

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 90-12**



16 APRIL 2024

Special Management

PROTOCOL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/DS

Certified by: SAF/DS
Senior Cor USSF: SF/S1

Supersedes: AFPD34-12, 11 October 2018

Pages: 3

This publication implements Department of Defense Instruction (DoDI) 1005.06, *Display of the National Flag at Half-Staff* and DoDI 1005.15, *DoD Civilian Flags*. It establishes policy for protocol, decorum, and customs and courtesies when conducting Department of the Air Force (DAF) official functions. This publication applies to civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, Air National Guard, United States (U.S.) Space Force, Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and all who have a contractual obligation to abide by the terms of DAF issuances. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been revised and should be completely reviewed. Major changes include the alignment of protocol program responsibilities to the Office of the Secretary of the Air Force

Director of Staff (SAF/DS), the standup of the U.S. Space Force, and the removal of non-protocol related activities.

1. Overview. Protocol encompasses the customs and courtesies, etiquette, and manners of daily military life, preservation of diplomatic and other official relationships, and celebratory ceremonies. It is a code of accepted practice and procedure that fosters order and discipline, and is a valuable symbol of solidarity that must exist in any organization if it is to have efficiency, pride, and esprit de corps.

2. Policy. The DAF will:

2.1. Develop distinct Military Service culture and uphold proper etiquette and military decorum during official functions.

2.2. Give appropriate honors and courtesies with due respect to position, title, and rank/grade precedence for all official functions.

2.3. Plan and execute official functions and the hosting of distinguished visitors in a manner that reflects the professionalism of DAF members and honors the customs, courtesies, and traditions of the U.S. Air Force, U.S. Space Force, and other (including foreign) Military Services.

2.4. Support military and civilian leaders at all levels in the planning and execution of official functions and in activities related to hosting distinguished visitors.

2.5. Purchase meals, refreshments, gifts, and mementos for distinguished visitors in accordance with DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, DAF Policy Directive 65-6, *Budget*, and Air Force Policy Directive 34-3, *Nonappropriated Funds Personnel Management and Administration*.

3. Roles and Responsibilities.

3.1. The Secretary of the Air Force (SecAF). The SecAF designates buildings and grounds under DAF jurisdiction for display of the national flag at half-staff upon the death of current or former principal U.S. Government officials or as otherwise provided for in DoDI 1005.06. The SecAF further assigns responsibility and delegates authority to Commanders, including but not lower than, installation, delta, post, and station commanders, to display the national flag at half-staff at designated buildings or grounds under their jurisdiction for occasions they consider proper and appropriate.

3.2. The Office of the Secretary of the Air Force Director of Staff (SAF/DS). The SAF/DS advocates for resources, develops policy, and provides guidance, direction, and oversight of the DAF protocol program.

3.3. Commanders and Headquarters Department of the Air Force (HAF) Principal Officials. Commanders and HAF Principal Officials implement quality protocol programs, prioritize requirements, and execute their programs in compliance with this policy.

Frank Kendall
Secretary of the Air Force

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

DoDI 1005.06, *Display of the National Flag at Half-Staff*, 17 July 2015

DoDI 1005.15, *DoD Civilian Flags*, 6 August 2013

DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, 22 May 2023

DAFPD 65-6, *Budget*, 27 September 2023

AFPD 34-3, *Nonappropriated Funds Personnel Management and Administration*, 27 July 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Prescribed Forms

None

Abbreviations and Acronyms

AFI—Air Force Instruction

DAF—Department of the Air Force

DoDI—Department of Defense Instruction

HAF—Headquarters Department of the Air Force

OPR—Office of Primary Responsibility

Office Symbols

SAF/DS—Office of the Secretary of the Air Force Director of Staff

SAF/IA—Deputy Under Secretary of the Air Force for International Affairs

Terms

Distinguished Visitor—(1) Any general or flag officer, (2) any federal government official with grade equivalent to a brigadier general or higher, (3) any domestic visitors who, by virtue of position and accomplishments in the community (i.e., state or local governments, industry, nonprofit organizations), protocol offices would normally give honors, or (4) any foreign military officer or civilian designated a distinguished visitor by the Deputy Under Secretary of the Air Force for International Affairs (SAF/IA).

Official Function—Any ceremony or event where senior members are operating in an official capacity with members under their command or as a host to outside members. This includes, but is not limited to, official meetings and conferences, official promotions, reenlistment and retirement ceremonies, changes of command and reorganization events, and funerals.