



**DEPARTMENT OF THE AIR FORCE  
502D AIR BASE WING  
JOINT BASE SAN ANTONIO**



15 July 2024

MEMORANDUM FOR RECORD

FROM: 802 FSS/CC

SUBJECT: Guidelines for Requesting Color Events

1. IAW Section 1491 of Title 10, United States Code (U.S.C) and DoDI 1300.15, *Military Funeral Support*, and DAFI 34-160, *Mortuary Affairs Program*, Joint Base San Antonio (JBSA) Honor Guard will have a guideline for Color requests.
2. All requests for JBSA Color details will be sent to the JBSA Honor Guard Operation org box at JBSA.AF.HG@us.af.mil a minimum of 15 business days prior to event. All Color requests are subject to cancelation. Honor Guard's primary mission is completing Military Funeral Honors (MFH) which take precedence over all other ceremonial functions. The JBSA Honor Guard Operations section will tentatively confirm support for events seven days prior with a final confirmation two days prior to each event.
3. In the event, the JBSA Honor Guard cannot support an event, unit colors and flag fold training are available and may be scheduled through the Operations office at 671-2562 or email JBSA.AF.HG@us.af.mil. Training is available on Tuesdays and Thursdays from 0730-1000 by appointment only.
4. The following events are eligible for Color detail support:
  - a. Changes of Command: Group Level O-6 and above.
  - b. Promotions: Promoting to E-9, O-6 and above.
  - c. Retirements: Rank must be E-9, O-6, GS-15 and above.
5. Please contact my POC with any questions or concerns: MSgt Robertkwann Taylor, 210-671-3188, robertkwann.taylor@us.af.mil.

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