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DEC 05 2011

MEMORANDUM FOR UNIFORMED SERVICES UNIVERSITY (USU) COLOR GUARD

SUBJECT: Flag Flying Status Policy

References: (a) 36 U. S. C. § 173 – 178
(b) 4 U. S. C. § 1 – 10

A. PURPOSE. To provide guidance and procedures for monitoring the University's flag flying status.

B. APPLICABILITY. Applicable to all USU Color Guard members.

C. DISCUSSION. This policy delineates required actions when there is a change in the flag flying status. The following holidays or events are identified by the references, and require the National Ensign be flown at half-mast:

1. For thirty days after the death of a current or former president.
2. For ten days after the death of a current vice president, chief justice, or speaker of the House of Representatives.
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, a former vice president, or the governor of a state, territory, or possession.
4. On the day of death and the following day for a Member of Congress.
5. On Memorial Day until noon.
6. Upon presidential proclamation.
7. Peace Officers Memorial Day (May 15), unless that day is also Armed Forces Day.
8. Pearl Harbor Remembrance Day (December 7).
9. Patriot Day (September 11)
10. National Fallen Firefighters Memorial Service, traditionally the first Sunday in October.
11. Any federal facility located within a region which proclaims half-staff to honor a member of the U.S. Armed Forces who died on Active Duty will follow the half-staff proclamation.

D. RESPONSIBILITIES.

1. USU COLOR GUARD NON-COMMISSIONED OFFICER IN CHARGE (NCOIC).

NCOIC of the Color Guard shall:

(a) Become familiar with these references that outline events or holidays that require the National Ensign to be flown at half-mast, and conduct during hoisting, lowering or passing of flag.

(b) Ensure there are at least 3 color guard members on call to ensure customs and courtesies are properly performed.

(c) Provide a watchbill quarterly to the Brigade Executive Officer, through the Brigade Senior Enlisted Leader and the Brigade Adjutant, listing color guard members on call and their contact information.

2. USU COLOR GUARD MEMBERS. USU Color Guard members on call shall:

(a) Become familiar with these references that outline events or holidays that require the National Ensign to be flown at half-mast, and conduct during hoisting, lowering or passing of flag.

(b) Ensure contact information is current for notifications from USU NCOIC or Brigade staff.

(c) Ensure strict monitoring of and compliance with flag status websites and releases. Examples of websites include:

(1) <http://www.whitehouse.gov/briefing-room/presidential-actions/proclamations>

(2) <http://dailyflagstatus.com/index.html> (Which also provides daily notifications via email)

(d) Sign in and out of the Security office in Building B to ensure accountability and verification of their presence if event requires lowering or hoisting of the flag.

(e) Contact USU NCOIC or Brigade staff (if contacted by them) once task has been completed.

E. EFFECTIVE DATE. This policy is effective immediately.



Tanis M. Batsel Stewart
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Brigade Commander