



UNITED STATES AIR FORCE CIVIC/COLORS REQUEST
JOINT BASE SAN ANTONIO

Phone: (210) 671-2562 Email: JBSA.AF.HG@us.af.mil



****FRIDAY REQUESTS WILL BE VERY LIMITED DUE TO FUNERAL HONORS****

REQUESTER INFORMATION:

RANK,NAME: _____ Unit/Org: _____ PHONE #: _____

ALTERNATE POC: _____ PHONE #: _____

DUE TO MILITARY FUNERAL HONORS WE CANNOT CONFIRM COLORS REQUESTS UNTIL THE DAY PRIOR
*****MILITARY HONORS TAKES PRECEDENCE OVER ALL COLORS EVENTS*****

EVENT INFORMATION:

LOCATION: _____ DATE: _____ TIME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

NAME OF EVENT: _____

EVENT DESCRIPTION:

IF A GENERAL IS PRESIDING OVER THE EVENT, PLEASE SELECT RANK OF PRESIDING GENERAL OFFICER:

1-Star 2-Star 3-Star 4-Star

COLORS SERVICES REQUESTED

PRESENTATION OF COLORS	Formal presentation of the US National Colors to the audience and the rendering of honors during the playing of the National Anthem, To the Colors, recitation of the Pledge of Allegiance or similar tribute.
POSTING OF COLORS	This is accomplished when the Colors are posted/displayed in flag stands. Colors may be pre-posted, or posted after presentation.
POW/MIA TABLE	If a POW/MIA table is requested, the official script from AFPAM 34-1202 <u>must</u> be used. A round table with chairs <u>must</u> be provided by the host.

***Per Honor Guard policy HGMAN34-515, Flag Folding for Retirement Ceremonies. The flag folding ceremony is not an official part of the Air and Space Force retirement ceremony. Due to this update JBSA Honor Guard will not conduct Flag folding for retirement ceremonies.*

***If manning permits, we provide training to your personnel or members within your organization for all Colors events every Monday and Wednesday between 0730-1000.*

****Call or email to schedule training and/or equipment reservations****

Joint Service Requests must go through the Army as they take lead and coordinate with our office.
Ft Sam Army Honor Guard: (210) 221-1702