORS (MODIFIED)

Arrival of Remains
 Remains Transfer to Grave
 Religious/Interment Service
 Military Honors (3 volleys of seven, Taps)
Personal Flag Furling and Casing
 Flag Folding/Presentation
 Additional Flag Presentation (*when authorized*)

Departure of Honor Guard
 Medal Presentation (*when authorized*)
 Condolences

MILITARY FUNERAL HONORS WITH ESCORT (CHAPEL)

Arrival of Remains
Musical Honors
 Remains Transfer into Chapel
 Chapel Service
 Remains Transfer onto Caisson
 Funeral Procession to Gravesite
 Flyover (*when authorized*)
Musical Honors
 Remains Transfer from Caisson to Grave
 Religious/Interment Service
 Military Honors (3 volleys of seven, Taps)
Personal Flag Furling and Casing
 Flag Folding/Presentation
 Additional Flag Presentation (*when authorized*)
 Air Force Arlington Lady Presentation
 Departure of Honor Guard/Band
 Medal Presentation (*when authorized*)
 Condolences

MILITARY FUNERAL HONORS WITH ESCORT (TRANSFER)

Arrival of Remains
Musical Honors
 Remains Transfer to Caisson
 Funeral Procession to Gravesite
 Flyover (*when authorized*)
Musical Honors
 Remains Transfer from Caisson to Grave
 Religious/Interment Service
 Military Honors (3 volleys of seven, Taps)
Personal Flag Furling and Casing
 Flag Folding/Presentation
 Additional Flag Presentation (*when authorized*)
 Air Force Arlington Lady Presentation
 Departure of Honor Guard/Band
 Medal Presentation (*when authorized*)
 Condolences

3.7. Support. **Figure A2.1** identifies AFDW resource support for military funerals. Support is based upon the rank, position or status of the deceased (active duty, retired or veteran from USAF, Reserve and Guard). Increased levels of support are discouraged to avoid the appearance of favoritism to any individual or organization or creating precedence. In instances of special

consideration and higher headquarters involvement, close coordination with DAF and ANC is required.

3.7.1. Retirees and Veterans. Retirees and veterans (with an honorable discharge) are authorized support at their retirement or discharge rank. See [Figure A2.1](#).

3.7.2. Dependents. Pallbearers are provided (when resources are available) for dependents only within ANC. Military honors are not authorized for dependents.

3.7.3. Double Interments. Double interment services are authorized an extra set of pallbearers to carry the additional casket. If both deceased are cremated, extra pallbearers are not authorized.

3.7.4. Flyovers. Flyovers (when authorized) are in accordance with DAFI 34-160. Staffing is done through AFMAO/HG in coordination with AF/A3OW for flyover eligibility and approval.

3.7.5. DV Transportation. As indicated in Attachments [2-4](#), DV transportation is authorized in certain circumstances. Transportation may include sedans, vans and buses. Family transportation for repatriations and funerals for Airmen who die as a result of wounds received in action is authorized to and from the NOK's hotel. (Reference AFDW Supplement 1, AFI 24-301, paragraph 3.8.2 and 3.8.3.)

3.7.6. Protocol Support. When requested by SAF/DSP, AFDW/CCP provides specialized support to high-level funerals. Support may include scripting, coordinating with appropriate agencies, briefings, escorting, and DV guest management.

3.7.7. Special Music. A BA bugler will sound the authorized version of Taps at all USAF services at ANC, retired and active duty member funerals within a 50-mile radius of the NCR and other special funerals as directed by the 11 OG/CC. "Echo Taps" is not a recognized military honor and is not authorized. The BA may honor requests for special selections currently in their repertoire. These will be played as indicated in the authorized sequence of events. Musical support that is provided by the family will occur only after the flag presentation and the departure of the BA and HG.

3.7.8. HC-A takes the lead for religious services for military committals, memorials, or rites at ANC. Chaplains, with the assistance of NOK or other designated family members, plan and prepare religious committals, memorials, or rites when requested.

3.7.9. Media Support. When requested by JTF-NCR Public Affairs, AFDW/PA will provide media escort support for high-level funerals at ANC.

3.8. Transfer Funerals. Transfers occur when there is no chapel service. Remains are transferred from hearse or ANC vehicle to caisson for escort to gravesite.

Chapter 4

INDIVIDUAL RETIREMENTS

4.1. General. Support for retirement ceremonies is based on the rank of the retiree, not the host or personnel in attendance (except when hosted by the DAF Top 11 or AFDW/CC).

4.2. Support. **Figure A2.1** identifies AFDW resource support for individual retirement ceremonies. Support for individual retirement ceremonies is based on the rank or position of the honoree, not the host or personnel in attendance. AFDW supports active-duty AF GO individual retirements starting with the grade O-7 and above. AFDW/CCP will provide full support to the ANG/CC's retirement ceremony.

4.2.1. AFDW/CCP will script the ceremony and task the 11 OG to execute. Introductions of invited guests are not included in the scripting. Ceremonies are standardized and requested variances may result in reduced ceremonial support in order to maintain established standards (i.e., requesting to use own narrator).

4.2.2. Receiving Lines. AFDW/CCP will offer advice, guidance and/or orchestration of receiving lines for authorized individual retirees.

4.2.3. Programs. For individual retirement ceremonies, programs are the responsibility of the retiree's organization.

4.2.4. Special Music. A musical tribute may be provided at the end of a general officer retirement ceremony that is supported by AFDW. The tribute consists of a patriotic selection performed in honor of the retiree's service. Requests of substituted musical selections will not be authorized.

4.3. Sequence of Events. This is the traditional, authorized sequence of events for outdoor retirement ceremonies within AFDW. Indoor sequences may be modified due to space limitations. **Bolded** items are general officer specific. Special presentations such as shadow boxes and organizational gifts should be presented informally, not during the official ceremony.

Official Party Pre-Ceremony Brief
 Opening Narration
 Arrival Fanfare
Musical Honors
 Presentation of the Colors
 National Anthem
 Invocation
 Host Remarks
 Medal Presentation
 Retirement Certificate Presentation
 Certificate Presentation
 Retirement Pin Presentation
 Spouse Certificate Presentation
 Honoree Remarks
Musical Tribute
 Closing Narration
 Air Force Song or Semper Supra
 Departure

Chapter 5

CHANGES OF COMMAND

5.1. General. This chapter addresses typical resources applied to changes of command and identifies the support AFDW authorizes for each level. See [Figure A3.1](#).

5.2. Support. Ceremonial support for changes of command is determined by the level of the unit. Formations will be composed of members assigned to the unit changing command. The unit guidon/flag is entrusted to the unit first sergeant or senior enlisted person during the change of command sequence. At the wing level, AFDW/CCP will advise and guide while the respective protocol offices (11 WG and 316 WG) plan and execute the ceremony.

5.2.1. The SecAF/CSAF/CSO/CMSAF/CMSSF. Though the SecAF, CSAF, CSO, CMSAF, and CMSSF usually do not participate in a change of command when they depart, they are included in [Figure A3.1](#). Typically, they would have a farewell/welcoming/transition ceremony with resources following closely what is listed in [Figure A3.1](#).

5.2.2. For the 11 WG, 316 WG and 844 CG, AFDW/CCP will advise and guide. The outgoing commander will appoint a POC to work closely with AFDW/CCP. The POC is responsible for providing AFDW/CCP with all pertinent information in a timely fashion, producing the script, the program, the formation, and additional support personnel.

5.2.3. AFDW/CCP will provide full support to the ANG/CC's change of command. Support to the ANG Readiness Center (ANGRC) change of command will be limited to providing a colors team and USAF Band brass quintet.

5.3. Sequence of Events. The following is the traditional, authorized sequence of events for an outdoor change of command ceremony. Indoor sequences may be modified due to space limitations. **Bolded** items are general officer specific.

Official Party Pre-Ceremony Brief

Opening Narration

Arrival Fanfare

Presentation of Command

Musical Honors

Inspection of Troops

Advancement of the Colors

National Anthem

Invocation

Remarks

(Host)

Award Presentation

Remarks

(Outgoing Commander)

Change of Command

Posting of Colors

Remarks

(Incoming Commander)

Pass in Review

Musical Tribute
Closing Narration
Air Force Song or Semper Supra
Departure

Chapter 6

PROMOTIONS

6.1. General. A ceremony recognizing the advancement in rank and/or responsibility of an individual. AFDW support of a promotion ceremony is based on the rank of promotee, not the host or other personnel in attendance, unless hosted by the DAF Top 11. AFDW supports individual promotions for active-duty members starting with the promotion to grade O-7 and above. Promotions to the rank of O-6 and below are the responsibility of the individual's organization and supervisor or commander. See **Figure A4**.

6.2. Support. **Figure A4.1** identifies AFDW resource support for individual promotion ceremonies. Support for individual promotion ceremonies is based on the rank or position of the honoree, not the host or personnel in attendance. AFDW/CCP will script the ceremony and task the 11 OG to execute it. Introductions of invited guests are not included in the scripting. Ceremonies are standardized and requested variances may result in reduced ceremonial support in order to maintain established standards (i.e., requesting to use own narrator).

6.2.1. Receiving Lines. AFDW/CCP will offer advice, guidance and/or orchestration of receiving lines for authorized individual retirees.

6.2.2. Programs. For individual promotion ceremonies, programs are the responsibility of the retiree's organization.

6.3. Sequence of Events. The following is the traditional, authorized sequence of events for promotions. **Bolded** items are general officer specific.

Ceremony Pre-brief
 Opening Narration
 Arrival Fanfare
Musical Honors
 Presentation of the Colors
 National Anthem
 Invocation
 Remarks (Host)
 Promotion Order
 Pinning of Rank Insignia
 Reaffirmation of Oath
Furling/Unfurling of Personal Flag
 Remarks (Honoree)
 Closing Narration
 Air Force Song or Semper Supra
 Departure

Chapter 7

ARRIVALS AND WREATH-LAYINGS

7.1. General. This chapter addresses typical resources applied to CSAF counterpart visits for Air Force arrival and wreath-laying ceremonies at the Air Force Memorial or ceremonial lawn (outdoor) or the Bolling Club (indoor). This chapter also reflects the authorized resources for CSAF counterpart wreath-laying ceremonies at the Tomb of the Unknowns in ANC, Air Force Memorial and general wreath-laying support for private organizations IAW DAFI 34-160, *Mortuary Affairs Program*. Counterpart ceremonies are hosted by CSAF or a designated representative. **Figure A5.1** identifies the level of support AFDW provides for Full Honors Arrivals and wreath-laying ceremonies. HC-A may provide support for wreath-layings at the Air Force Memorial and ANC as resources permit.

7.2. Sequence of Events. The following is the authorized sequence of events for Full Honors Arrivals and wreath-laying ceremonies. A Full Honors Arrival Ceremony which includes a wreath-laying is performed either at the Air Force Memorial or on the Air Force Ceremonial Lawn. Indoor Full Honors Arrival ceremonies are modified appropriately. The CSAF counterpart arrivals generally occur on Tuesday of the week of the visit.

Full Honors Arrival (FHA) with Award (Outdoor) FHA without Award (Outdoor)

Arrival of Dignitary	Arrival of Dignitary
Pre-ceremony Briefing	Pre-ceremony Briefing
Opening Remarks	Opening Remarks
Arrival Fanfare	Arrival Fanfare
March On	March On.
Presentation of Command	Presentation of Command
Musical Honors	Musical Honors
Inspection of Troops	Inspection of Troops
Advancement of the Colors	Foreign National Anthem (see note 1)
To the Color	US National Anthem (see note 1)
Medal Presentation	Closing Remarks
Posting of the Colors	Air Force Song
Foreign National Anthem (see note 1)	Departure
US National Anthem (see note 1)	
Closing Remarks	
Air Force Song	
Departure	

FHA with Award (Indoor) FHA without Award (Indoor)

Arrival of Dignitary	Arrival of Dignitary
Pre-ceremony Briefing	Pre-ceremony Briefing
Opening Remarks	Opening Remarks
Arrival Fanfare	Arrival Fanfare
Presentation of Command	Presentation of Command
Musical Honors	Musical Honors
Inspection of the Troops	Inspection of the Troops
Medal Presentation	Foreign National Anthem (see note 1)

Foreign National Anthem (see note 1) US National Anthem (see note 1)
US National Anthem (see note 1) Closing Remarks
Closing Remarks Air Force Song
Air Force Song Departure
Departure

Wreath-Laying (Tomb of the Unknowns)

March On
Advancement of Colors
Posting of Colors
Arrival of Dignitary
Event Pre-brief in ANC Trophy Room
Opening Narration
Dignitary and Host escorted to the top of stairs
Foreign National Anthem (see note 2)
US National Anthem (see note 2)
Dignitary and Host escorted down the stairs to the mat
Wreath placed by Dignitary
Muffled Ruffles and Taps
Return to Trophy Room
Retiring of the Colors
Honor Guard and Band Departure
Tour and Presentations
Official Party Departure

Note: 1 – Counterpart arrival only, otherwise drummer and bugler only.

Note: 2 – Counterpart arrival only.

JOEL D. JACKSON, Major General, USAF
Commander, Air Force District of Washington

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

AFI 24-301—*Ground Transportation*, 22 October 2019

AFI 24-301 AFDW Sup— *Ground Transportation*, 6 October 2020

AFI 34-1201—*Protocol*, 18 August 2020

AFPD 34-12—*Air Force Protocol*, 11 October 2018

DAFI 34-160—*Mortuary Affairs Program*, 3 March 2022

DAFPAM 36-1203—*Drill and Ceremonies*, 13 September 2022

AFPAM 34-1202—*Guide to Protocol*, 8 May 2019

AFI 36-3203—*Service Retirements*, 29 January 2021

AFI 65-601 Volume 1—*Budget Guidance and Procedures*, 24 October 2018

Army Regulation 290-5—*Army Cemeteries*, 21 October 2020

DoD Directive 1300.30—*DoD Support of State, Official, Special Military, and First Lady Funerals*, 24 August 2021

DoD Instruction 1300.15—*Military Funeral Support*, 9 April 2021

DoD Instruction 5410.19, Vol 1— *Community Outreach Activities: Policy Overview and Evaluation Procedures*, 29 September 2021

Abbreviations and Acronyms

ANC—Arlington National Cemetery

CMSAF—Chief Master Sergeant of the Air Force

CMSSF—Chief Master Sergeant of the Space Force

COT—Commander of Troops

CSAF—Chief of Staff, US Air Force

CSO—Chief of Space Operations

DAF—Department of the Air Force

DS—Director of Staff

DV—Distinguished Visitor

HAF—Headquarters Air Force

JTF—Joint Forces Headquarters

JBAB—Joint Base Anacostia-Bolling

NCOIC—Non-commissioned Officer in Charge

NCR—National Capital Region

NLT—Not Later Than

NOK—Next of Kin

NSSE—National Special Security Event

OIC—Officer in Charge

OPR—Office of Primary Responsibility

PC—Personal Color

POC—Point of Contact

S&Ts—State and Territorial flags

SAF—Air Force Secretariat

SAF/DSP—Department of the Air Force Protocol

SecAF—Secretary of the Air Force

SF—Space Force

USecAF—Under Secretary of the Air Force

VCSAF—Vice Chief of Staff, US Air Force

VCSSO—Vice Chief of Space Operations

Terms

Change of Command—A ceremony where responsibility of command is transferred from one commander to another. Within the NCR, AFDW will participate in ceremonies, with varying levels of support, from the group level up to SAF level.

Event OPR—Organization or person authorized to bring together all supporting elements to produce a smooth-running event. Adheres to relevant standards and regulatory guidance while making decisions to meet customer needs and desires. In cases of AFDW-sponsored, supported or hosted events, the designated OPR has on-site approval authority for modifications or last-minute changes affecting events (within established standards, policies and instructions).

Full Honors Arrival—A ceremony conducted in honor of a foreign counterpart, DV or remains upon arrival to the United States and/or the NCR. Hosted or presided over by the CSAF or other high-ranking official.

Full Honors Wreath-Laying Ceremony—A ceremony conducted by a foreign counterpart or distinguished visitor during their visit to the United States and/or for special observances whereby they lay a wreath in tribute to deceased American military personnel. When in conjunction with a CSAF counterpart visit, this ceremony is normally conducted on the day of the full honor arrival ceremony and takes place at the Tomb of the Unknowns, ANC or the Air Force Memorial. The ceremony is normally hosted by the CSAF, CSAF representative or other high-ranking official.

Joint Service—Refers to the use of multiservice (Army, Marine Corps, Navy, Air Force, Space Force, and Coast Guard) ceremonial support. Support requests/taskings for Joint support originate from MDW. Joint Service ceremonies include but are not limited to funerals, full honor arrivals,

wreath-layings, cordons, and Ambassador Credential Presentations, which are conducted at various locations throughout the NCR.

Military Honors Funeral—A ceremony interring the remains of a person with a military connection as prescribed in referenced directives or instructions. Resource requirements and support are based primarily upon the rank of the individual. Other factors may include duty position, military ratings/achievements, military status upon demise, and funeral location.

Musical Honors—Military musical honors are reserved for military and national dignitaries or authorized civilian personnel. Foreign civilian and military officials occupying positions comparable to these US Officials will receive equivalent honors consisting of Ruffles and Flourishes and the appropriate Honors march as authorized.

Official Functions—Functions financed by appropriated or non-appropriated funds or sponsored by a commander for the “esprit de corps” of active-duty troops (dinings-in, dinings-out; hail and farewells; holiday receptions). Musical support is provided at no cost by band members as a duty assignment and compensatory time is authorized.

Promotion—A ceremony recognizing the advancement in rank and/or responsibility of an individual. AFDW resource support of a promotion ceremony is based on the rank of the promotee, not the host or other personnel in attendance. The AFDW supports individual promotions starting with brigadier general (O-7). AFDW will provide resource support to individual promotions hosted by the AFDW/CC. Promotions to the rank of colonel (O-6) and below, including civilian promotions, are the responsibility of the individual’s organization, supervisor or commander. These individuals may request individual ceremonies from their commanders with support obtained from their unit.

Retirement Ceremony—A ceremony officially recognizing the retirement of Air Force personnel after required years of service. AFDW resource support of retirement ceremonies is based on the rank of the retiree, not the host or other personnel in attendance

Top 11—SecAF, USecAF, SAF/DS, CSAF, CSO, VCSAF, VCSO, HAF/DS, SF/DS, CMSAF, CSSF

Unofficial Functions—Functions financed or sponsored by private organizations or held in quarters by a commander for events that do not qualify for official funds.

Attachment 2

INDIVIDUAL RETIREMENT AUTHORIZED RESOURCE SUPPORT

Figure A2.1. Individual Retirement Authorized Resource Support.

	SecAF CSAF CSO CMSAF CMSSF O-10,O-9	O-8, O-7	Under Secretary ⁶ Ass't Secretaries ⁶
AFDW/CCP			
Event OPR	Yes	Yes	Yes
Script	Yes	Yes	Yes
DV Seating	Yes ¹⁰	Yes	Yes
Reception Assist	No	No	No
Receiving Line	Yes	Yes	Yes
Programs	No ²	No ²	No ²
Invitations/RSVP	No ³	No ³	No ³
HG			
Color Team ⁵	Yes	Yes	Yes
COT ⁸	Yes	No	No
Flights ^{8,14}	Yes	No	No
Flight Commander ^{8,13}	Yes	No	No
Flight Guide ^{9,13}	Yes	No	No
Flight Sergeant/First Sergeant ^{9,13}	Yes	No	No
Guidon ⁹	Yes	No	No
OIC	Yes	Yes	Yes
NCOIC	Yes	No ¹⁵	Yes
PC Bearer	As needed	As needed	As needed
Narrator	Yes	Yes	Yes
Award Bearer(s)	Yes	Yes	No
Escort(s)	If Available	If Available	If Available
Cordon	Yes ¹	No	No ¹¹
Place S&Ts	Yes	Yes	No
Drill Team	Yes ¹²	No.	No
BA			
C-Brass	Yes	No	No

	SecAF CSAF CSO CMSAF CMSSF O-10,O-9	O-8, O-7	Under Secretary ⁶ Ass't Secretaries ⁶
Quintet or Vocalist (Indoor)	Yes	Yes	Yes
Recorded Music ⁴	No	No	No
HC-A			
Invocation	As needed	As needed	As needed
SFS⁷			
Traffic Control	Yes	No	Yes
LRS⁷			
DV Transportation	Yes	As needed	Yes
Trans Site Control	As needed	No	As needed
CES⁷			
Site Preparation	Yes	Yes	Yes
844 CG			
Public Address	Yes	Yes	Yes
PA			
Photographs (2 sets)	Yes	Yes	Yes
<p>¹Determined by rank of presiding official. SecAF/CSAF/CSO=19; O-10=17; O-9=15; O-8=13; O-7=11; below O-7, no cordon.</p> <p>²Honoree's office provides.</p> <p>³Invitations prepared by honoree's office. RSVPs provided to AFDW/CCP three days prior to event.</p> <p>⁴Recorded music is only used when BA resources are not available.</p> <p>⁵Five person Color Team is authorized for AFDW/CC retirement, in order to incorporate the AFDW Colors. If the ceremony is held indoors, four person Color Team is authorized.</p> <p>⁶Under Secretary and Assistant Secretaries of the AF are authorized indoor ceremonies.</p> <p>⁷Provided by unit IAW AFI 24-301 <i>Ground Transportation</i> on respective installation of event. Only authorized for events held on JBAB or Joint Base Andrews-NAFW.</p> <p>⁸For retirements in conjunction with a change of command ceremony, personnel are unit provided.</p> <p>⁹When troop formation is unit provided, no flight guides, flight sergeants, or first sergeants are utilized.</p> <p>¹⁰SAF/DSP will prepare DV Seating for Top 11 individual retirement ceremonies.</p>			

	<p>SecAF CSAF CSO CMSAF CMSSF O-10,O-9</p>	<p>O-8, O-7</p>	<p>Under Secretary⁶ Ass't Secretaries⁶</p>
<p>¹¹Cordon will be provided (in accordance with Note 1) if a general officer hosts the retirement. ¹²Subject to availability. ¹³One flight commander, one flight guide, and one flight sergeant per flight in the troop formation. One first sergeant per squadron formation. ¹⁴Size and number of flights in troop formation depend upon resources available. ¹⁵Provided within detailed personnel.</p>			

Attachment 3

CHANGE OF COMMAND AUTHORIZED RESOURCE SUPPORT

Figure A3.1. Changes of Command Authorized Resource Support.

	SecAF CSAF CSO CMSAF CMSSF	AFDW/CC	11 WG/CC 316 WG/CC	844 CG	Group/ Squadron
AFDW/CCP¹³					
Event OPR	Yes	Yes	Yes	Yes	No ⁵
Script	Yes	Yes	Yes	Yes	No ⁵
Advice/Guidance	Yes	Yes	Yes	Yes	Yes ⁶
Programs/Invites	No	Yes	Yes ³	Yes ³	No ⁵
Training Rehearsal	Yes	Yes	Yes	Yes	Yes
HG					
Color Team	Yes	Yes	Yes	Yes ⁹	No
COT	Yes	Yes	Yes	No	No
Flights ⁷	Yes	Yes	Yes	No	No
Flight Commanders ⁸	Yes	Yes	Yes	No	No
Flight Guides ⁸	Yes	Yes	Yes	No	No
Flight Sergeant/First Sergeants ⁸	Yes	Yes	Yes	No	No
Guidon	Yes	Yes	Yes	No	No
OIC/Briefer	Yes	Yes	Yes	No	No
NCOIC	Yes	Yes	Yes	No	No
PC Bearer	As needed	As needed	As needed	As needed	As needed
Narrator	Yes	Yes	Yes	No	No
Award Bearer(s)	Yes	Yes	Yes	No	No
Escort(s)	As needed	As needed	As needed	No	No
Cordon ²	Yes	Yes	Yes	Yes	No
Wall Guards	Yes	Yes	Yes	Yes	No
S&T Set-up	Yes	Yes	Yes	Yes	No
BA					
C-Brass	Yes ¹²	Yes	Yes	Yes	No
Quintet or Vocalist (Indoor)	Yes	Yes	Yes	Yes	No
Recorded Music	No ⁴	No ⁴	No	No ⁴	Yes
HC-A					
Invocation	As needed	As needed	As needed	As needed	As needed
SFS¹⁰					
Traffic Control	Yes	Yes	Yes	Yes	No
LRS¹⁰					

	SecAF CSAF CSO CMSAF CMSSF	AFDW/CC	11 WG/CC 316 WG/CC	844 CG	Group/ Squadron
DV Transportation	Yes	Yes	Yes	Yes	No
Trans Site Control	As needed	As needed	As needed	As needed	No
CES¹⁰					
Site Preparation	Yes	Yes	Yes	Yes	No
PA					
Photographs (2 sets)	Yes	Yes	Yes	Yes	No
AFDW/DS					
Wing Detail	Yes	Yes	Yes ¹	Yes ¹	No
844 CG					
Public Address	Yes	Yes	Yes	Yes	No ¹¹

¹Unit provided.

²Determined by rank of presiding official. SecAF/CSAF=19; O-10=17; O-9=15; O-8=13; O-7=11; below O-7, no cordon.

³Invitations will be approved by AFDW/CCP and printed by respective protocol office (if at wing level) or group's planning committee. Programs must be approved by AFDW/CCP.

⁴Recorded music is only an option when resources are not available.

⁵If the AFDW/CC is the host, AFDW/CCP prepares invitations, acts as event OPR, and writes script. Unit POC will send out invitations and take RSVP's. Program will be approved by AFDW/CCP. Reception will be the unit POC's responsibility.

⁶Protocol office within respective organization will provide advice and guidance.

⁷Size and number of flights in troop formation dependent upon resources available.

⁸One flight commander, one flight guide, and one flight sergeant per flight in the troop formation. One first sergeant per squadron formation.

⁹Five-person Color Team is authorized in order to incorporate the Hosting Unit Colors. If the ceremony is held indoors, four person Color Team is authorized.

¹⁰Provided by unit on respective installation of event. Only authorized for events held on JBAB or Joint Base Andrews-NAFW. Vehicle support is authorized for those who have an official role in organization change of command ceremonies.

¹¹794 CS supports events at ceremonial lawn. Other events supported based on location and availability. Ceremonial lawn events take precedence.

¹²If not on Ceremonial Lawn, unit must coordinate directly with 744 CS/OL-B for support.

¹³Changes of Command not noted in the chart in which general officers are the honorees will be supported by AFDW as specified in para 2.3.1.2.

Attachment 4

PROMOTION AUTHORIZED RESOURCE SUPPORT

Figure A4.1. Promotion Authorized Resource Support.

	O-9 & Above	O-8 & O-7
HG		
Color Team	Yes	Yes
OIC	Yes	Yes
NCOIC	Yes	No ³
PC Bearer(s)	As Needed	No ³
Narrator	Yes	Yes
Award Bearer(s)	Yes	No ³
Escort(s)	As Needed	No
AFDW/CCP		
Event OPR	Yes	Yes
Script	Yes	Yes
Reception Assistance	No	No
Advice/Guidance	Yes	Yes
BA		
Quintet or Vocalist	Yes	Yes
Recorded Music	No ¹	No ¹
Vocalist	No	No
HC-A		
Invocation	As needed	As needed
844 CG		
Public Address	Yes	Yes
PA		
Photographs	Yes	Yes
¹ Recorded music is only an option when BA resources are not available. ² Individual may obtain flags directly from the Honor Guard or SAF/DSP if in Pentagon. ³ Provided within detailed personnel.		

Attachment 5

HANGAR 3 EVENTS AUTHORIZED RESOURCE SUPPORT

Figure A5.1. Hangar 3 Events Authorized Resource Support.

	SecAF/CSAF/CSO
HG	
Color Team	Yes
OIC	Yes
NCOIC	Yes
PC Bearer(s)	As Needed
Narrator	Yes
Award Bearer(s)	Yes
Escort(s)	As Needed
AFDW/CCP	
Event OPR	Yes
Script	Yes
Reception Assistance	Yes
Advice/Guidance	Yes
BA	
Quintet or Ceremonial Brass	Yes
Recorded Music	No ¹
Vocalist	As needed
HC-A	
Invocation	As needed
844 CG	
Public Address	Yes
PA	
Photographs	Yes
11 WG	
Protocol	Yes
Detail Troops	Yes
SFG	Yes
LRS	Yes
CES	Yes
FSS	Yes
PA	Yes
¹ Recorded music is only an option when BA resources are not available.	

Attachment 6

HANGAR REQUEST, UTILIZATION, AND CLEAN-UP CHECKLIST

Table A6.1. Hangar Request, Utilization, and Clean-up Checklist.

HANGAR REQUEST CHECKLIST		
Hangar Requested: (Initial in the appropriate block when item is completed)	Yes	N/A
<p>1. Is the event or function a group, wing, or command level and is the event honoree in the grade of CMSgt, O-6 or above or a Grp/CC or equivalent? Name of honoree:</p> <p>2. Identify a Point of Contact for all preparation activities and post-event clean up. Name: Unit/Office Symbol: Phone: E-Mail:</p> <p>3. Submit event request to 89th AW/CCP Chief of Ceremonies & Protocol for review and consideration. Specify facility required, event dates and times, rehearsal dates and times and the event termination/clean up dates and times.</p> <p>4. Coordinate with 89th MXG for hangar availability.</p> <p>5. Coordinate with appropriate agencies for event support, i.e., communications, medical, Fire Department, etc.</p> <p>6. The POC will be responsible for cleaning the hangar after the ceremony or event. The cleaning requirements are:</p> <ul style="list-style-type: none"> • Remove all equipment and static displays used for the ceremony to include stages, chairs, flags, tables, serving utensils, etc. • Clean and mop any and all spills that occurred before, during, or after the event. • Ensure all trash cans are emptied and all trash is removed from within the hangar and restrooms. • POC will be responsible for any damages to the curtains and their organizations will provide funds for repairs. 		