

**BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING**

**DOVER AIR FORCE BASE
INSTRUCTION 36-2202**

6 MAY 2004

Personnel

RETREAT PROCEDURES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements procedures for conducting Dover Air Force Base formal retreat ceremonies. Ceremonies will be conducted at 1600, on scheduled Fridays, at the flagstaff in front of the 436th Airlift Wing Headquarters from May through October of each year. Selected organizations will rotate performing formal retreat. The retreat ceremony is a time honored tradition which demonstrates respect to our country, promotes esprit de corps among units, signifies the end of the duty day, and reminds us of our total force commitment to our nation. Units are encouraged to use this forum for retirements, decorations, promotions, and/or special recognition; all ceremonies such as the aforementioned will immediately precede the formal retreat ceremony. The reference for this ceremony is AFMAN 36-2203, *Drill and Ceremonies*; unit leadership is encouraged to consult this manual before performing this ceremony. Each year, the Friday preceding the Air Force Birthday will be reserved for the Dover enlisted force for an all enlisted retreat.

SUMMARY OF REVISIONS

Changed “diamond wearing or additional duty first sergeant” in **1.1.** and **1.2.** to “flight first sergeant”. Deleted “Retreat Schedule 1999”. A bar (|) indicates revision from the previous edition.

1. Formation Composition.

1.1. Minimum composition for units will be one flight of 20 personnel in a 5x4 formation (width x depth); key personnel will consist of a guidon bearer, flight commander, squadron commander, and flight first sergeant as a minimum. Other key personnel may be used IAW AFMAN 36-2203. Minimum composition requirements are established for units with less than 100 personnel assigned. Flights may be composed of officers and enlisted members.

1.2. Units larger than 100 personnel assigned may form two flights of equal composition. Key personnel must include a flight commander for each flight, squadron commander, guidon bearer, and flight

first sergeant. Consult AFMAN 36-2203 for more specific guidance. Flights may be composed of both officers and enlisted members; the squadron commander will determine type and numbers.

1.3. The Squadron Commander will determine uniform; uniformity is required.

1.4. Flag Security Detail will consist of 1 NCO and 3 Airmen regardless of unit size.

2. Retreat Procedures.

2.1. At 1530, the unit first sergeant will command "FALL IN" forming the unit in the grassy area centered on the flagstaff at the 436th Airlift Wing Headquarters. The first sergeant will then size and dress the unit ensuring dress, cover, interval and distance. Once achieved, the first sergeant will place the formation at parade rest. At 1555, the first sergeant issues the command, "SQUADRON ATTENTION," the squadron commander then takes control of the unit and place at "PARADE REST".

2.2. At 1600, the squadron commander assumes the position of Attention and orders the sounding of Retreat by commanding, "SOUND RETREAT." The squadron commander then resumes the position of PARADE REST. **NOTE:** Music is coordinated through the Security Forces Squadron to sound at the designated time, or a portable radio can be signed out from the SFS Armory to coordinate the sounding of retreat with Security Forces Control Center.

2.3. Once the Retreat music has ended, the squadron commander assumes the position of Attention, faces about and commands, "SQUADRON, ATTENTION" followed by "PRESENT, ARMS." After the command is executed the squadron commander faces about (toward flagstaff) and executes Present Arms.

2.4. When the last note of the National Anthem is played, or when the flag has been completely unfastened from the halyards (whichever occurs last) the squadron commander will execute Order Arms. The squadron commander will then face about and commands "ORDER, ARMS." Once again, the squadron commander will face about (toward the flagstaff) and remain at Attention.

2.5. Folding the flag takes from 3 to 5 minutes. After the flag has been folded the flag security detail will be reformed, marched to a position three paces from the squadron commander and halted. The NCOIC of the detail salutes the squadron commander and reports "Sir/Ma'am, the flag is secured." The squadron commander returns the salute.

2.6. Once the flag security detail has departed the area, the squadron commander faces about and commands "First Sergeant, DISMISS THE SQUADRON."

3. Flag Security Detail Responsibilities for a Formal Retreat Ceremony.

3.1. At 1530, the senior member (referred to as the NCOIC) ensures all members of the flag security detail are present. The detail forms up at a pre-designated location (436th Airlift Wing Safety Office entrance) facing the flagstaff.

3.2. At 1555, the detail marches to the flagstaff and halts at a pre-designated position. The NCOIC commands "PARADE, REST."

3.3. On the first note of the Retreat music, the halyard attendants assume the position of Attention (without command) and move into position to handle the halyards and simultaneously face each other. The senior halyard attendant unties the halyards, and both members grasp the halyards with both hands (arms bent at the elbows, forearms parallel to the ground, fist closed while grasping the hal-

yards, palms facing the body, right hand over left at approximately chin level). Once in position, the senior halyard attendant commands "POST" (in the appropriate tone so that only the other halyard attendant responds) and both members take two 12-inch steps backwards in unison to pull the halyards taut.

3.4. If the flag is at full staff position, the senior halyard attendant commands "PARADE, REST" (in the appropriate tone so that only the other halyard attendant responds) and both members simultaneously go to the position of Parade Rest. Once at Parade Rest, the halyards attendants will await the playing of the National Anthem. **NOTE:** Flag security detail members will inspect and prepare halyards prior to the ceremony to ensure the halyards can be properly handled during the sounding of Retreat.

3.5. If the flag is at half-staff the halyards attendants will not go to Parade Rest, but will remain at the position of Attention and hoist the flag briskly to the staff head while Retreat is sounded and await the playing of the National Anthem.

3.6. Flag security detail members will execute the squadron commander's command "SQUADRON, ATTENTION." The NCOIC and the flag assistant will also execute "PRESENT, ARMS" on the squadron commander's command. Halyard attendants grasp the halyards with both hands in the method described in paragraph 3.3.

3.7. On the first note of the National Anthem, the halyard attendants begin lowering the flag at a rate that coincides with the length of the National Anthem (approximately 60 seconds). When the flag is within reach, the flag assistant will drop their salute, step forward, and grasp the free end of the flag to prevent it from touching the ground. (Do not jump or stretch to reach the flag)

3.8. The three members unfasten the flag and the flag assistant gathers it.

3.9. The senior halyard attendant commands "POST" (in the appropriate tone so that only the other halyard attendant responds) and the halyard attendants step forward and secure the halyards to the flagstaff.

3.10. The NCOIC will remain at Attention throughout the folding process unless needed to control the flag. During normal weather conditions, the NCOIC commands "POST," and both halyard attendants simultaneously face away from the flagstaff. The halyard attendants, along with the flag assistant, simultaneously step off and halt in a pre-designated position for the folding of the flag. When the flag folding is complete; the junior member will cradle the flag against their chest with the middle point facing downward. The senior halyard attendant will command "POST" and both halyard attendants will simultaneously face away from the flagstaff. The flag assistant will position directly behind the junior halyard attendant (now the flag bearer) and the NCOIC will position on the immediate right of the junior halyard attendant.

3.11. The flag security NCOIC will give appropriate commands to march the detail to a position three paces from the squadron commander, halt the detail.

3.12. The NCOIC will salute and report, "Sir/Ma'am, the Flag is Secured." The squadron commander returns the salute and the NCOIC marches the flag detail off, performing appropriate movements. After the flight is dismissed the flag detail will return to raise the flag. The NCOIC commands "DISMISSED" and the flag detail may disperse.

4. Ceremonies Conducted Preceding the Formal Retreat Ceremony.

- 4.1. Commanders are encouraged to recognize their unit members preceding the retreat; recognition ceremonies include but are not limited to reenlistments, retirements, and promotions.
- 4.2. Ceremonies are to be conducted prior to the retreat ceremony; the first sergeant will form the unit as indicated in paragraph [2.1.](#); time to form up will be determined by the squadron commander so as not to delay the retreat ceremony at 1600.
- 4.3. If a public address system is necessary, coordination must take place with the 436th Communications Squadron for appropriate support (podium, audio, etc.)

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 36-2203, *Drill and Ceremonies*