

**BY ORDER OF THE  
COMMANDANT OF CADETS**



**AIR FORCE CADET WING  
INSTRUCTION 36-105  
21 AUGUST 2018**

**Personnel  
U.S. AIR FORCE ACADEMY TAPS VIGIL**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

**ACCESSIBILITY:** This publication is available on the CWVX Plans SharePoint site (<https://sharepoint.usafa.edu/cw/CWV/cwvx/SitePages/Home.aspx>)

**RELEASABILITY:** There are no restrictions on release of this publication.

OPR: CWT  
Supersedes AFCWI 36-105, 6 March 2008

Certified by CWT (Col Stephen G. Reny)  
Pages: 4

This instruction re-establishes the United States Air Force Academy Taps Vigil. It prescribes the sequence of events, key players, and a vigil checklist. The Taps Vigil is a tremendous memorial to those who have served and sacrificed before us, something we should all remember.

**SUMMARY OF CHANGES**

This instruction has been updated to reflect change in OPR and certifying official.

**1. General Information.** The Taps Vigil ceremony is a somber memorial service "by cadets, for cadets" and is not open to the public. **NOTE: The intent is for the entire Cadet Wing to participate and therefore, the ceremony is not normally held during the cadet summer periods.**

**2. Pre-Ceremony Actions.**

2.1. The Cadet Wing Commander authorizes the ceremony with coordinated support from the Commandant of Cadets Support Division (USAFA/CWTM) at least 24 hours in advance.

2.1.1. The Cadet Wing Commander will appoint an action officer from his staff to coordinate efforts with key personnel for the ceremony.

2.1.2. The following personnel are critical to the success of the Taps Vigil.

- Cadet Wing Commander
- Cadet Honor Guard
- Cadet Choir
- Bagpipe Player

- Drum and Bugle Corps
- USAFA/CWTM
- Cadet Command Center Operations Chief

2.1.3. The appointed action officer will notify all key personnel of pending Taps Vigil ceremony and carry out the functions listed below.

2.1.3.1. Coordinate with the 10th Air Base Wing Commander (10 ABW/CC) staff for permission to fly the US Flag at half-staff. **NOTE:** The deceased cadet's class-colored flag will be below the US Flag.

2.1.3.2. Coordinate with Command Center to make an announcement at 2200 hours the preceding day stating that there will be a Taps ceremony.

2.1.3.3. Contact USAFA/CWTM to coordinate Terrazzo light blackout with 10th Civil Engineer Squadron (10 CES).

### 3. Day of Ceremony

3.1. At reveille, the Honor Guard will follow protocol guidelines to have the flag flown at half-staff and the deceased cadet's class color flag flown below the US Flag. **NOTE: If there are multiple cadets being honored from different classes, the most senior cadet's class colored flag will be flown all day.**

3.2. The Cadet Command Center will electronically notify the Cadet Wing on Taps Vigil procedures at 1700. **NOTE: The Taps Vigil ceremony serves as Taps for all cadets that evening.**

3.3. The vigil takes place on the Terrazzo, in evening hours as close to Taps as possible.

3.3.1. All dormitory lights in Sijan and Vandenberg Hall will be turned off with curtains closed (restricting hallway lights illumination) by Taps minus 20mins.

3.3.2. All terrazzo lights will be turned off by Taps minus 20mins. **EXCEPTION:** Dormitory stairwell lights and interior Cadet Chapel lights.

3.3.3. USAFA/CWTM will coordinate with all staffs in Fairchild Hall to turn off lights and close shades/curtains at the end of the duty day.

### 3.4. Taps Vigil Key Personnel.

3.4.1. Key personnel will be in place at Taps minus 15mins. The Cadet Wing Commander will stand on Spirit Hill (but not at the top). The cadet chorale will be positioned on top of Spirit Hill. The Bagpipe Player will be atop Spirit Hill next to the choir. The Bugler for Taps will stand in the grassy area, an appropriate distance from each other. The Honor Guard will be positioned in front of the Class Wall.

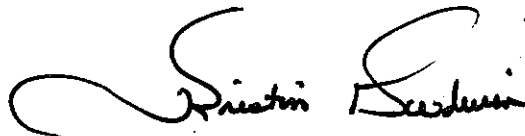
3.4.2. All cadets will be in service dress uniform with service caps and appropriate outer garments. **NOTE: Taps Vigil Ceremony will not be conducted in weather condition "black."**

3.4.2.1. Cadets will emerge from the dormitories in silence, and position themselves around the grassy area on three of the four sides (the Class Wall side will be left vacant).

3.4.2.2. Cadets will stand at attention for the ceremony.

#### 4. Schedule of Events

Taps minus 1-hour	Cadet Command Center announces, "There will be a Taps vigil at #### hours"
Taps minus 30mins	10 CES (falcon zone) turns off designated lights
Taps minus 15mins	Key personnel in place, SQ/CCs ensure dormitory lights extinguished
Taps minus 10mins	All cadets in place
Cadets in place	Wing Commander announces name(s) of deceased cadet (s)
Taps minus 5mins	Bagpipe Player plays first verse of Amazing Grace
Taps minus 3mins	Honor Guard executes "21 Gun Salute"
Taps	Bugler sound Taps (cadets execute automatic "PRESENT ARMS" on first note; "ORDER ARMS" on last note) <b>Note: Recorded music will be used if temperature is too cold for instruments.</b>
Immediately following	Cadet Choir sings High Flight
Immediately following	Cadet Choir leads third verse of the AF song (Cadets remove their cover)
Immediately following	Cadets replace their cover and return to dormitories in silence



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Brigadier General, USAF  
Commandant of Cadets

Attachment:  
Taps Vigil Checklist

**ATTACHMENT 1**  
**TAPS VIGIL CHECKLIST**

#	Item	Susp Date	Comp Date
	Cadet Wing Commander appoint Action Officer	ASAP	
1.	Notify Honor Guard of Taps Vigil ceremony. Responsibilities: Fly flag at ½ staff, fly class flag, and 21 gun salute.	72hrs prior	
2.	Coordinate with D&B Director to arrange for a bagpipe player from downtown (if necessary). Responsibilities: Play first verse of "Amazing Grace", and to arrange for bugler to play Taps	72hrs prior	
3.	Contact 10 ABW/CC for authorization to fly US flag at half-staff and fly class color flag below.	24hrs prior	
4.	Notify Cadet Choir of Taps Vigil ceremony for next day. Responsibilities: Sing "High Flight" and Lead 3rd verse of AF Song.	24hrs prior	
5.	Notify USAFA/CW of Taps Vigil ceremony for following day. Coordinate with 10 CES to extinguish terrazzo lights and Fairchild office lights.	24hrs prior	
6.	Wing CC given list of name(s) of deceased cadet (s) to be announced.	Day prior	
7.	Notify Command Center Chief of Taps Vigil ceremony for following day. Responsibilities: Make announcement of Taps Vigil.	Day prior	
8.	Notify Command Center Chief of Taps Vigil ceremony for following day. Publish in next Day's Routine Order.	1700 Day prior	
9.	Coordinate with Cadet Command Center to make Taps Vigil ceremony announcement 2-hours prior to Taps. <b>NOTE: Taps Vigil Ceremony signifies Taps for that evening.</b>	Day of	
10.	Confirm with USAFA/CWTM procedures for extinguishing lights has been coordinated (If on a weekend, Coordination will take place 1200-Friday before the weekend starts).	1200-Day of	
11.	Cadet Command Center electronically send message on protocol for Taps Vigil to Cadet Wing.	1700-Day of	