

21 AUGUST 1998



Personnel

**35TH FIGHTER WING RETREAT
CEREMONIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 35 FW/CCC (CMSgt Michael E. Cloutier)

Certified by: 35 FW/CVX
(Major John T. Kreger IV)

Pages: 2

Distribution: F

This instruction implements AFD 36-22, Military Training, and defines the procedures for retreat ceremonies. It implements the responsibilities, procedures, and uniform requirements for all Misawa Air Base retreat ceremonies held each month, April through October. It applies to all participating units/squadrons assigned to the 35th Fighter Wing and associate units as defined by the Commander, 35th Fighter Wing.

1. Instructions.

1.1. The 35th Fighter Wing Honor Guard will provide four personnel for the flag security detail at each retreat ceremony. Weekly, from April through October, with the exception of May and September (see paragraph 1.3.), participating units/squadrons (large units/squadrons with more than 60 personnel assigned) will select at least 33 military personnel (1 officer and 32 enlisted) who will form an honor flight to hold a formal retreat ceremony, weather permitting. In the case of inclement weather, the unit/squadron tasked will determine if the retreat ceremony will take place. If desired, units/squadrons may have more than one honor flight. The formation may form as a single element of 32 members, 4 (width) X 8 (long) or be divided as two 16-member elements, facing and centered on the flagstaffs. Units or squadrons with less than 60 assigned personnel will select at least 17 military members (1 officer and 16 enlisted). These small units/squadrons may form a single element of 16 members, 4 X 4, facing and centered on the flagstaffs. The senior member will be centered in front of the flight.

1.2. The flag security detail and honor flight will be in position at the flagstaff, in front of building 504 at 1620, for the retreat ceremony on the dates indicated in the attached schedule. The protocol procedures are found at paragraph 2. Service dress or equivalent is required unless otherwise directed.

1.3. Twice each year, base-wide formal retreat ceremonies will be held to present proper military respect for Memorial Day (May) and POW-MIA Day (September). Each military service will be equi-

tably represented at the ceremony. Unit tasking, formation sizes and other specific requirements will be forwarded from the assigned project officer in April and August.

1.4. A schedule of tasked units/squadrons will be published and sent out every year prior to the first retreat ceremony. If any scheduling conflict should occur, please contact the 35th Fighter Wing Information Management Office at 226-3806/4307 immediately.

1.5. Units and groups who wish to take part in the retreat ceremony, should contact the 35th Fighter Wing Senior Enlisted Advisor at 226-3509.

2. Procedures.

2.1. At approximately 1620, the flag detail (Honor Guard and JASDF) and the honor flight will be formed and dressed, positioning themselves facing the flagstaff.

2.2. As soon as the honor flight is positioned, the honor flight commander commands "**PARADE, REST.**" The commander then faces the flagstaff, assuming the position of parade rest and awaits for the specific time for the retreat, and RETREAT to be played.

2.3. At the sound of "RETREAT" over the base public address system, the two junior members of the flag detail arrange the halyards of the flagstaff for the proper lowering of the flag.

2.4. After playing of "RETREAT", the Command Post will create a momentary delay before the national anthems begin. During this delay the flight commander comes to attention, turns and faces the flight and commands "**FLIGHT, ATTENTION**" followed by "**PRESENT ARMS.**" As soon as the troop executes present arms, the flight commander turns and faces the flagstaff and assumes present arms. The two senior members of the flag security detail execute present arms upon the command of the flight commander.

2.5. As the Japanese and US national anthems are played, the junior members of the flag security detail lower the flag slowly. They should try to have the flag reach to bottom of the flagstaff at the same time the music stops.

2.6. The flight commander executes order arms when the last note of the music is played and the flag detail has been securely grasped by the flag security detail. The flight commander then executes about face and gives the honor flight "**ORDER ARMS,**" and again, does an about face facing the flagstaffs.

2.7. The flag security detail folds the flag. The senior members of the detail remain at attention while the flags are folded unless needed to control the flag.

2.8. When the flags are folded, the security detail, with the most senior member on the right and the flag bearer in the center, marches to a position three paces from the flight commander. The senior member salutes and reports: "Sir/Ma'am, the flags are secured." The flight commander returns the salute, and the security detail marches into building 504. The flight commander then dismisses the honor flight.

BRUCE A. WRIGHT, Brig Gen, USAF
Commander