

CHAPTER 13. DISPLAY OF FLAGS

- 13-1. General. This Chapter sets forth specific policies and procedures governing the use and display of the United States Flag, The Department Flag, and other flags. Flags are Government property and shall be retained by each office. Flags shall not be given to officials upon their departure.
- 13-2. Policy.
- a. United States Flag. In coordination with the General Services Administration (GSA) Buildings Manager, it is the policy of the Department to fly the United States Flag daily, weather permitting, on the roof or near the entrance of each HUD installation or building. In groups of buildings, such as within a compound or like area, a single flag on the roof or near the entrance to the main building or compound may suffice. This policy does not contemplate the display of the United States Flag in indoor public space such as lobbies and corridors, but such display is permitted under special circumstances, e.g., dedication ceremonies.
 - b. Department Flag. It is the policy of the Department to display the Department Flag outdoors wherever the United States Flag is displayed at principal Department installations or buildings. The primary purpose of outdoor display of the Department flag is to identify HUD activities to the public. Indoor display of the HUD Flag at Headquarters shall be in such places as the Departmental Conference Room and the Hearing Room for the Administrative Law Judge and the Board of Contract Appeals. Regional Offices shall display two Department flags indoors, one in the main reception area and the other in the Regional Administrator - Regional Housing Commissioner's office; each Field Office shall display one Department Flag in either the main reception area or the Manager's office, at the discretion of the Manager.
 - c. Flag of the Secretary of HUD. The Secretary's Flag shall be displayed in his immediate office and in any conference room or auditorium where the Secretary is the principal speaker or attendee. The Secretary's Flag shall not be displayed in other outdoor or indoor locations.

13-1

11/83

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- (13-2.) d. Under Secretary and Assistant Secretaries' Flags. The same policy and procedures for displaying the Secretary's Flag shall be followed in displaying the Flags of the Under Secretary and Assistant Secretaries.

- e. Other Flags. Flags of States, cities, other Federal agencies, and other pennants shall not be flown outdoors or displayed indoors at Department activities except for special display of flags at official ceremonies.
- 13-3. Responsible Officials. Officers in charge of Department offices and installations shall be responsible for overseeing the proper application of the provisions contained in this Chapter.
- 13-4. Display of Flags.
- a. Outside Display.
 - (1) The United States Flag shall be displayed, weather permitting, on the roof or near the entrance of each HUD installation or building.
 - (2) The United States Flag shall be at the peak when flown on the same halyard with other flags or pennants, so that flags or pennants fly below the United States Flag.
 - (3) The United States Flag shall be hoisted first and lowered last when other flags are flown from adjacent staffs. No flag or pennant may be placed above the United States Flag or to the right of the United States Flag. When flags of two or more nations are displayed, they are flown from separate staffs of the same height.
 - (4) When the United States Flag is flown without staff, mounted on a wall, it shall be displayed so that the field of stars (hoist edge) is seen by the viewer at the upper left hand corner of the flag.
 - (5) When the Department and/or the Secretary's Flag is flown without staff, mounted on a wall, it shall be displayed as the United States Flag is, i.e., hoist edge left.

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- (13-4.) b. Inside Display.
- (1) The United States Flag, when displayed with another flag against the wall from crossed staffs, should be on the right, the Flag's own right, and its staff should be in front of the staff of the other flag.
 - (2) The United States Flag should be at the center and

at the highest point of a group when a number of flags are grouped and displayed from staffs.

13-5. Display of the United States Flag and the Department Flag at Half-Staff. In accordance with Presidential Proclamation 3044, as amended, by Proclamation 3948, in coordination with the GSA Buildings Manager, it is the policy of the Department to half-staff the United States Flag in addition to the Department Flag, on buildings and grounds of HUD installations as a mark of respect upon notification of the death of any of the officials identified in Presidential Proclamation 3044 and amendment 3948 or by special proclamations issued by the President. The United States Flag and Department Flag shall be half-staffed upon receipt of official notice or information obtained through radio, television, or other news media, of the deaths of all persons entitled to such honors as set forth in the Proclamation. The Proclamation also provides that the heads of the several departments and agencies of Government may direct that the United States Flag be flown at half-staff on occasions other than those specified in the Proclamation which they consider proper, and that suitable military honors be rendered as appropriate. It is Department policy to order half-staffing of the United States Flag and the Department Flag upon notification of the death of certain Department officials. The Assistant Secretary for Administration will order the half-staffing of flags by notification to Department installations by teletype or other appropriate means.

13-6. Procurement.

- a. Specifications for HUD Flags. The Department, the Secretary, the Under Secretary and the Assistant Secretaries' Flags shall be in accordance with designs and specifications prepared for HUD by the Institute of Heraldry, Department of the Army, which are on file in the Office of Administrative and Management Services, Office of the Assistant Secretary for Administration.

13-3

11/83

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- (13-6.) b. Responsibility for Procurement and Issuance of Flags. It is the responsibility of the Office of Administrative and Management Services to procure through the Office of Procurement and Contracts and make available United States Flags for ceremonial purposes and for principal Headquarters offices of the Department. Regional offices shall procure United States Flags from the General Services Administration using regular requisitioning procedures and forms. The Department Seal may be used for identification of the HUD activity to the public. It is the responsibility of the Office of Administrative and Management Services to procure through the Office of Procurement and

Contracts and make available Department Flags, Flags of the Secretary, Under Secretary, and Assistant Secretaries.

13-7. Disposition of Flags.

- a. Headquarters. Whenever an United States Flag or flag of an official denoting his/her Department rank is soiled, torn or no longer usable, it shall be turned in to the Office of Administrative and Management Services where the Property Management Officer will determine the condition and make proper disposal by burning or other appropriate means. If it is the opinion of the using activity that a flag has some historical significance, it should be retained by the station and a memorandum should be forwarded through administrative channels, to the Director, Office of Administrative and Management Services. The memorandum should contain all facts and circumstances concerning the case and operating office recommendations as to the dispositioning of the flag.
- b. Field Offices. Field Offices shall turn in soiled, torn or unusable United States Flags to the Administrative Officer who shall request disposition instructions from the Director, Administrative Services Division or Property Management Officer. Unusable Department Flags shall be sent to the Office of Administrative and Management Services with a memorandum request for replacement; soiled flags shall be cleaned using locally available vendors.

13-8. Variations from Department Standards. Requests for any variation from the standards established herein shall be submitted through the operating office responsible for real property management to the Office of Administrative and

13-4

11/83

(13-8.) Management Services, Office of the Assistant Secretary for Administration. The request shall include all pertinent facts and background information bearing on the need for a variation from the standards and a justification.

13-5

11/83
