



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS NATIONAL CAPITAL REGION COMMAND, HENDERSON HALL
ARLINGTON, VA 22214-5000

IN REPLY REFER TO
10520
Adj

APR 27 2009

COMMANDING OFFICER'S POLICY MEMORANDUM 04-09

Subj: MARINE CORPS WAR MEMORIAL COMMEMORATIVE FLAG RAISING PROGRAM

Ref: (a) MCO P10520.3B
(b) Memo for the Commandant 3.6.3 HD:EHS of 08 Mar 90
(c) FDMC Comment on: (Code HD route sheet dated 1 Aug 1974--FDMC #4729)

Encl: (1) Commemorative U.S. Flag Raising Request Form
(2) Commemorative Certificate Sample

1. Purpose. To publish guidance, information, and assign areas of responsibility for the subject program.

2. Information

a. The unofficial, non-profit Marine Corps War Memorial Foundation turned the Marine Corps War Memorial (MCWM) over to the Department of the Interior for Perpetual Care. It is maintained by the United States National Park Service. The National Park Service ensures that the monument and the surrounding park area remain well maintained, clean, and free of debris. Any changes to the MCWM must be approved by the National Park Service and the Commission of Fine Arts, and must be privately funded.

b. The Henderson Hall Commemorative Flag Raising Program was instituted to provide a means for individuals to have the American Flag flown over the MCWM in order to honor or recognize special events such as, but not limited to, retirement from the Armed Forces or the commissioning/christening of a ship.

c. Special consideration should be taken when reviewing requests for a commemorative flag raising to ensure that the occasion for the request is commensurate with the sacredness of the MCWM. Unmonitored or unrestricted use can devalue the program, and runs the risk that it will be used for an occasion that is not worthy of recognition. Typical occasions for consideration are:

(1) Retirement or release from active duty in the armed forces after honorable service.

(2) Veterans whom have served honorably.

(3) KIA/MIA Armed Forces personnel.

d. The Commanding Officer has the final decision in any contested requests. The criteria for acceptance will be based on those instances outlined in subparagraph 2.c (1) through (3). Requests outside the above criteria will be reviewed on a case-by-case basis.

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e. Commemorative flags will be raised and lowered over the MCWM from the first to the seventh day of each month, except weekends, holidays, and inclement weather.

f. The Commanding Officer, Headquarters Battalion, Headquarters, United States Marine Corps, is assigned the following responsibilities in connection with the flag at the memorial per reference (c):

(1) Ensure that the flag is displayed on the flagstaff of the memorial at all times during the day and night except during inclement weather.

(2) Make frequent inspections to ensure that:

(a) The flag is properly displayed, serviceable and clean.

(b) Halyards are taut and flag is two-blocked.

(c) Flag is not fouled.

(3) Replace the flag as required.

(4) Coordinate with the National Park Service to ensure that the flag is adequately illuminated during the night and that the area surrounding the Memorial is in a proper state of police.

3. Responsibilities

a. Adjutant

(1) Accept and process flag raising requests (encl 1). Ensure request forms are filled out legibly and completely to accommodate timely flying of the flag and proper certification of the event.

(2) Ensure flags to be raised are received by the Flag Program Coordinator along with all pertinent information necessary for the event.

(3) Produce Flag Certificates (encl 2) commemorating the occasion for which the flag was flown.

(4) Prepare the certificate for command signature.

(5) Verify the flag certificate is signed by the appropriate officials.

(6) Return flag and certificate to the requestor.

(7) Coordinate the assignment of Marines from designated sections are available to fly the flags over the Iwo Jima Memorial.

(8) The flag coordinator will requisition from Battalion Supply the flags for requestors retiring/transferring from this command.

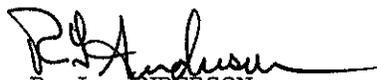
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b. Requestor. All requestors (Those not retiring or transferring) must provide their own flag and pre-paid shipping for the flag return of flag after it is flown.

c. Headquarters Company Sections and personnel. Support requests for flag details from the Battalion Adjutant to fly flags in accordance with this program.

d. Battalion Color Sergeant and Color Guard. Support the flying of the National Colors for ceremonies at the MCWM, as directed by the Battalion Sergeant Major.

4. The point of contact for this program is the Adjutant at (703)614-2014.


R. L. ANDERSON

COMMEMORATIVE U.S. FLAG RAISING REQUEST FORM

RANK, LAST NAME, FIRST NAME AND MI OF PERSON FLAG IS BEING FLOWN FOR

GENDER

OCCASION OR REASON FOR REQUEST AND YEARS OF SERVICE (ex., retirement 20 years)

BRANCH OF SERVICE

DATE REQUESTED FROM THE 1ST TO THE 7TH OF EACH MONTH

* Flags will not be flown in inclement weather or on weekends or holidays

Circle type of flag: 3X5 COTTON 3'6X6'73/4 COTTON 4X6 COTTON 8X5 COTTON OTHER
3X5 NYLON 3'6X6'73/4 NYLON 4X6 NYLON 8X5 NYLON

FLAG RETURN ADDRESS

BILLING INFORMATION

or

PICK UP INFORMATION

*****PLEASE NOTE*****

Flags are NOT provided. In order to have your flag and certificate returned via mail, you must supply the shipping and billing information (i.e. stamps, FedEx account, DHL account). The flag coordinator will not provide shipping of flags and certificates. Requests are approved for retirements, veterans, KIA/MIA, and Naval ship commissioning/christenings. Requests outside these standards will need prior approval. Flag Request must be legible!

REQUESTS MUST ARRIVE AT HQMC NO LATER THAN THE 15TH OF THE MONTH PRIOR TO THE MONTH THE FLAG WILL BE FLOWN.

*****MAIL WAIVER*****

By signing this form, you obtain all responsibilities for the shipping of your package to and from the Battalion Adjutant Office when sent with USPS and government mail. By doing so, the packages will be sent via USPS or government mail through the Navy Annex. Once the package has been sent over to those courier services, the responsibility is no longer on the Adjutant Office and the tracking of the package is solely the responsibility of the signer. Note that no tracking number will be provided with these packages.

ADDITIONAL COMMENTS:

I have read and understand the intent and spirit of the Headquarters Battalion Commanding Officer's Policy Memorandum 2-03. I attest that this request meets the standards for the occasion for which it is to be flown and will not devalue the program.

SIGNATURE & PRINTED NAME OF PERSON REQUESTING FLAG

PHONE NUMBER

EMAIL ADDRESS

CONTACT THE FLAG PROGRAM COORDINATOR (703) 614-2014/1625; DSN 224-2014

MAIL TO:

BN ADJ OFFICE, HQBN HQMC HENDERSON HALL, BLDG 29 RM 200 1555 SOUTHGATE RD. ARLINGTON, VA 22214

HQBN USE ONLY:

TRACKING NUMBER

DATE FLOWN

FLAG DETAIL INITIALS ENCLOSURE (1)

Headquarters Battalion
Marine Corps National Capital Region Command
Henderson Hall



Certificate of Flag Presentation

To

_____, (Branch Of Service)

It is a universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. The national ensign is flown daily at the United States Marine Corps War Memorial in Arlington, Virginia.

The Marine Corps War Memorial stands as a symbol of this grateful Nation's esteem for the honored dead of the U.S. Marine Corps. While the statue depicts one of the most famous incidents of World War II, the memorial is dedicated to all Marines who have given their lives in the defense of the United States since 1775.

The small island of Iwo Jima lies 660 miles south of Tokyo. One of its outstanding geographical features is Mount Suribachi, an extinct volcano that forms the narrow southern tip of the island and rises 550 feet to dominate the area. By February 1945, U.S. troops had recaptured most of the territory taken by the Japanese in 1941 and 1942; still uncaptured were Iwo Jima, which became a primary objective in American plans to bring the Pacific campaign to a successful conclusion.

On the morning of February 19, 1945, the 4th and 5th Marine Divisions invaded Iwo Jima after a somewhat ineffective bombardment lasting 72 hours. The 28th Regiment, 5th Division, was ordered to capture Mount Suribachi. They reached the base of the mountain on the afternoon of February 21, and by nightfall the next day had almost completely surrounded it. On the morning of February 23, Marines of Company E, 2nd Battalion, started the tortuous climb up the rough terrain to the top. At about 10:30 a.m., men all over the island were thrilled by the sight of a small American flag flying from atop Mount Suribachi. That afternoon, when the slopes were clear of enemy resistance, a second, larger flag was raised by five Marines and a Navy hospital corpsman: Sgt. Michael Strank, Cpl. Harlon H. Block, Pfc. Franklin R. Sousley, Pfc. Rene A. Gagnon, Pfc. Ira Hayes, and PhM. 2/c John H. Bradley, USN.

News-photographer Joe Rosenthal caught the afternoon flag raising in an inspiring Pulitzer Prize winning photograph. When the picture was later released, sculptor Felix W. de Weldon, then on duty with the U.S. Navy, was so moved by the scene that he constructed a scale model and then a life-size model of it. Gagnon, Hayes, and Bradley, the three survivors of the flag raising (the others having been killed in later phases of the Iwo Jima battle), posed for the sculptor who modeled their faces in clay. All available pictures and physical statistics of the three who had given their lives were collected and then used in the modeling of their faces.

Once the statue was completed in plaster, it was carefully disassembled and trucked to Brooklyn, N.Y., for casting in bronze. The casting process, which required the work of experienced artisans, took nearly 3 years. After the parts had been cast, cleaned, finished, and chased, they were reassembled into approximately a dozen pieces--the largest weighing more than 20 tons--and brought back to Washington, D.C., by a three truck convoy. Here they were bolted and welded together, and the statue was treated with preservatives.

Erection of the memorial, which was designed by Horace W. Peaslee, was begun in September 1954. It was officially dedicated by President Dwight D. Eisenhower on November 10, 1954, the 179th anniversary of the U.S. Marine Corps.

The United States flag accompanying this certificate was raised and lowered from the United States Marine Corps War Memorial on _____ in honor of your _____ years of dedicated and faithful service to the United States Marine Corps.

Signed and authenticated this date, _____

Headquarters Battalion
Marine Corps National Capital Region Command
Henderson Hall

ENCLOSURE (2)