

16 SEPTEMBER 2003



Personnel

MONTHLY RETREAT CEREMONY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to be followed when conducting the monthly retreat ceremony at MacDill Air Force Base (AFB).

SUMMARY OF REVISIONS

All references to 6th Air Refueling Wing (6 ARW) have been changed to reflect 6th Air Mobility Wing (6 AMW); time changed from 1630 to 1730 hrs (para **2.**); time changed from 1630 to 1730 hrs (para **3.5.**); time changed from 1600 to 1700 hrs (para **3.7.**); 6th Transportation Squadron changed to 6th Logistics Readiness Squadron (para **3.8.**); all references to 6th Support Group changed to 6th Mission Support Group (**Attachment 2**); and all references to 6th Logistics Group changed to 6th Maintenance Group (**Attachment 2**). An bar (|) indicates a change since the last edition.

1. Applicability: This instruction applies to all 6 AMW subordinate units and staff agencies assigned to MacDill AFB.

2. General: The monthly retreat ceremony is an esprit de corps program to foster teamwork and pride in the 6 AMW and to publicly display our respect for the flag of the United States of America. Monthly ceremonies will be held the second Wednesday of each month at 1730.

3. Responsibilities and Procedures: The following agencies will implement procedures outlined below to ensure this program is successful.

3.1. The 6 AMW Command Chief Master Sergeant will provide oversight and guidance for this program.

3.2. Group Commanders will:

- 3.2.1. On a rotating schedule (see [Attachment 2](#)), provide personnel from their squadrons to perform procedures as outlined in [Attachment 3](#). The group commander will determine flight size and formation requirements based on their judgment.
- 3.2.2. Ensure key personnel are trained in accordance with AFMAN 36-2203, *Drill and Ceremonies*.
- 3.2.3. Determine the uniform requirements for the ceremony. The following uniforms are permitted: battle dress uniform (BDU), any combination service dress, or full service dress. If BDU is to be worn, the group commander must specify if the sleeves will be worn up or down; all personnel must match.
- 3.3. The Commander of Troops at retreat will be familiar with [Attachment 3](#), and will ensure flag detail is properly trained and can execute instructions in [Attachment 3](#) and [Attachment 4](#).
- 3.4. The Flag Detail Noncommissioned Officer (NCO) at Retreat will be familiar with [Attachment 3](#) and [Attachment 4](#), and will ensure their detail can execute procedures in [Attachment 3](#) and [Attachment 4](#).
- 3.5. The 6th Communications Squadron will provide sound system (base public address and warning system (BPAWS) or mobile public address system) and personnel to play retreat and the national anthem on the second Wednesday of each month at precisely 1730 at Memorial Park. The playing of retreat and the national anthem will coincide with the commands of the formation commander.
- 3.6. The 6th Security Forces Squadron (6 SFS) will:
 - 3.6.1. Before 0730 on the second Wednesday of each month, lower all flags from Memorial Park and raise the all-purpose flag. At the completion of the monthly retreat ceremony, 6 SFS will return and raise the flags over Memorial Park.
 - 3.6.2. Notify the control centers and command sections of the United States Central Command (USCENTCOM) and United States Special Operations Command (USSOCOM) no later than 0800 the day of the ceremony regarding traffic stoppage on base.
- 3.7. The 6th Medical Operations Squadron will ensure appropriate medical personnel and support vehicle are in place before 1700 for any unforeseen medical emergency.
- 3.8. The 6th Logistics Readiness Squadron will coordinate with 6th Services Squadron to deliver and set up bleachers according to [Attachment 6](#) no later than 1500 on the day of the ceremony.
- 3.9. The 6 AMW Command Post will notify 6 SFS and troop commander by 1500 on any day that inclement weather is projected to disrupt scheduled retreat ceremony. Additionally, the 6 AMW Command Post will notify 6 SFS at any time lightning is detected within 5 nautical miles on days when retreat ceremony is scheduled.
- 3.10. Commander of the Troops will:
 - 3.10.1. Publicize time to report for formation.
 - 3.10.2. Have final authority to cancel any scheduled retreat ceremony due to adverse weather conditions. Additionally, he/she will immediately halt any retreat ceremony when inclement weather or lightning appears to represent a hazard to personnel performing in retreat ceremony.

3.10.3. If the retreat ceremony is cancelled, the troop commander will notify the Command Post. The Command Post will notify all group and squadron commanders.

DAVID M. SNYDER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 36-2203, *Drill and Ceremonies*

Attachment 2**GROUP ANNUAL SCHEDULE**

MONTH	GROUP
January	6th Medical Group
February	6th Maintenance Group
March	6th Mission Support Group
April	6th Operations Group and Wing Staff
May	6th Medical Group
June	6th Maintenance Group
July	6th Mission Support Group
August	6th Operations Group and Wing Staff
September	6th Medical Group
October	6th Maintenance Group
November	6th Mission Support Group
December	6th Operations Group and Wing Staff

Attachment 3

RETREAT CEREMONY PROCEDURES

A3.1. The troop commander will publicize time for retreat. Shortly before the specified time for retreat, the troops participating in the ceremony are positioned facing the flagstaff and dressed.

A3.2. As soon as the troops are dressed, the commander commands PARADE, REST. The commander then faces the flagstaff, assumes the position of the troops, and waits for the specified time for retreat.

A3.3. The commander orders the communications detachment to sound retreat at the specified time by commanding SOUND RETREAT.

A3.4. During the playing of retreat, junior members of the flag security detail assume the position of attention and move to the flagstaff to arrange the halyards for proper lowering of the flag. Once the halyards are arranged, the junior members of the flag security detail execute parade rest in unison.

A3.5. After the playing of retreat, the commander faces about and commands SQUADRON (GROUP, ETC.), ATTENTION.

A3.6. The commander then commands PRESENT, ARMS. As soon as the troops execute present arms, the commander faces to the front and also assumes present arms. The members of the flag security detail not engaged with lowering the flag execute present arms at the first note of the music.

A3.7. The communications detachment plays the national anthem or To the Colors. The junior members of the flag security detail lower the flag slowly and with dignity.

A3.8. The commander executes order arms when the last note of the music is played and the flag has been securely gripped. The commander faces about, gives the troops ORDER, ARMS, and then faces to the front.

A3.9. The flag security detail folds the flag. The senior airman of the detail remains at attention while the flag is being folded unless he or she is needed to control the flag.

A3.10. When the flag is folded, the flag security detail, with the senior airman on the right and the flag bearer in the center, marches to a position three paces from the commander. The senior airman salutes and reports SIR (MA'AM), THE FLAG IS SECURED. The commander returns the salute, and the flag security detail marches away.

A3.11. Once the flag detail has marched off, the commander faces the troops and commands DISMISSED.

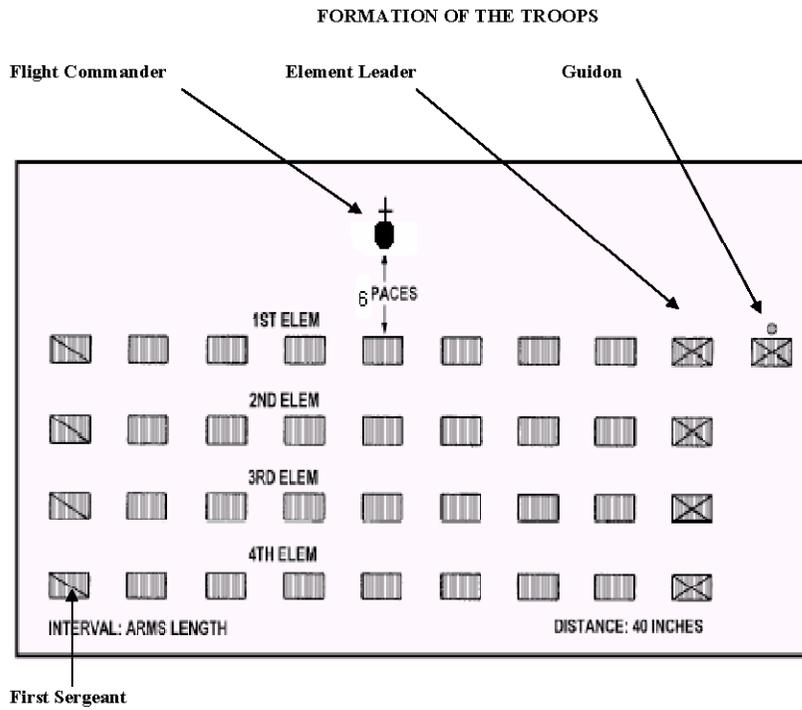
Attachment 4**EVENTS AT THE FLAGSTAFF**

A4.1. When practical, the persons lowering the flag should be an NCO and three airmen for the all-purpose flag. The detail is formed and marched to the flagstaff, and the halyards are detached and attended from the leeward side. On the first note of the national anthem, the members of the detail not lowering the flag execute present arms. The lowering of the flag is coordinated with the playing of the music so the two are completed at the same time. The senior member commands the detail ORDER, ARMS when the flag is low enough to be received. If at half-staff, the flag is hoisted briskly to the staff head while retreat is sounded, and then it is lowered on the first note of the national anthem or To the Colors.

A4.2. The flag is detached from the halyards and folded. The halyards are secured to the staff.

Attachment 5

FORMATION OF THE TROOPS



Attachment 6

LAYOUT OF MEMORIAL PARK

LAYOUT OF MEMORIAL PARK

