



**UNITED STATES**

**FLAG MANUAL**

**THE MILITARY SALUTE PROJECT**  
**MSP-08**

<http://militarysalute.proboards45.com>

## DISPLAY AND USE OF THE FLAG BY CIVILIANS

The rules and customs pertaining to the display and use of the flag of the United States of America are established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States.

### TIME AND OCCASIONS FOR DISPLAY

The flag should be displayed on all days, especially on ...

New Year's Day - January 1

Inauguration Day - January 20

Martin Luther King, Jr.'s birthday - third Monday in January

Abraham Lincoln's birthday - February 12

George Washington's birthday - third Monday in February

Easter Sunday

Mother's Day - second Sunday in May

Armed Forces Day - third Saturday in May

Memorial Day - last Monday in May

Flag Day - June 14

Independence Day - July 4

Labor Day - first Monday in September

Patriot Day - September 11

Constitution Day - September 17

Columbus Day - second Monday in October

U.S. Navy Day - October 27

Veterans Day - November 11

Thanksgiving Day - fourth Thursday in November

Pearl Harbor Remembrance Day - December 7

Christmas Day - December 25

The date of admission of States and on State holidays

Other days as may be proclaimed by the President of the United States

On Memorial Day, the flag should be displayed at half-staff until noon, then raised to the top of the staff.

On Patriot Day, the flag should be displayed at half-staff from sunrise until sunset.

On Pearl Harbor Remembrance Day, the flag should be displayed at half-staff from sunrise until sunset.

The flag should be displayed daily on or near the main administration building of every public institution.

The flag should be displayed in or near every polling place on election days.

The flag should be displayed during school days in or near every schoolhouse.

The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstuffs in the open. When a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

There are eight sites in the United States where the flag is flown day and night under specific legal authority ...

Flag House Square in Baltimore, Maryland  
Fort McHenry National Monument in Baltimore, Maryland  
The White House  
Town Green in Lexington, Massachusetts  
United States Customs ports of entry  
United States Marine Corps Iwo Jima Memorial in Arlington, Virginia  
Valley Forge State Park in Pennsylvania  
Washington Monument

As a matter of custom, and without specific statutory or official authorization, the flag is flown at night at many other sites, including the United States Capitol. The display of the flag in a respectful manner with appropriate lighting does not violate the spirit of the Flag Code, since the dignity accorded to the flag is preserved by lighting that prevents it from being enveloped in darkness.

The flag should be hoisted briskly and lowered ceremoniously. During the ceremony of hoisting or lowering the flag, or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their head-dress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

**PLEASE NOTE ...** Members of the Armed Forces and Veterans of the Armed Forces who are present but not in uniform are now permitted to salute the Flag as it passes in parade or in review, as well as during the playing of the National Anthem. Please see Page 33 for additional information.

### **CAPITOL FLAG PROGRAM**

Constituents may arrange to purchase flags that have been flown over the United States Capitol in Washington, DC by getting in touch with their Senators or Representative. A certificate signed by the Architect of the Capitol accompanies each flag. Flags are available for purchase in sizes of 3' x 5' or 5' x 8' in fabrics of cotton and nylon.

### **FREEDOM TO DISPLAY THE AMERICAN FLAG ACT OF 2005**

A condominium association, cooperative association, or residential real estate management association may not adopt or enforce any policy, or enter into any agreement, that would restrict or prevent a member of the association from displaying the flag of the United States on residential property within the association with respect to which such member has a separate ownership interest or a right to exclusive possession or use.

Nothing in the Act shall be considered to permit any display or use that is inconsistent with ...

(1) any provision of Chapter 1 of Title 4, United States Code, or any rule or custom pertaining to the proper display or use of the flag of the United States (as established pursuant to such chapter or any otherwise applicable provision of law); or,

(2) any reasonable restriction pertaining to the time, place, or manner of displaying the flag of the United States necessary to protect a substantial interest of the condominium association, cooperative association, or residential real estate management association.

## POSITION AND DISPLAY OF THE UNITED STATES FLAG

The flag should never be displayed with union down, except as a signal of dire distress in instances of extreme danger to life or property.

The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

The flag should never be carried flat or horizontally, but always aloft and free.

No person shall display the flag of any other nation above or in a position of superior prominence or honor to the flag of the United States, provided that nothing shall make unlawful the continuance of the practice of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

No other flag or pennant should be placed above or, if on the same level, to the right of the flag except during church services conducted by United States Navy chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the United States Navy.

When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the flag of the United States should always be at the peak.

The flag should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.

When flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last.

When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

When displayed in a window, the flag should be displayed with the union or blue field to the left of the observer in the street.

When the flag is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.

When the flag is suspended across a corridor or lobby in a building with one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left.

When the flag is displayed with another flag against a wall using crossed staffs, the United States flag should be on its own right, and its staff should be in front of the staff of the other flag.

The flag, when carried in a procession with another flag or flags, should be either on the marching right, that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

The flag should not be dipped to any person or thing. State flags, regimental colors, and organization or institutional flags are to be dipped as a mark of honor.

If an honor guard carries the flag for a ceremony in the area of a flag pole, the honor guard should be positioned between the flag pole and the audience.

When displayed from a staff in a church or public auditorium, the flag should hold the position of superior prominence, in advance of the audience, and in the position of honor to the speaker's right as he faces the audience.

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. Any other flag so displayed should be placed on the left of the speaker or to the right of the audience.

Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping in front of the platform, and for a decoration in general.

To prevent the official party from having to put their back-sides to the audience when the flag is on the stage behind them, pre-post the Colors on the stage, or, have the honor guard post the Colors on the stage and position the official party in the front row of the audience during the National Anthem.

It is not mandatory to retire the Colors just because the Colors have been posted. It is not customary to retire the Colors if they were not formally posted.

Positioning of flags is often arbitrary and based primarily on the best location for the event. This could be directly behind the speaker, to the observer's left of the speaker, or centered together on the stage.

When positioning flags, consider the traffic flow of those participating in the ceremony, obstruction of audiovisual equipment, getting flags into the background for photographs, and practicality.

The flag should form a distinctive feature of the ceremony of unveiling a statute or monument, but it should never be used as the covering for the statute or monument.

There are no laws or regulations restricting the use of a finial on a flag staff. The eagle finial is used by the President, the Vice-President, many federal agencies, and also by many civilian organizations and private citizens. The type of finial used, if any, is a matter of preference of the individual or organization.

The placing of a fringe on the flag is optional. Fringe should be used on indoor flags only. Fringe is considered to be an "honorable enrichment only" and is not regarded as an integral part of the flag.

No part of the flag should ever be used as wearing apparel, a costume, or athletic uniform, however, a flag patch may be affixed to the uniform of military personnel, policemen, firemen, and members of patriotic organizations.

The flag patch on the left sleeve of a military uniform should have the blue field to the viewer's left. A flag patch on the right sleeve should be displayed with the blue field to the viewer's right so that the flag is facing forward and streams to the back as the person moves forward.

A flag pin should be worn on the left lapel near the heart.

When the flag is displayed on a motorcar, the staff should be fixed firmly to the chassis or clamped to the right fender. Window-mount flags should be positioned on the right side (passenger side) of the vehicle.

The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat.

A flag decal or a flag magnet displayed on either side of a vehicle should have the blue field towards the front of the vehicle so that the flag appears to be moving forward as the vehicle moves forward.

The flag should not be displayed on a float in a parade except from a staff.

The flag should never be used as a covering for a ceiling.

The flag should never be used as bedding or drapery. It should never be festooned, drawn back or drawn up, bunched in folds, but always allowed to fall free.

The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

The flag should never be used for advertising purposes in any manner whatsoever. There is a federal criminal prohibition on the use of the flag for advertising purposes in the District of Columbia.

Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

The flag should never have placed upon it, nor on any part of it, nor attached to it, any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

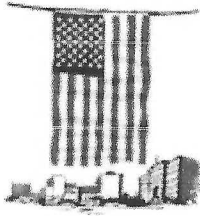
The flag should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard.

The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

A torn flag may be mended, but a worn or tattered flag should be destroyed when it is no longer fit for display. It should be destroyed in a dignified way, preferably by burning.

When the flag is used to cover a casket, it should be placed so that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

Any rule or custom pertaining to the display of the flag of the United States of America may be altered, modified, repealed, or additional rules may be prescribed, by the Commander-in-Chief of the Armed Forces of the United States. Any such alteration or additional rule shall be set forth in a proclamation.



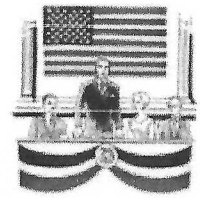
Over the middle of a street  
«« north or east ««



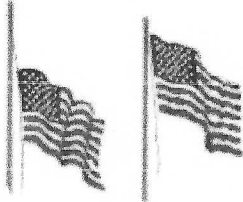
With another flag on crossed staffs



At an angle from a building



On a speaker's platform



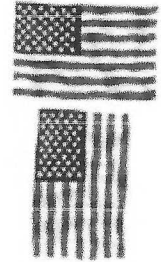
A.M. P.M.  
Memorial Day



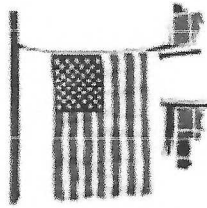
On the same halyard with flags of  
states, cities and organizations



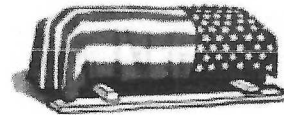
When unveiling a statue  
or monument



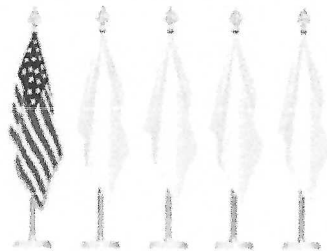
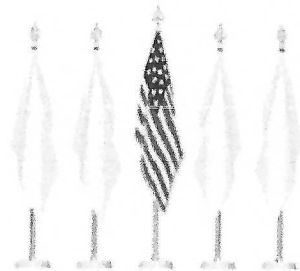
On a wall



Suspended over a sidewalk



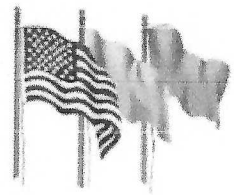
Draped over a casket



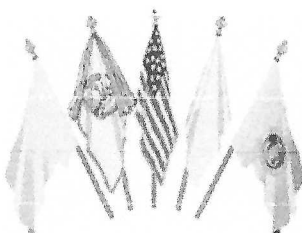
In a procession



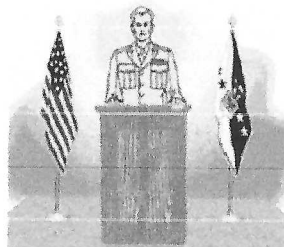
Grouped with flags of other States,  
cities and organizations



With flags of two or more nations



Saluting the flag



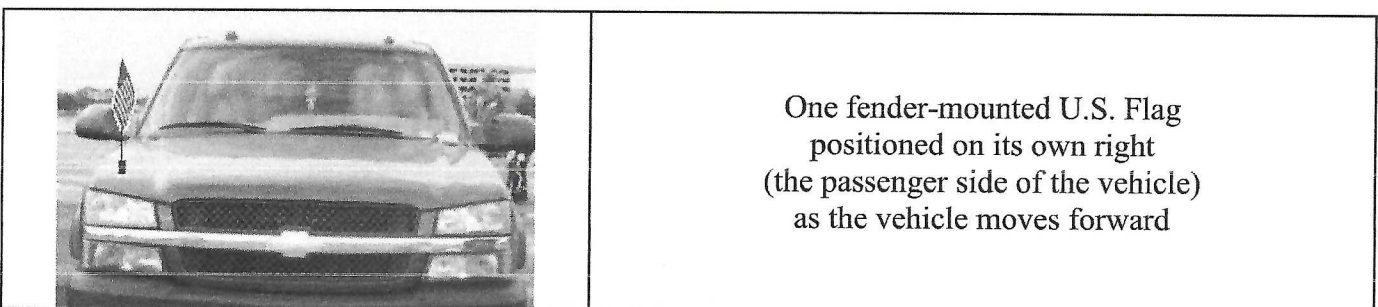
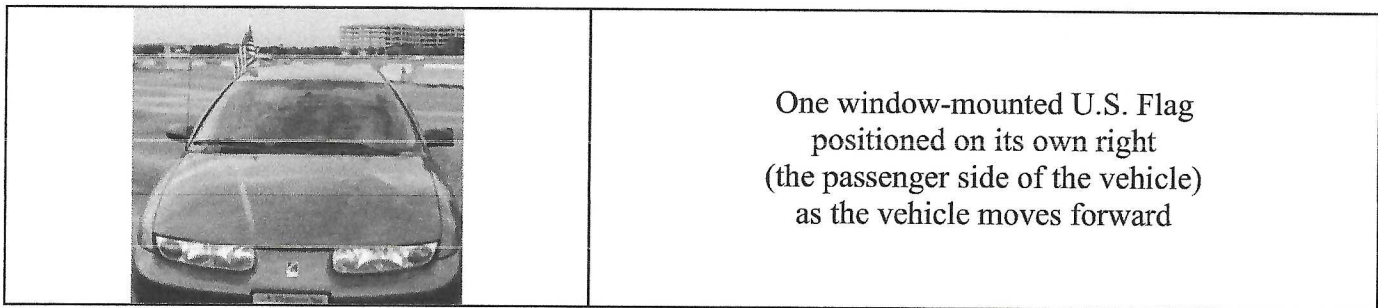
Proper display of bunting

## FLAG DISPLAY GUIDELINES FOR NON-MILITARY VEHICLES

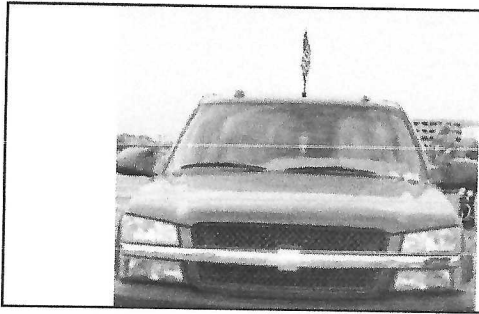
No other flag should be flown higher than the Flag of the United States of America. No other flag should be noticeably larger than the Flag of the United States of America. The U.S. Flag is mounted *on its own right as the vehicle is moving forward*, **except** when mounted as follows ...

- A single U.S. Flag mounted on the roof of an automobile or a truck, or on the rear fender or “bumper” of a motorcycle, can be mounted in the center of the vehicle or it can be mounted on the right side (passenger side) of the vehicle.
- The U.S. Flag can be displayed in the center of a row of an odd number of flags (i.e. three flags, five flags, seven flags, etc.) mounted across the roof of an automobile or truck or in a fender-mount or bumper-mount on the rear of a motorcycle. In this case, the U.S. Flag should be higher than all other flags. “Higher” means that the uppermost red stripe of the flag should be above the top of all other flags. This can generally be accomplished by using a U.S. Flag one size larger than all of the other flags or by extending the length of the pole holding a U.S. Flag that is the same size as all of the other flags.
- The U.S. Flag displayed in the center of a row of *multiple* U.S. Flags mounted in a line across the roof of an automobile or truck, or in a fender-mount or bumper-mount on the rear of a motorcycle, can be higher than all of the other U.S. Flags (in the case of an odd number of *multiple* U.S. Flags, i.e. three flags, five flags, seven flags, etc.) ... **OR** ... all of the U.S. Flags can be the same height and size.
- If a row of *multiple* U.S. Flags has an even number of flags (i.e. two flags, four flags, six flags, etc.), all of the flags in the row should be the same height and size.
- If U.S. Flags are flown from poles extending out of the “post holes” in the rear of, and on both sides of, the bed of a pickup truck, both U.S. Flags should be the same size and height.

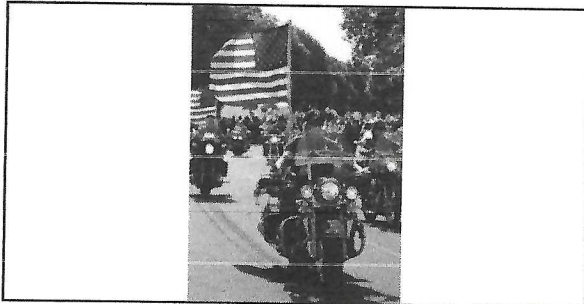
The following pictures illustrate a variety of situations ...







One roof-mounted U.S. Flag  
positioned in the center  
of the vehicle



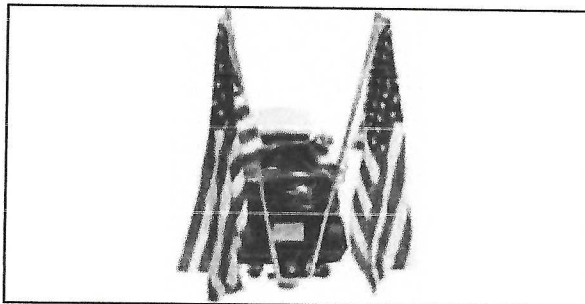
One U.S. Flag  
positioned in the center  
of the rear of the motorcycle;  
flag is positioned straight-up



One U.S. Flag  
positioned in the center  
of the rear of the motorcycle;  
flag is angled to the rear



Two roof-mounted U.S. Flags  
of the same size and height  
positioned on both sides of the vehicle



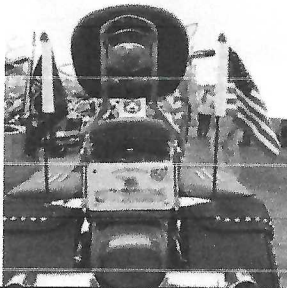
Two U.S. Flags  
of the same height and size  
positioned in the center  
of the rear of the motorcycle;  
flags are leaning outwards at the same angle



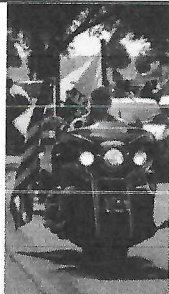
U.S. Flag positioned on its own right  
as the vehicle moves forward;  
size of the U.S. Flag is  
equal to, or greater than, the other flag



U.S. Flag positioned on its own right  
as the vehicle moves forward;  
size of the U.S. Flag is  
equal to, or greater than, the other flag



U.S. Flag positioned on its own right  
as the motorcycle moves forward;  
size of the U.S. Flag is  
equal to, or greater than, the other flag



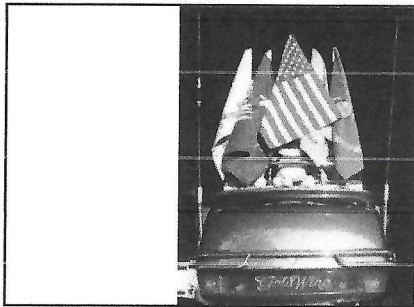
U.S. Flag positioned on its own right  
as the motorcycle moves forward;  
size of the U.S. Flag is  
equal to, or greater than, the other flag;  
both flags are positioned straight-up



U.S. Flag positioned on its own right  
as the motorcycle moves forward;  
size of the U.S. Flag is  
equal to, or greater than, the other flag;  
both flags are leaning outwards at the same angle



U.S. Flag positioned in the center of the rear of the motorcycle; U.S. Flag is larger and higher than the other flags



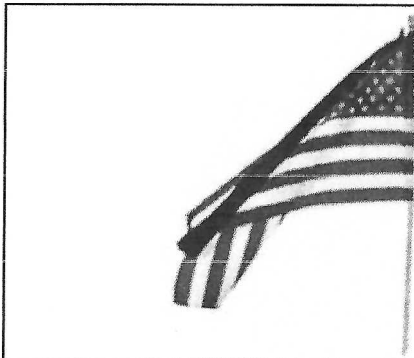
U.S. Flag positioned in the center of a row of flags on the rear of the motorcycle; U.S. Flag is mounted higher than the other flags

If multiple flags are displayed on the roof of an automobile or a truck, the U.S. Flag can be positioned by itself and centered ahead (towards the front bumper) of a “second row” that includes all of the remaining flags. The U.S. Flag should be the same size or larger than all of the other flags.

- ... **OR** ... the U.S. Flag can be positioned in the center of the row using a U.S. Flag that is larger than all of the other flags (or raising the U.S. Flag higher by extending the pole);
- ... **OR** ... the U.S. Flag can be positioned on its own right as the vehicle is moving forward using a U.S. Flag that is the same size or larger than all of the other flags.

Flags flown on the same pole as the U.S. Flag (i.e. the POW/MIA flag) should always be positioned beneath the U.S. Flag and, preferably, should be one size smaller.

Flags flown on civilian motor vehicles should **NOT** be half-staffed. The flag can be furled and secured with a black mourning ribbon streamer ... **OR** ... a black mourning ribbon streamer can be attached to the top of the pole as illustrated below. This is usually done for the day of the funeral only.



U.S. Flag with a black mourning ribbon streamer attached to the top of the pole; the streamer is **NOT** attached to the flag itself

## DISPLAY GUIDELINES FOR FLAG PATCHES AND PINS

### OFFICIAL UNITED STATES FLAG PATCHES AND PINS

The following patches and pins are all officially authorized renditions of the U.S. Flag. All have precedence over all other patches and pins ...



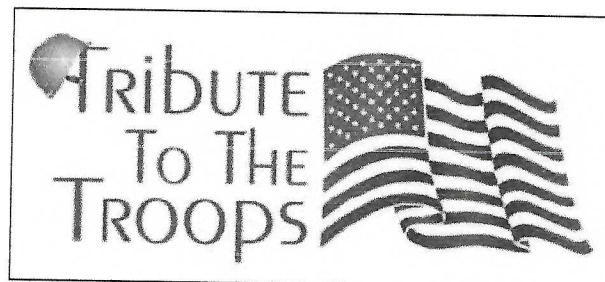
The first image is the Betsy Ross Flag. All officially-designated American historical and national flags are considered to be our National Ensign. The second image is the U.S. Flag patch that is worn on the *left sleeve* of the official uniform of a variety of organizations. It also appears on the front, *right side* of some First Responder organizations and on the front, *left side* of some Veterans Organizations and other organizations. The third image is the “reverse” U.S. Flag patch that is worn on the right sleeve of a Military uniform and the official uniform of a variety of organizations. The reverse image is used so that the U.S. Flag always appears to be moving forward as the wearer moves forward. The fourth image is a U.S. Flag lapel pin that is worn on the left lapel of clothing that has a collar or on the left side of a vest or jacket. The fifth image is the official U.S. Veteran pin. The sixth image is an official U.S. Veteran pin that is worn by a Veteran who served in the U.S. Marine Corps. Similar pins are available for Veterans of all of the Branches.

### PATCHES AND PINS USING THE U.S. FLAG

The *Minnesota Patriot Guard* patch shown below does **not** violate Flag Code, even though there are images super-imposed over the “flag” ...



When a U.S. Flag is displayed *in its entirety* and in its intended rectangular form, or in a “waving” form as in the *Tribute To The Troops* patch shown below, then there should be no text or images covering any part of the Flag. When *portions* of the Flag are used as a patriotic background, it is acceptable to display the portions as they appear in the *Minnesota Patriot Guard* patch. Both the *Minnesota Patriot Guard* patch and the *Tribute To The Troops* patch are in compliance with the Flag Code.



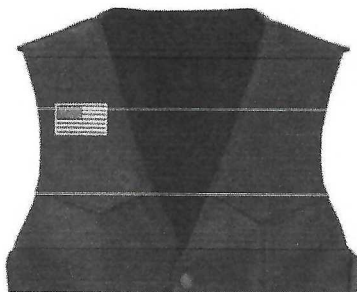
## PLACEMENT OF PATCHES AND PINS

The images used for the following illustrations have been purposely distorted to make them easier to display. Some images have been displayed on a contrasting background to make them easier to see. The terms “left” and “right” mean the left or right of the person wearing the vest or jacket. The U.S. Flag should be positioned as follows ...



The U.S. Flag should be positioned on the upper, left side of a vest (first image). On a jacket, the Flag can be positioned on the upper, left side of the front (second image), or on the left sleeve (third image), or a reverse-image patch can be placed on the right sleeve (fourth image). Position it as high as aesthetically possible to leave as much room below it to accommodate the patches and pins you already have as well as new ones you will acquire.

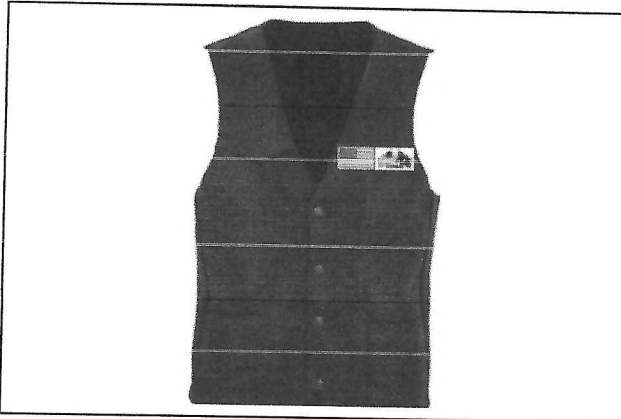
U.S. Flag patches positioned on the upper, right side of the front of a vest or jacket (image shown below) are **not** in the “wrong” position ...



Current or former police officers, firefighters, EMS personnel, security guards, etc., wear uniforms that have the U.S. Flag positioned on the right side because shields or badges are worn over the heart on the left side. A shield or badge is positioned over the heart of Law Enforcement personnel for practical reasons, such as to stop or deflect a bullet, or to reduce the impact of a bullet as much as possible.

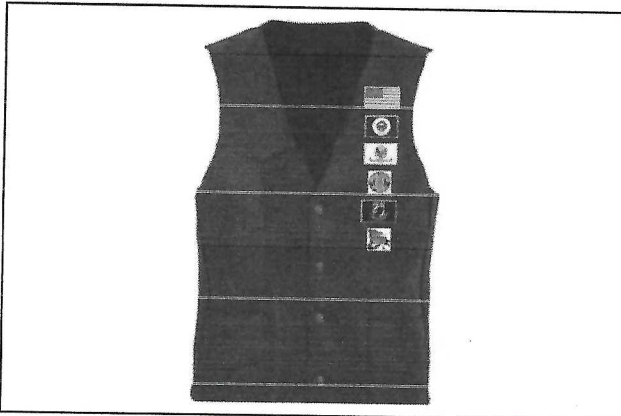
In addition, the U.S. Flag Code specifically says the Flag should be on its own right, even though the Flag Code as it currently exists does not refer to uniforms. While it is true that some Military personnel, some Veterans, some government employees and some others might think that a U.S. Flag displayed on the right, front of a vest or a jacket is incorrect, there are valid reasons to explain the positioning.

The positioning of patches and pins on vests and on jackets is the same, so all of the following illustrations use vest images only ...

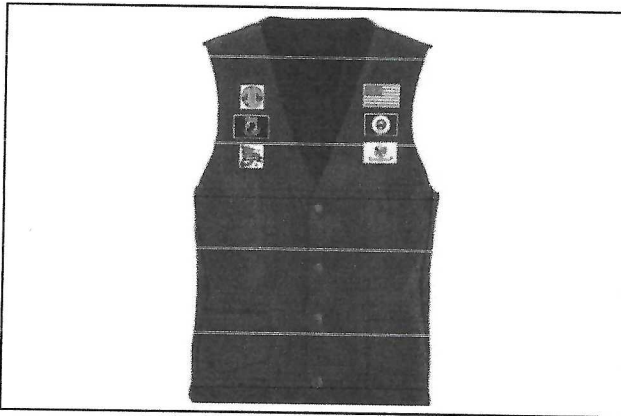


The U.S. Flag patch is positioned on the left side of the vest, on its own right, and in the top row.

The Veteran pin is positioned to the left of the Flag patch so that the U.S. Flags are next to each other.



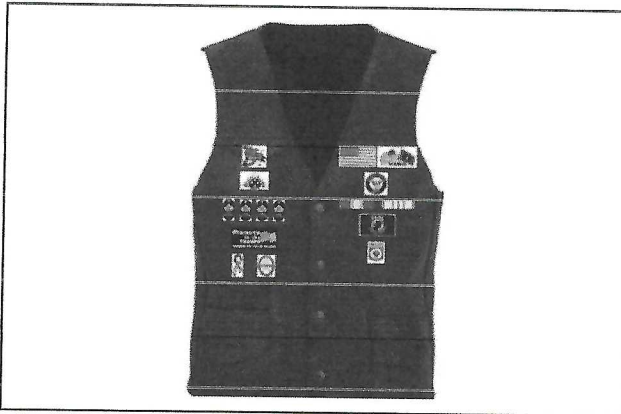
This image illustrates a vertical row of patches/pins in the correct order of preference. The U.S. Flag patch is highest. The State of Minnesota flag patch is next. The U.S. Army flag patch is next. Various organizational logos follow.



This image illustrates vertical rows of patches/pins using both sides of the vest and placed in the correct order of preference on each side.

The U.S. Flag patch, the State of Minnesota flag patch, and the U.S. Army flag patch are on the left side of the vest because the left side has precedence.

Various organizational logos are in the correct order of preference on the right side of the vest.



This illustration shows a variety of patches/pins placed on both sides of the vest in the correct order of preference for each side.

Military insignia normally positioned on the sleeves of Military uniforms can be placed on either side of a vest underneath service medals and/or ribbons.

## ORDER OF PRECEDENCE FOR FLAGS

(1) National Flags

Alphabetically after the U.S. Flag

(2) State Flags

In order as they entered the Union (see Page 24)

(3) Service Flags

U.S. Army  
U.S. Marine Corps  
U.S. Navy  
U.S. Air Force  
U.S. Coast Guard  
Army National Guard  
Army Reserve  
Marine Corps Reserve  
Naval Reserve  
Air National Guard  
Air Force Reserve  
Coast Guard Reserve

(4) Organizational Flags (see Page 24)

Highest ranking to lowest ranking  
Alphabetically or numerically within equal ranks  
Host flag displayed at the center of the grouping

(5) Individual Flags

President of the United States  
Vice-President of the United States  
Secretary of Defense  
Deputy Secretary of Defense  
Inspector General, Department of Defense  
Director of Defense Research and Engineering  
Assistant Secretary of Defense  
Civilian Leadership of Each Branch (see #3 for appropriate order)  
Chairman, Joint Chiefs of Staff  
Military Leadership of Each Branch (see #3 for appropriate order)  
Chief of Staff  
Vice Chief of Staff  
Generals and Admirals (highest rank to lowest rank)

Individual Flags are not used for ...

Personnel simply in attendance and not formally taking part in a ceremony  
Retired personnel (unless in uniform)  
Senior Executive Service personnel not filling one of the positions listed above  
Personnel selected for, but not confirmed to, one of the positions listed above  
U.S. sister service general officers when their appropriate service flag is not available  
General Officer flags may not be substituted for foreign country general officers of equivalent rank

## STATE FLAG PRECEDENCE

In the order States entered the Union ...

- |                     |                    |
|---------------------|--------------------|
| 1 - Delaware        | 26 - Michigan      |
| 2 - Pennsylvania    | 27 - Florida       |
| 3 - New Jersey      | 28 - Texas         |
| 4 - Georgia         | 29 - Iowa          |
| 5 - Connecticut     | 30 - Wisconsin     |
| 6 - Massachusetts   | 31 - California    |
| 7 - Maryland        | 32 - Minnesota     |
| 8 - South Carolina  | 33 - Oregon        |
| 9 - New Hampshire   | 34 - Kansas        |
| 10 - Virginia       | 35 - West Virginia |
| 11 - New York       | 36 - Nevada        |
| 12 - North Carolina | 37 - Nebraska      |
| 13 - Rhode Island   | 38 - Colorado      |
| 14 - Vermont        | 39 - North Dakota  |
| 15 - Kentucky       | 40 - South Dakota  |
| 16 - Tennessee      | 41 - Montana       |
| 17 - Ohio           | 42 - Washington    |
| 18 - Louisiana      | 43 - Idaho         |
| 19 - Indiana        | 44 - Wyoming       |
| 20 - Mississippi    | 45 - Utah          |
| 21 - Illinois       | 46 - Oklahoma      |
| 22 - Alabama        | 47 - New Mexico    |
| 23 - Maine          | 48 - Arizona       |
| 24 - Missouri       | 49 - Alaska        |
| 25 - Arkansas       | 50 - Hawaii        |

Flags of American Territories should be positioned next in alphabetical order. County flags should be positioned next and in alphabetical order within a state. City flags should be positioned next, with the capitol city placed first and other cities within the state positioned alphabetically. Municipal flags (town, township, unincorporated) should be positioned next, in alphabetical order within each group.

## ORGANIZATIONAL FLAG PRECEDENCE

Flags representing Veterans Service Organizations (VSOs) chartered by the U.S. Congress and that have been approved by the U.S. Department of Veterans Affairs to represent Veterans in front of the Veterans Benefits Administration (VBA), are positioned in the following order ...

- |  |  |
|--|--|
| 1 - American Ex-Prisoners of War         | 10 - Military Order of the Purple Heart      |
| 2 - American Legion                      | 11 - Military Order of the World Wars        |
| 3 - AMVETS                               | 12 - National Association for Black Veterans |
| 4 - Blinded Veterans Association         | 13 - Paralyzed Veterans of America           |
| 5 - Catholic War Veterans                | 14 - The Retired Enlisted Association        |
| 6 - Congressional Medal of Honor Society | 15 - Veterans of Foreign Wars                |
| 7 - Disabled American Veterans           | 16 - Veterans of the Vietnam War             |
| 8 - Jewish War Veterans                  | 17 - Vietnam Veterans of America             |
| 9 - Legion of Valor                      |  |

Flags representing all other organizations chartered by the U.S. Congress are positioned next, followed by civic groups and patriotic organizations in alphabetical order and then alphabetically or numerically within equal groups.



## DISPLAY OF THE FLAG AT HALF-STAFF

The United States flag is flown at half-staff when the entire nation is in mourning. These periods of mourning are proclaimed either by the President of the United States for national remembrance, or the governor of a state or territory for local remembrance, or in the event of a death of a member or former member of the federal, state or territorial government or judiciary.

The heads of departments and agencies of the federal government may also order that the flag be flown at half-staff on buildings, grounds and naval vessels under their jurisdiction.

The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

The flag should fly at half-staff for 30 days at all federal buildings, grounds, and naval vessels throughout the United States and its territories and possessions after the death of the president or a former president.

The flag should fly at half-staff for 10 days after the death of the vice president, the chief justice or a retired chief justice of the United States Supreme Court, or the speaker of the House of Representatives.

The flag should fly at half-staff from the day of death until interment for an associate justice of the Supreme Court, a member of the Cabinet, a former vice president, the president pro tempore of the Senate, the majority leader of the Senate, the minority leader of the Senate, the majority leader of the House of Representatives, or the minority leader of the House of Representatives.

The flag should fly at half-staff on the day of and the day after the death of a United States senator, representative, territorial delegate, or the resident commissioner from the Commonwealth of Puerto Rico. It should also be flown at half-staff on all federal facilities in the state, congressional district, territory, or commonwealth of those officials.

The flag should fly at half-staff from the day of death until interment for the governor of a state, territory or possession. It should also be flown at half-staff on all federal facilities within that governor's state, territory or possession.

During burial at sea, the ship shall be stopped and the flag displayed at half-mast from the beginning of the funeral service until the body has been committed to the deep.

The flag should be flown at half-staff on Memorial Day from sunrise until noon only, then raised briskly to the top of the staff until sunset.

The flag should be flown at half-staff on Patriot Day from sunrise until sunset.

The flag should be flown at half-staff on Pearl Harbor Remembrance Day from sunrise until sunset.

The flag should be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day.

The flag should be flown at half-staff on Fallen Firefighters Memorial Day.

The president may order the flag to be flown at half-staff to mark the death of other officials, former officials, or foreign dignitaries. In addition to these occasions, the president may order half-staff display of the flag after other tragic events.

## MILITARY FUNERAL FLAG PRESENTATION PROTOCOL

A United States flag drapes the casket of deceased Servicemembers and Veterans to honor their service to America. The flag is placed so that the blue field with stars is at the head and over the left shoulder of the deceased. After *Taps* has been played, the flag is carefully folded into the symbolic tri-cornered shape. A properly proportioned flag will fold 13 times on the triangles, representing the 13 original colonies. The folded flag is emblematic of the tri-cornered hat worn by the Patriots of the American Revolution. When folded, no red or white stripe is to be evident, leaving only the blue field with stars. The folded flag is then presented as a keepsake to the next of kin or an appropriate family member. Each branch of the Armed Forces uses its own wording for the presentation ...

**U.S. Army ...** This flag is presented on behalf of a grateful nation and the United States Army as a token of appreciation for your loved one's honorable and faithful service.

**U.S. Marine Corps ...** On behalf of the President of the United States, the Commandant of the Marine Corps, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's service to Country and Corps.

**U.S. Navy ...** On behalf of the President of the United States and the Chief of Naval Operations, please accept this flag as a symbol of our appreciation for your loved one's service to this Country and a grateful Navy.

**U.S. Air Force ...** On behalf of the President of the United States, the Department of the Air Force, and a grateful nation, we offer this flag for the faithful and dedicated service of *rank and name of deceased*.

**U.S. Coast Guard ...** On behalf of the President of the United States, the Commandant of the Coast Guard, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's service to Country and the Coast Guard.

If the next of kin has expressed a religious preference or belief, add ... God bless you and this family, and God bless the United States of America.

### ORDER OF SUCCESSION FOR RECEIVING THE BURIAL FLAG

For a Servicemember who died while serving on active duty, the line of succession is ...

Spouse

Sons or daughters in the order of age, oldest first

Oldest parent, unless legal custody was granted to another person

Blood or adoptive relative granted legal custody

Brothers or sisters in the order of age, oldest first

Oldest grandparent

Other relative in accordance with laws of deceased's domicile

If the deceased was serving on active duty, he/she would have appointed a Primary Next-of-Kin in writing. That is the person whom the Military would notify if something happens to the Servicemember. It is not necessarily the surviving spouse. In addition, the Servicemember may have listed one or more alternates. That is the order the Military uses for notification and may also use for presenting the burial flag at a Military funeral.

If the deceased was a Veteran (someone who died after being discharged from the Military), the funeral director should ask the family who will receive the burial flag and then inform the leader of the Honor Guard when the procession arrives at the cemetery. If there is any dispute, the order is as follows (assuming the Veteran has not left written instructions) ...

Spouse

Children in the order of their age. The oldest has priority, regardless of sex. If the Veteran has children from another marriage, the children of the current marriage have priority, followed by the children of the earlier marriage in order of age (oldest first, regardless of sex).

Parents (father and then mother, although the older of the two should be given the option)

Siblings in the order of their age. The oldest has priority, regardless of sex.

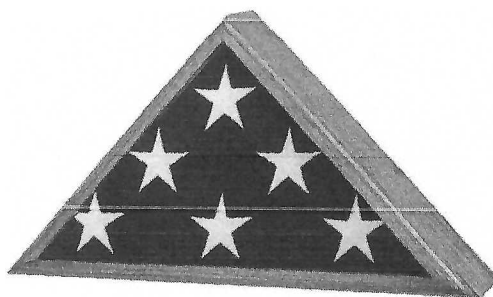
Grandparents (grandfather and then grandmother, although the older of the two should be given the option)

Other relative in accordance with the laws of the deceased's state of residence

Generally speaking, it might help to think about the order an estate would be divided, assuming the Veteran died without preparing a will.

The flag is usually lifted from the coffin and folded during, or immediately following, the 3-volley rifle salute and the sounding of *Taps*. Placing spent shell casings into the fold of a Military Funeral Flag violates provisions of the United States Flag Code.

After a flag has been used for a Military or Veterans funeral, it should never be flown again or displayed in any other way than in the tri-fold shape in which it was presented to the next of kin. In other words, the folded flag should never be "opened" again. There are many appropriate display cases available for purchase to display the burial flag and to protect it from wear and fading.



### **FLAG PROTOCOL FOR NATIONAL CEMETERIES**

The United States flag is flown over national cemeteries every day during the hours of operation. The flag is flown at half-staff on the morning of Memorial Day and during interment services. Flags of any type are not permitted on the graves at any other time because of the possibilities of flag standards becoming flying missiles if struck by mowers, or becoming unsightly if left unattended. In addition, flag protocol requires that all United States flags flown after dark be illuminated.

## FLAG PROTOCOL FOR ACTIVE DUTY MILITARY DEATHS

Pursuant to the authority granted by Title 4 of the United States Code, and signed by the President of the United States on 29 June 2007, a Governor may authorize by proclamation or other appropriate manner that the National and State flags be flown at half-staff in the city of residence, the county seat, and in front of the State Capitol for one day as declared in the Governor's proclamation, to memorialize the death of a member of the Armed Forces who was serving on active duty at the time of death.

Pursuant to such proclamation, the National flag shall also be flown at half-staff at any federal installation or facility in the area covered by the proclamation.

When a member of the Armed Forces dies while serving on active duty, the chair of a County Commission or the Mayor of a city wherein the deceased resided, and where the decedents' parents and/or spouse reside (if applicable), may request in writing (including by fax or via e-mail) that the Governor authorize flying the National and State flags at half-staff for one day in front of the city hall, county court house and state capitol.

The request shall include ...

the date and circumstances of death

the day requested for flying the flag half-staff taking into account the family's wishes, the day of interment and other relevant factors

the date of enlistment, rank, deployment and relevant military history

the city of residence of the decedent (and spouse if applicable) and parents (if applicable)

the contact information of spouse and parents (if applicable) including home address, phone number and e-mail address)

any other information the family may suggest or request

This protocol shall be posted on the Governor's, Department of Military Affairs, and/or Department of Veterans Affairs websites. This protocol shall also be distributed to the state's Veteran Service Organizations and to all county and municipal offices.

Once a Proclamation is signed, the Executive Office of the Governor will distribute the Proclamation to the Mayor or the County Chairperson, the Department of Veteran Affairs, State Veterans organizations, and to specified federal agencies.



## UNITED STATES FLAGS FOR THE FUNERALS OF VETERANS

Generally, veterans with other than a dishonorable discharge are eligible to have a burial flag provided by the United States Department of Veterans Affairs, including ...

Veterans who were entitled to retired pay for service in the reserves, or would have been entitled to such pay but not for being under 60 years of age

Members or former members of the Selected Reserve (Army, Air Force, Coast Guard, Marine Corps, Naval Reserve, Air National Guard, or Army National Guard) who served at least one enlistment or, in the case of an officer, the period of initial obligation, or were discharged for disability incurred or aggravated in the line of duty, or died while a member of the Selected Reserve

Veterans who served in the Philippine military forces while such forces were in the service of the U.S. Armed Forces under the President's Order of July 26, 1941 and died on or after April 25, 1951 or served in the Philippine military services and are eligible for burial in a national cemetery

Persons not eligible for a burial flag include ...

Veterans who received a dishonorable discharge

Members of the Selected Reserve whose last discharge from service was under conditions less favorable than honorable

Peacetime veterans who were discharged before June 27, 1950 and did not serve at least one complete enlistment or incur or aggravate a disability in the line of duty

Veterans who were convicted of a Federal capital crime and sentenced to death or life imprisonment, or were convicted of a State capital crime and sentenced to death or life imprisonment without parole, or were found to have committed a Federal or State capital crime but were not convicted by reason of not being available for trial due to death or flight to avoid prosecution

Discharged or rejected draftees, or members of the National Guard, who reported to camp in answer to the President's call for World War I service but who, when medically examined, were not finally accepted for military service

Persons who were discharged from World War I service prior to November 12, 1918, on their own application or solicitation by reason of being an alien, or any veterans discharged for alienage during a period of hostilities

Persons who served with any of the forces allied with the United States in any war, even though United States citizens, if they did not serve with the United States Armed Forces

Persons inducted for training and service who, before entering such training and service were transferred to the Enlisted Reserve Corps and given a furlough

Former temporary members of the United States Coast Guard Reserve

To apply for a burial flag, complete VA Form 21-2008, and submit it to a funeral director or a representative of the veteran or other organization having charge of the funeral arrangements or acting in the interest of the veteran. When burial is in a national, State or military post cemetery, a burial flag will be provided.

You may get a flag at any VA regional office or U.S. Post Office. Provide a copy of the veteran's discharge documents that shows service dates and the character of service, such as DD Form 214, or verification of service from the veteran's service department or VA. If the claimant is unable to provide documentary proof, a flag may be issued when a statement is made by a person of established character and reputation that he/she personally knows the deceased to have been a veteran who meets the eligibility criteria.

Only one flag may be issued for each deceased veteran. Generally, the flag is given to the next-of-kin as a keepsake after its use during the funeral service. The flag is given to the following person(s) in the order of precedence listed ...

- surviving spouse
- children, according to age
- parents, including adoptive, stepparents, and foster parents
- brothers or sisters, including brothers or sisters of half blood
- uncles or aunts nephews or nieces
- others, such as cousins or grandparents

When there is no next-of-kin, VA will furnish the flag to a friend making a request for it. If there is no living relative or one cannot be located, and no friend requests the flag, it must be returned to the nearest VA facility.

The flag cannot be replaced if it is lost, destroyed, or stolen. Additionally, a flag may not be issued after burial unless it was impossible to obtain a flag in time to drape the casket or accompany the urn before burial. If the next-of-kin or friend is requesting the flag after the veteran's burial, he or she must personally sign the application and explain in the "Remarks" section the reason that prevented timely application for a burial flag.

When used to drape the casket, the flag should be placed as follows ...

**Closed Casket ...** When the flag is used to drape a closed casket, it should be so placed that the union (blue field) is at the head and over the left shoulder of the deceased.

**Half-Couch (Open) ...** When the flag is used to drape a half-couch casket, it should be placed in three layers to cover the closed half of the casket in such a manner that the blue field will be the top fold, next to the open portion of the casket on the deceased's left.

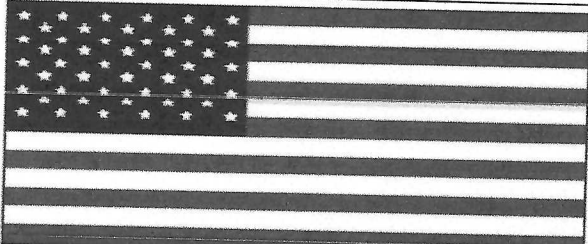
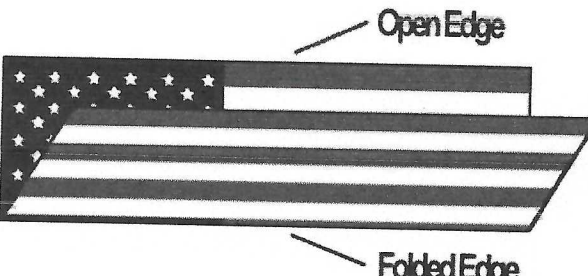
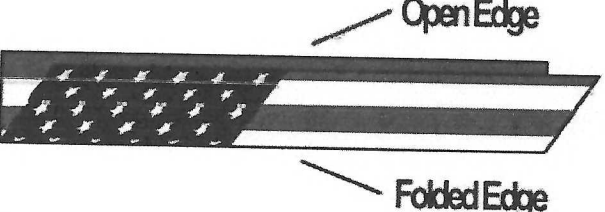
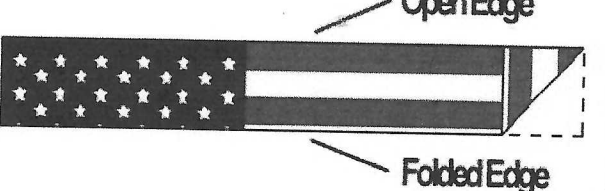
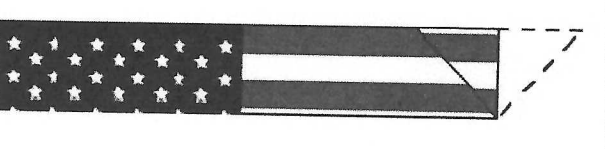
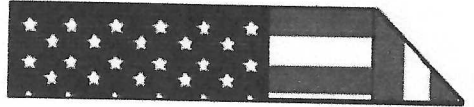

**Full-Couch (Open) ...** When the flag is used to drape a full-couch casket, it should be folded in a triangular shape and placed in the center part of the head panel of the casket cap, just above the left shoulder of the deceased.

During a military commitment ceremony, the flag which was used to drape the casket is held waist high over the grave by the pallbearers and immediately folded after the sounding of *Taps*.

The flag should not be lowered into the grave or allowed to touch the ground.

## HOW TO FOLD THE UNITED STATES FLAG

United States flags are manufactured with a proportion of 1.0 (the Hoist, or Width) to 1.9 (the Fly, or Length), therefore the folding instructions are the same regardless of the size of the flag.

<p><i>Start</i></p>		<p style="text-align: center;">↑ HOIST ↓ ← FLY →</p>
<p><i>Step 1</i></p>		<p>Fold the lower striped section of the flag over the blue field.</p>
<p><i>Step 2</i></p>		<p>Folded edge is then folded over to meet the open edge.</p>
<p><i>Step 3</i></p>		<p>A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.</p>
<p><i>Step 4</i></p>		<p>Outer point is then turned inward and parallel with the open edge to form a second triangle.</p>
<p><i>Step 5</i></p>		<p>Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.</p>
<p><i>Completed</i></p>		<p>The edge of the final triangular fold is tucked tightly inside the remaining open fold.</p>

**PLEASE NOTE ...** The popular *Meaning of the 13 Folds of the U.S. Flag* that has been circulating for years has no basis in historical fact or Military tradition. The 13 folds of the flag represent the 13 original American colonies and nothing else. Based on numerous rulings by the U.S. Supreme Court, the religious references of the *Meaning of the 13 Folds of the U.S. Flag* would likely be found unconstitutional if sanctioned by the Federal government or any State government.

## ORIGIN OF FLAG DAY

There are many claims to the first official observance of Flag Day following the flag's adoption in 1777. An event that included a celebration of the United States flag was held in Hartford, Connecticut in the summer of 1861. In the late 1800s, schools all over the United States held Flag Day programs to contribute to the Americanization of immigrant children. The observance gradually spread into communities across the country.

In 1885, Bernard Cigrand, a 19-year-old teacher in Waubeka, Wisconsin asked his students to write essays about the flag. Cigrand devoted the rest of his life attempting to gain national recognition and observance of Flag Day. William T. Kerr, a schoolboy in Pittsburgh, Pennsylvania is credited with founding the American Flag Day Association in 1888. He is often referred to as the "Father of Flag Day".

On June 14, 1889, George Bolch, the principal of a free kindergarten for the poor in New York City, had his school hold patriotic ceremonies to observe the anniversary of the Flag Day resolution. This initiative attracted attention from the State Department of Education, which arranged to have the day observed in all public schools thereafter. The state legislature passed a law making it the responsibility of the state superintendent of public schools to ensure that schools hold observances for Lincoln's birthday, Washington's birthday, Memorial Day and Flag Day.

The Betsy Ross House in Philadelphia held a Flag Day celebration on June 14, 1891. The New York Society of the Sons of the Revolution celebrated Flag Day in 1892. In 1893, the Society of Colonial Dames succeeded in getting a resolution passed to have the flag displayed on all public buildings in Philadelphia. More than 300,000 public school children celebrated Flag Day in Chicago on June 14, 1894.

In 1897, the governor of New York ordered the displaying of the flag over all public buildings in the state, an observance considered by some to be the first official recognition of the anniversary of the adoption of the flag outside of schools.

In 1916, President Woodrow Wilson issued a proclamation declaring June 14 be observed as National Flag Day. President Calvin Coolidge did the same in 1927. Pennsylvania became the first state to establish June 14 as Flag Day and a legal holiday in May, 1937. Flag Day is a nationwide observance today, but Pennsylvania is the only state that recognizes it as a legal holiday. The United States Congress approved the national observance on August 3, 1949 and President Harry Truman signed it into law.





## THE MILITARY SALUTE

The salute is one of the military's most honored traditions and one of the most recognized signs of showing respect. Saluting the Colors refers to paying tribute to the United States flag. There are two daily ceremonies in which uniformed service personnel salute the Colors. The first is at the beginning of the day at 0800 and involves raising the national flag while the National Anthem is played. The second is at sunset and consists of lowering the national flag while Retreat or the National Anthem is played.

If you are outdoors, stop what you are doing, face the flag or the direction in which colors are being held, come to the position of Attention, and render a hand salute. Hold the salute until the last note of the music and then you may proceed. On Army and Air Force installations, it is customary to stop your vehicle, get out, come to the position of Attention, and render a hand salute if Colors or Retreat is sounded. On Navy and Coast Guard installations, stop your vehicle and sit at Attention until the last note of the music is sounded and then you may proceed. Dependents and civilians should face in the direction where Colors are being held and stand at Attention. Placing the right hand over the heart is optional. Talking during Colors or Retreat is forbidden and considered disrespectful.

To render a salute, raise the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground.

Ensure the tip of the middle finger touches the right front corner of the head-dress. If wearing a non-billed hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at the position of Attention. This is count one of the movement.

To complete count two of the movement, bring the arm smoothly and smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist, and return to the position of Attention.



## MILITARY SALUTE OF THE FLAG

The National Defense Authorization Act of 2008 amended the United States Flag Code to permit veterans and out-of-uniform military personnel to salute during the raising, lowering or passing of the United States flag. Language included in the National Defense Authorization Act for Fiscal Year 2009 added approval for saluting during the playing of the National Anthem. The change made in the 2008 Act is as follows ...

### SECTION 1. CONDUCT BY MEMBERS OF THE ARMED FORCES AND VETERANS OUT OF UNIFORM DURING HOISTING, LOWERING, OR PASSING OF FLAG.

Section 9 of Title 4, United States Code, is amended by striking *all persons present and all that follows through the end* and inserting *those present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.*

## POW/MIA FLAG

In 1971, Mrs. Michael Hoff, the wife of a U.S. military officer listed as missing-in-action during the Vietnam War, developed the idea for a national flag to remind every American of the servicemembers whose fates were never accounted for during the war.

The black and white image of a gaunt silhouette, a strand of barbed wire and an ominous watchtower was designed by Newt Heisley, a former World War II pilot. Some claim the silhouette is a profile of Heisley's son, who contracted hepatitis while training to go to Vietnam. The virus ravaged his body, leaving his features hollow and emaciated. They suggest that while staring at his son's sunken features, Heisley saw the stark image of American servicemembers held captive under harsh conditions. Using a pencil, he sketched his son's profile, creating the basis for a symbol that would come to have a powerful impact on the national conscience.

By the end of the Vietnam War, more than 2,500 servicemembers were listed by the Department of Defense as Prisoner of War (POW) or Missing in Action (MIA). In 1979, as families of the missing pressed for full accountability, Congress and the president proclaimed the first National POW/MIA Recognition Day to acknowledge the families' concerns and symbolize the steadfast resolve of the American people to never forget the men and women who gave up their freedom protecting ours. Three years later in 1982, the POW/MIA flag became the only flag other than the Stars and Stripes to fly over the White House in Washington, DC.

On August 10, 1990, Congress passed U.S. Public Law 101-355, designating the POW/MIA flag as the symbol of our Nation's concern and commitment to resolving as fully as possible the fates of Americans still prisoner, missing and unaccounted for in Southeast Asia.

### DISPLAYING THE POW/MIA FLAG

Despite the erroneous information displayed on some websites, the POW/MIA flag is not considered to be a "National Flag". Except on the specific days listed below, the POW/MIA flag is considered to be an organizational flag. Organizational flags are the last group of flags in the precedence list.

Congress designated the third Friday of September as National POW/MIA Recognition Day and ordered prominent display of the POW/MIA flag on ...

Armed Forces Day – third Saturday in May

Memorial Day – last Monday in May

Flag Day – June 14

Independence Day – July 4

POW/MIA Recognition Day – third Friday in September

Veterans Day – November 11

If flying the flag from one flag pole, the POW/MIA flag is flown directly below the National Colors and above any state flag. If flying National, POW/MIA and State flags from two poles, the POW/MIA flag should be flown from the same pole as the U.S. flag, and beneath the U.S. flag, with the state flag flying from the pole to the left. If flying flags from three poles, the U.S. flag occupies the place of prominence (the right), with the POW/MIA flag immediately to the left of the U.S. flag, and the state flag to the left of the POW/MIA flag.

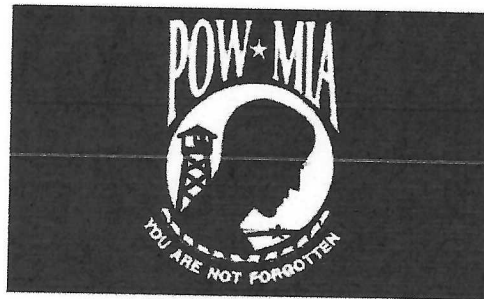
Active-duty military color guards do not carry a POW/MIA flag because it is an organizational flag. Other color guards that do carry the POW/MIA flag should position it among organizational flags, i.e. last in the order of precedence.

On the six national observances for which Congress has ordered display of the POW/ MIA flag, and *only* on those six observances, it is generally flown immediately below or adjacent to the United States flag (to the left of the United States flag or to the viewer's right of the United States flag) as second in order of precedence.

The National Defense Authorization Act of 1998 mandates that on the six national observances listed, the POW/MIA flag is to be flown over the following ...

- The White House
- United States Capitol
- Korean War Memorial and the Vietnam Veterans Memorial
- Offices of the Secretaries of State, Defense and Veterans Affairs
- Offices of the Director of the Selective Service System
- Every major military installation (as directed by the Secretary of Defense)
- Every United States Postal Service building
- Department of Veterans Affairs medical centers and national cemeteries

In addition, the act directs VA Medical Centers to fly the POW/MIA flag on any day on which the flag of the United States is displayed.



## OLD GLORY

The name "Old Glory" was first applied to the United States flag by a young sea captain who lived in Salem, Massachusetts. Captain William Driver was presented a flag for his 21<sup>st</sup> birthday by his mother and a group of local young ladies on March 17, 1824. Delighted with the gift, he named it *Old Glory*. The flag accompanied him on his many voyages. Driver settled in Nashville, Tennessee in 1837. He displayed *Old Glory* from a rope extending from his house to a tree across the street. When Tennessee seceded from the Union in 1861, he hid the flag inside a comforter. As Union soldiers entered Nashville in February 1862, he carried the flag to the State Capitol building and raised it for all to see.

Shortly before his death, Driver gave the flag to his daughter and said, "Mary Jane, this is my ship flag, *Old Glory*. It has been my constant companion. I love it as a mother loves her child. Cherish it as I have cherished it." The flag remained in the Driver family until 1922, when they sent it to the Smithsonian Institution in Washington, where it is preserved to this day.