

Henderson Hall Flag Raising Request for the Marine Corps War Memorial



Clerk that accepted Flag: _____

Date in: _____

Picked Up By: _____

1. NAME OF PERSON/ENTITY THAT THE FLAG WILL BE FLOWN FOR (*Last, First, Middle Initial*): _____

2. RANK: _____

3. OFFICE/DEPT/SECTION: _____

4. PHONE: _____

5. U.S. MARINE CORPS

IF "OTHER" SELECTED: _____

5. MONTH REQUESTED TO HAVE FLAG FLOWN: AUGUST

YEARS OF SERVICE

*****PLEASE NOTE: Flags will be flown the 1st FULL WEEK of each month excluding weekends, holidays, and during inclement weather.*****

8. Check the method that you will utilize to receive your flag: Will Pick up USPS (Mail) FedEx UPS
 Gov't Mail Other Carrier:

9. If you have checked anything other than "will pick-up", please provide the address where you want the flag and certificate sent:

*****PLEASE NOTE: You must provide your own flag. In order to have your flag and certification returned via USPS/FEDEX/UPS/GOV mail, you must supply a valid mailing address with return packaging and postage. (i.e. shipping box [AT LEAST 11 1/2"x 2 3/8"x13 1/4" TO PREVENT DAMAGE TO THE CERTIFICATE], stamp/postage, FEDEX Account, or Prepaid label) Do not send cash/checks/money orders. We cannot return flags via Command (Gov't) mail. Flags and Request must arrive at Henderson Hall Adjutant's Office before the month REQUESTED to be flown.*****

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

By signing this form, you acknowledge all responsibilities for the shipment of your package to the Battalion Adjutant's Office. Once the package has been shipped from the Adjutant's Office, the responsibility is no longer the Adjutant's Office. The tracking and care of the package is solely the responsibility of your chosen carrier and the signer.

10. Additional Comments/Request: _____

11. POC NAME (*Person Requesting Flag*): _____ 12. POC PHONE: _____

13. POC EMAIL: _____

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

MAIL TO: BN ADJUTANT'S OFFICE, H&S BN, HQMC, HENDERSON HALL, BLDG 29 RM 200 1555 SOUTHGATE ROAD, ARLINGTON, VA 22214

EMAIL REQUEST TO: HNHL_HQBN_S1@usmc.mil

H&S Bn USE ONLY:

TRACKING NUMBER:

DATE FLOWN:

Print Form

Submit by Email

Reset Form

FLAG REQUEST