

COMMEMORATIVE U.S. FLAG RAISING REQUEST FORM

RANK, LAST NAME, FIRST NAME AND MI

OCCASION OR REASON FOR REQUEST AND YEARS OF SERVICE

BRANCH OF SERVICE

MONTH REQUESTED TO HAVE FLAG FLOWN

DATE TO PUT ON CERTIFICATE

\*\*PLEASE NOTE: Flags will be flown the 1<sup>st</sup>-7<sup>th</sup> of each month except weekends, holidays, and during inclement weather.

Please circle which way you would like to receive your flag:

Will Pick Up

FedEx

UPS

USPS

If you have circled anything other than pick-up, provide the address for where you want the flag mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*PLEASE NOTE\*\*\*\*\*

You must provide your own flag. In order to have your flag and certificate returned via mail/FedEx/UPS, you must supply a valid address as well as return postage (i.e. stamps, FedEx account, DHL account, prepaid label, etc). Please DO NOT send money or checks.

**Requests must arrive at Henderson Hall Adjutant Office NO LATER THAN the 15<sup>TH</sup> of the month prior to when you want it 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/REQUESTS:

\_\_\_\_\_  
\_\_\_\_\_

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

E-MAIL REQUESTS TO:

hnh1s1@usmc.mil

HQBN USE ONLY:

TRACKING NUMBER

DATE FLOWN

FLAG DETAIL INITIALS