

**Department of Buildings & General Services**  
**Office of the Commissioner**  
2 Governor Aiken Ave.  
Montpelier, VT 05633

[phone] 802-828-3519  
[fax] 802-828-3533

*Agency of Administration*

## MEMORANDUM

**TO:** Flag Notification Agency/Department Contacts  
**FROM:** Harriet Johnson, Assistant to the Commissioner  
**DATE:** June 20, 2006  
**SUBJECT:** Flag Protocol

When we are flying the flags as etiquette directs, they seem to go unnoticed; however, when we deviate from the proper protocol, it is definitely noticed and we receive the phone calls. Those familiar with proper procedures consider it a lack of respect for the flag and are left with a less than favorable impression. The whole issue of flag etiquette needs to be taken seriously.

### **BLUE STAR FLAGS**

We are authorized to fly the U.S. Flag, the Vermont Flag, and the POW Flag at all State facilities. We have recently been asked about flying the "Blue Star" Flag at a facility to show support for an employee has been deployed. We have asked that those flags not be displayed on the flag poles but be displayed inside the facility. Traditionally those flags hung in windows in wartime to announce that a family member had gone to war.

### **HALF-STAFF DAYS**

Occasionally we are notified of a Presidential Proclamation to lower the U.S. flag. In addition, there are five dates when the U.S. Flag is always lowered to half staff per federal code, P.L. 94-344. We will send you notification prior to each of these dates.

- **May 15 -- Peace Officers Memorial Day** – US Flag flown at half staff, unless that is also Armed Forces Day.
- **Memorial Day** – US Flag displayed at half staff until noon only, then raised to top of staff.
- **July 27** – National Korean War Veterans Armistice Day – US Flag at half-staff.
- **September 11** – Patriot Day – US Flag at half staff
- **December 7** – National Pearl Harbor Remembrance Day – US Flag at half-staff.

### **REMINDERS**

- When the U.S. Flag is lowered, the Vermont flag and POW flag must also be lowered, because the U.S. Flag must always fly above or equal to any other flags that are flown.
- When a U.S. flag is to be lowered to half-staff, it must first be raised to full staff and then lowered to half-staff.

If you have questions about the process of notification, please call me at 828-3519 or e-mail at [harriet.johnson@state.vt.us](mailto:harriet.johnson@state.vt.us).

