



## DoD INSTRUCTION 5410.19, VOLUME 3

# COMMUNITY OUTREACH ACTIVITIES: HONORS TO NATIONAL SYMBOLS; ANNUAL PATRIOTIC AND MILITARY OBSERVANCES

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<b>Approved by:</b>	John F. Kirby, Assistant to the Secretary of Defense for Public Affairs

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**Purpose:** This instruction is composed of multiple volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5122.05:

- This instruction establishes and implements policy, assigns responsibilities, prescribes procedures, and establishes requirements for DoD participation in community outreach activities.
- This volume:
  - Establishes policy and general implementation guidelines for Service members in uniform rendering appropriate honors to national symbols when officially supporting public events.
  - Defines annual patriotic observances in the community that may receive maximum military support, and establishes policy and implementation guidelines for official military ceremonial support for these patriotic observances.
  - Prescribes guidance for supporting national and foreign country commemorations and Military Department birthdays.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the “DoD Components”).

b. All DoD community outreach activities that involve the military rendering proper honors to national symbols, including all annual patriotic and military observances.

### **1.2. POLICY.**

a. Community outreach programs are established and command relationships delineated throughout the DoD for conducting community outreach activities and programs in accordance with DoD Directive 5122.05 and this instruction.

b. Service members serve as an example for the civilian community at large when rendering appropriate honors to national symbols at public events.

c. DoD Components will support patriotic observances that have a direct military connection to the greatest extent possible in local communities across the United States and overseas, when resources are available.

d. The Office of the Assistant to the Secretary of Defense for Public Affairs (OATSD(PA)) retains authority to coordinate support by multiple Military Services for patriotic and military observances. This does not preclude installations providing support to local events in their respective communities.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS.**

The Assistant to the Secretary of Defense for Public Affairs:

- a. Oversees DoD implementation of this volume.
- b. May designate a DoD public affairs (PA) coordinator for community outreach activities when multiple Military Services are involved, consistent with this instruction.
- c. Coordinates overall DoD support for Presidential wreath-laying ceremonies on behalf of the White House. This includes coordinating twice a year with the Military Department PA offices to review Service responsibility for Presidential wreath-laying ceremonies and to resolve any assignment or ceremonial concerns identified.
- d. Issues guidance in accordance with this volume to promote annual patriotic observances, particularly Memorial Day, Armed Forces Day, and Veterans Day.
- e. Selects the annual Armed Forces Day message theme, and ensures an Armed Forces Day poster is created and distributed annually.
- f. Coordinates with each Military Department to ensure the best use of available ceremonial resources for Armed Forces Day, Independence Day, Memorial Day, Veterans Day, and other patriotic observances. Resolves conflicting priorities that may preclude a Military Department from supporting an observance when resources are limited.
- g. Acts as approving authority for all DoD outreach participation in programs or events that, by their nature or because of expected media coverage, could be of national or international interest.

### **2.2. DOD COMPONENT HEADS.**

The DoD Component heads:

- a. Review and revise existing guidance within their Components to ensure those regulations comply with this volume.
- b. Coordinate outreach activities with other DoD Component heads in a general geographic vicinity when it is apparent that more than one Component may be involved in a community outreach activity and a DoD PA coordinator has not been designated.

### **2.3. SECRETARIES OF THE MILITARY DEPARTMENTS.**

In addition to the responsibilities in Paragraph 2.2., the Secretaries of the Military Departments:

- a. Designate appropriate representatives to place wreaths in honor of former Presidents in accordance with the procedures in Section 5.
- b. Oversee community outreach activities or approve Military Department participation in public events, consistent with this volume, and in areas of responsibility not otherwise reserved or assigned in Paragraphs 2.1. and 2.4.
- c. Ensure military support to outreach engagements comply with the requirements in this volume.

#### **2.4. CHIEF, NATIONAL GUARD BUREAU.**

In addition to the responsibilities in Paragraph 2.2., the Chief, National Guard Bureau, designates appropriate representatives to place wreaths in honor of former Presidents in accordance with the procedures in Section 5.

## SECTION 3: HONORS TO NATIONAL SYMBOLS

### 3.1. THE U.S. FLAG CODE AND RELATED AUTHORITIES.

a. Refer to Sections 1-10 of Title 4, United States Code, also known and referred to in this volume as “the Flag Code,” and Service publications for guidance on honoring the U.S. flag, the flag’s position, and display of the flag.

b. The design and dimensions of the flag are addressed in Section 1 of the Flag Code. The Flag Code does not provide alternative rules or guidelines for oversized flags.

c. Sections 4 and 9 of the Flag Code advise how Service members in uniform will render proper honors to the U.S. flag: standing at attention, facing the flag, and rendering a military salute. Service publications such as Air Force Instruction 34-1201, Department of the Army Field Manual 3-21.5, and United States Navy Regulations, Chapter 12 give additional guidance.

d. Section 5 of the Flag Code establishes the proper display of the flag and use by civilians and civilian groups or organizations not required to conform with regulations of U.S. Executive Departments.

e. Section 8 of the Flag Code advises on respect for the flag, including how it should never touch anything beneath it, such as the ground, the floor, water, or merchandise. Service members supporting community outreach events must consistently show proper respect to the U.S. flag and uphold the intent of the Flag Code and other applicable Service publications. For example, Service members will not step on the flag, regardless of its size.

f. In accordance with Army Field Manual 3-21.5, the national and organization flags carried by color-bearing units are called the national color and the organizational color. While the Army Field Manual 3-21.5 provides guidance in the conduct of drill and ceremonies for the Army, other applicable Service publications govern the performance of military color guards.

g. Military Services should provide a traditional color guard to present the national colors whenever possible for community outreach activities.

### 3.2. SERVICE MEMBERS IN UNIFORM RENDERING APPROPRIATE HONORS AT PUBLIC EVENTS.

#### a. The Pledge of Allegiance.

Pursuant to Section 4 of the Flag Code, Service members in uniform should remain silent, face the flag, and render the military salute. Service members not in uniform and veterans may also render the military salute.

#### b. The National Anthem.

Section 301 of Title 36, United States Code, designates the national anthem and describes proper conduct during its presentation.

(1) When the national anthem is played **and** the flag displayed, Service members in uniform (excluding the color guard) will give the military salute at the first note of the anthem and maintain that position until the last note. Service members and veterans who are present but not in uniform may also render the military salute. All other persons present should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove any hats or caps with their right hand and hold it at the left shoulder, the hand being over the heart.

(2) When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed.

(3) Service members will remain silent during the playing of the national anthem.

### **c. Sounding Taps.**

Section 596 of Public Law 112-239 expresses the sense of Congress that “Taps” should be designated as the National Song of Military Remembrance. The playing of Taps will be in accordance with DoD Instruction 1300.15. Upon hearing Taps at a military funeral or memorial ceremony, Service members in uniform will render appropriate honors, as set by each Military Service policy.

## **SECTION 4: ANNUAL PATRIOTIC AND MILITARY OBSERVANCES**

### **4.1. GENERAL SUPPORT.**

Military ceremonial and aerial demonstration resources may support civilian-sponsored formal observances of national holidays that are open to the public when these observances are held within 7 days of the holiday's date.

#### **a. Length of Support.**

Ceremonial support for a patriotic or military observance in a single location will not exceed 7 days.

#### **b. Support in and Around Joint Base Facilities.**

Events may receive the support of a color guard and no more than one other ceremonial unit, except in communities where the joint base program has been implemented. When community outreach events are held within 7 days of a DoD-defined patriotic observance, it is appropriate to have minimal, diverse representation from each Military Department at these outreach events. For example, a Joint Armed Forces Color Guard and a single ceremonial unit from each Service represented on the joint base may be appropriate, if ceremonial resources are available. Where possible, divide community outreach resources among requests for support to maximize public exposure of the Military Services.

#### **c. Reporting Requirement.**

Local PA officers should provide, through command PA channels, a list of projected ceremonial and aerial demonstration support for patriotic observances when the support of multiple Military Services has been requested. Military Services will notify OATSD(PA) for situational awareness and to request approval, if necessary.

### **4.2. MEMORIAL DAY.**

Memorial Day is observed on the last Monday in May. An annual national concert is staged at the U.S. Capitol. Chief of Ceremonies and Special Events at the Joint Forces Headquarters-National Capital Region and the U.S. Army, Military District of Washington, serves as the DoD PA coordinator for multiple Military Service support in the National Capital Region in accordance with Paragraph 2.1.b. in this volume.

### **4.3. ARMED FORCES DAY, ARMED FORCES WEEK, AND VETERANS DAY.**

Armed Forces Day, Armed Forces Week, and Veterans Day pay special tribute to past and present Service members. Special planning and coordination are required to ensure that military participation is effective and reflects the spirit of the traditions and accomplishments of the

Military Departments. The United States Coast Guard is included in the observances of Armed Forces Day, Armed Forces Week, and Veterans Day.

**a. Armed Forces Day and Week.**

(1) Armed Forces Day is celebrated annually on the third Saturday of May; Armed Forces Week begins on the second Saturday of May and ends on the third Sunday of May (or the fourth Sunday if the month begins on a Sunday).

(2) Military installations are encouraged to extend hospitality to the general public by hosting open houses and similar activities as prescribed.

(3) Armed Forces Day and Week will be observed in the geographic Combatant Command areas of responsibility in the manner the Combatant Commander concerned determines is most suitable, excluding United States Northern Command since OATSD(PA) oversees this observance in the United States.

**b. Veterans Day.**

(1) Veterans Day is observed on November 11.

(2) The Secretary of the Department of Veterans Affairs chairs an annual Veterans Day National Committee, which includes representatives from major organizations for veterans. Each year, that committee designates certain communities as regional sites for observing Veterans Day.

(3) Ceremonial support for non-local events must be in accordance with Paragraph 4.3.c.

**c. Military Ceremonial Support.**

Military ceremonial support is authorized for local events observing Armed Forces Day, Armed Forces Week, or Veterans Day as resources permit.

(1) Communities are authorized to receive non-local ceremonial support if they are:

(a) Included in the current DoD Public Affairs Community Engagement Plan; or

(b) Designated as official regional sites by the Veterans Day National Committee.

(2) The Military Services may approve military flyovers for observances when the event occurs within 7 calendar days of the official holiday date or are included as part of the current DoD Public Affairs Community Engagement Plan.

(3) OATSD(PA) may assist in determining the appropriate allocation of limited resources when multiple Military Services receive requests to support the same event. Resolution will be based on the broadest outreach to the public, ability to support other events in the geographic area, cost, and best benefit to the DoD and Military Departments involved.

#### 4.4. MILITARY SERVICE BIRTHDAYS.

Birthdays for the Military Services, as well as for the U.S. Merchant Marine and National Guard, are an opportune time to engage the public and promote their respective missions.

**Table 1. Birth Dates**

<b>Organization</b>	<b>Birthday</b>
U.S. Merchant Marine	June 12, 1775
U.S. Army	June 14, 1775
U.S. Marine Corps	November 10, 1775
U.S. Navy	October 13, 1775
U.S. Air Force	September 18, 1947
U.S. Coast Guard	August 4, 1790
National Guard	December 13, 1636
U.S. Space Force	December 20, 2019

#### 4.5. INDEPENDENCE DAY.

Independence Day is recognized on July 4. PA officers will incorporate the theme that Service members and DoD employees support and defend the U.S. Constitution in communication plans each year.

#### 4.6. NATIONAL PRISONER OF WAR/MISSING IN ACTION (POW/MIA) RECOGNITION DAY.

National POW/MIA Recognition Day is observed on the third Friday of September. POW/MIA Recognition Day flyovers will be conducted on a rotational basis by each Military Department at the annual Pentagon observance so training hours may be scheduled in advance. The rotational assignments are delineated in the annual DoD Public Affairs Community Engagement Plan.

#### 4.7. NATIONAL AND FOREIGN COUNTRY COMMEMORATIONS.

Supporting official U.S. commemoration activities or foreign country commemorations that have a historical significance for the United States or a Military Department must comply with applicable law, regulations, and DoD policy.

## SECTION 5: DOD INVOLVEMENT IN PRESIDENTIAL WREATH-LAYING CEREMONIES

5.1. The Deputy Assistant to the President for Scheduling and Advance and the Director, White House Military Office, coordinate placing Presidential wreaths at the tombs, burial sites, or monuments of all former Presidents each year.

5.2. Responsibilities for the overall coordination of DoD support for Presidential wreath-laying ceremonies are laid out in Section 2.

5.3. The minimum acceptable military grade for the designated representatives for Presidential wreath-laying ceremonies is O-7, unless overriding considerations prevent the attendance of a general officer/flag officer.

5.4. Each Military Department will forward information on the designated representative, through the OATSD(PA) Director, Community and Public Outreach at [osd.pentagon.pa.mbx.cpo-review@mail.mil](mailto:osd.pentagon.pa.mbx.cpo-review@mail.mil), to the Deputy Assistant to the President for Scheduling and Advance and the Director, White House Military Office. The information must include the name, grade, title, address, and telephone number of each designated representative. This will be done at least 60 days in advance of the first day of the month during which the wreath will be laid.

5.5. The Deputy Assistant to the President for Scheduling and Advance and the Director, White House Military Office, will provide each wreath and coordinate final details of each ceremony.

5.6. Table 2 breaks down the wreath-laying responsibilities by Military Service and National Guard Bureau.

**Table 2. Presidential Wreath Laying Duty by Military Service**

<b>Military Service Tasked With Wreath Laying</b>	<b>Birth Date</b>	<b>Former President</b>	<b>Former President's Military Service</b>	<b>Location</b>
<b>Air Force</b>	Jan 7	Millard W. Fillmore	New York National Guard	Buffalo, NY
	Aug 27	Lyndon B. Johnson	Naval Reserve	LBJ Ranch, TX
<b>Army</b>	Jan 29	William McKinley	Army	Canton, OH
	Jan 30	Franklin D. Roosevelt	None	Hyde Park, NY
	Feb 9	William H. Harrison	Army	North Bend, OH
	Feb 12	Abraham Lincoln	Illinois State Militia	Lincoln Memorial, DC

**Table 2. Presidential Wreath Laying Duty by Military Service, Continued**

<b>Military Service Tasked With Wreath Laying</b>	<b>Birth Date</b>	<b>Former President</b>	<b>Former President's Military Service</b>	<b>Location</b>
<b>Army</b>	Feb 22 <sup>1</sup>	George Washington	Continental Army	Mount Vernon, VA
	Mar 18	Grover Cleveland	None	Princeton, NJ
	Mar 29	John Tyler	Army	Richmond, VA
	Apr 13	Thomas Jefferson	Virginia Militia	Jefferson Memorial and Monticello, VA <sup>2</sup>
	Apr 27	Ulysses S. Grant	Army	New York, NY
	Apr 28	James Monroe	Continental Army	Richmond, VA
	May 8	Harry S Truman	Missouri National Guard, Army, and Army Reserve	Independence, MO
	May 29	John F. Kennedy	Navy (Purple Heart recipient)	Arlington National Cemetery, VA
	Aug 20	Benjamin Harrison	Army	Indianapolis, IN <sup>3</sup>
	Sep 15	William H. Taft	None	Arlington National Cemetery, VA
	Oct 4	Rutherford B. Hayes	Army	Fremont, OH <sup>4</sup>
	Oct 14	Dwight D. Eisenhower	Army	Abilene, KS
	Nov. 2 <sup>5</sup>	Warren G. Harding	None	Marion, OH
	Nov 19	James A. Garfield	Army	Cleveland, OH <sup>6</sup>
	Nov 24	Zachary Taylor	Army	Louisville, KY
Dec 28	Woodrow Wilson	None	Washington National Cathedral, DC	
<b>Marine Corps</b>	Feb 6	Ronald W. Reagan	Army Reserve	Simi Valley, CA
	Mar 16	James Madison	Virginia Militia	Montpelier, VA
<b>Army Reserve</b>	Feb 12	Abraham Lincoln	Illinois State Militia	Springfield, IL
	Mar 15	Andrew Jackson	Tennessee State Militia and Army	Nashville, TN
<b>National Guard Bureau</b>	Jan 9	Richard M. Nixon	Navy	Yorba Linda, CA
	Jul 11	John Quincy Adams	None	Quincy, MA

**Table 2. Presidential Wreath Laying Duty by Military Service, Continued**

<b>Military Service Tasked With Wreath Laying</b>	<b>Birth Date</b>	<b>Former President</b>	<b>Former President's Military Service</b>	<b>Location</b>
	Apr 23	James Buchanan	Pennsylvania Militia	Lancaster, PA
	June 12	George H.W. Bush	Navy and Texas Air National Guard	College Station, TX
	Jul 4	Calvin Coolidge	None	Plymouth, VT
	Jul 14	Gerald R. Ford	Naval Reserve	Grand Rapids, MI
	Aug 10	Herbert C. Hoover	None	West Branch, IA
	Oct 5	Chester A. Arthur	New York State Militia	Albany, NY
	Nov 2	James K. Polk	Tennessee Militia	Nashville, TN
	Nov 23	Franklin Pierce	Army	Concord, NH
	Dec 5	Martin Van Buren	None	Kinderhook, NY
	Dec 29	Andrew Johnson	Army	Greenville, TN
<b>Navy</b>	Oct 27	Theodore Roosevelt	Army (Medal of Honor recipient)	Oyster Bay, NY
	Oct 30	John Adams	None	Quincy, MA
<sup>1</sup> Wreath laying approved for the Washington's Birthday holiday (third Monday in February).				
<sup>2</sup> Monticello staffer lays wreath at Monticello.				
<sup>3</sup> Army may coordinate with Indiana National Guard due to proximity if Army general officer is not available.				
<sup>4</sup> Army may coordinate with Ohio National Guard due to proximity.				
<sup>5</sup> Wreath-laying approved for the third Saturday in July, coinciding with the Harding Symposium and Harding Home tribute.				
<sup>6</sup> Army may coordinate with Ohio National Guard due to proximity.				

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
OATSD(PA)	Office of the Assistant to the Secretary of Defense for Public Affairs
PA	public affairs
POW/MIA	prisoner of war/missing in action

### G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>armed forces</b>	The Army, the Marine Corps, the Navy, the Air Force, Space Force, and the Coast Guard, including their National Guard and Reserve Components.
<b>ceremonial support</b>	Defined in Volume 1 of this instruction.
<b>community</b>	Defined in Volume 1 of this instruction.
<b>community outreach</b>	Defined in Volume 1 of this instruction.
<b>community outreach activity</b>	Defined in Volume 1 of this instruction.
<b>DoD PA coordinator</b>	Defined in Volume 2 of this instruction.
<b>DoD support</b>	Defined in Volume 1 of this instruction.
<b>events</b>	Defined in Volume 1 of this instruction.
<b>flyover</b>	Defined in Volume 1 of this instruction. (See definitions under “aerial demonstration.”)
<b>local event</b>	Defined in Volume 1 of this instruction.
<b>military observances</b>	Military Service (and National Guard) birthdays and commemorative observances of military battles and conflicts.

<b>TERM</b>	<b>DEFINITION</b>
<b>National Capital Region</b>	Defined in DoD Instruction 4515.14.
<b>open house</b>	Defined in Volume 1 of this instruction.
<b>PA</b>	Defined in Volume 1 of this instruction.
<b>patriotic observances</b>	Select national holidays prescribed by Federal law that are recognized by the DoD as opportunities to educate the public about the military, its members, and missions by participating in military, civilian, and city sponsored outreach activities. For the purpose of this volume, these observances include Memorial Day (last Monday in May), Independence Day (July 4), Veterans Day (November 11), Armed Forces Day (third Saturday in May), and POW/MIA Recognition Day (third Friday in September).
<b>public event</b>	Defined in Volume 1 of this instruction. (See definitions under “event.”)
<b>sponsor</b>	Defined in Volume 1 of this instruction.
<b>support (general)</b>	Defined in Volume 1 of this instruction.

## **REFERENCES**

- Air Force Instruction 34-1201, “Protocol,” June 9, 2017
- Department of the Army Field Manual 3-21.5, “Drill and Ceremonies,” July, 2003, as amended
- DoD Directive 5122.05, “Assistant To The Secretary of Defense for Public Affairs (ATSD(PA)),” August 7, 2017
- DoD Instruction 1300.15, “Military Funeral Support,” December 27, 2017, as amended
- DoD Instruction 4515.14, “Washington Local Commuting Area,” June 28, 2013, as amended
- DoD Instruction 5410.19, Volume 1, “Community Outreach Activities: Policy Overview and Evaluation Procedures,” September 29, 2021
- DoD Instruction 5410.19, Volume 2, “Community Outreach Activities: OSD Outreach Programs, Speaking Engagements, and Support to Non-DoD Organizations,” September 29, 2021
- Public Law 112-239, “National Defense Authorization Act for Fiscal Year 2013,” January 2, 2013
- United States Code, Title 4
- United States Code, Title 36, Section 301
- United States Navy Regulations, Chapter 12, “Flags, Pennants, Honors, Ceremonies and Customs”