

# 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: \_\_\_\_\_

6. MONTH REQUESTED TO HAVE FLAG FLOWN:

YEARS OF SERVICE

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

7. Reason or event for flag to be flown :

Approved

Disapproved

8. Check the method that you will utilize to receive your flag:  Will Pick up  FedEx

9. If you have checked anything other than "will pick-up", please provide the address where you want the flag and certificate sent, **additionally if the method of mail utilized other than Fedex your flag will be returned to sender:**

**\*\*\*PLEASE NOTE: You must provide your own flag. In order to have your flag and certification returned via FEDEX 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], 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 moth 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. Special consideration will be taken when reviewing requests for a commemorative flag raising to ensure that the occasion for the request is commensurate with the solemn atmosphere of the MCWM. Unmonitored or unrestricted use can devalue the program, and a risk may develop 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.**

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