



## Headquarters & Service Battalion Henderson Hall Flag Raising Request for the Marine Corps War Memorial

NAME OF SERVICE MEMBER BEING PRESENTED/HONORED WITH THIS FLAG (*Last, First, Middle Initial*) \_\_\_\_\_ RANK: \_\_\_\_\_

ASSIGNED UNIT (MARINE CORPS ONLY): \_\_\_\_\_ DATE: \_\_\_\_\_

YEARS OF SERVICE: \_\_\_\_\_ PHONE: \_\_\_\_\_ MONTH REQUESTED FOR FLAG TO BE FLOWN: \_\_\_\_\_

BRANCH OF SERVICE:    MARINE CORPS    AIR FORCE    ARMY    COAST GUARD    NAVY    SPACE FORCE

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

JUSTIFICATION FOR FLAG TO BE FLOWN: \_\_\_\_\_

METHOD OF RETURN:    Will Pick Up    Fed Ex    Approved / Disapproved

(FLAG COORDINATOR ONLY)  
TRACKING NUMBER  
\_\_\_\_\_

1. If you have checked "FED EX", please understand that in order to have your flag and certification returned you must supply a valid mailing address with return packaging and postage label. **Additionally if the request is received WITHOUT a return label your flag will be returned to sender. Other Postal Services such as USPS, UPS etc. are not accepted.**
2. If you are not assigned to or a part of Headquarters & Service Battalion Henderson Hall you must provide your own flag. Flags and request must arrive at The Henderson Hall Adjutant's Office before month requested to fly.

*Shipping box [AT LEAST 11 1/2"x 2 3/8"x13 1/4" TO PREVENT DAMAGE TO THE CERTIFICATE, FLAG], postage, FEDEX Account, or Prepaid label) Do not send cash/checks/money orders. We cannot return flags via Command Government mail.*

Special consideration will be taken when reviewing requests for a commemorative flag raising to ensure that the occasion for the request commensurate with the solemn atmosphere of the "Marine Corp War Memorial" (MCWM).

Typical occasions for consideration are:

- (1) Retirement or release from Active Duty in the Armed Forces after Honorable Service.
- (2) Veterans who served honorably.
- (3) KILLED/MISSING IN ACTION Armed Forces Service Members.
- (4) Transitioning from Active Duty to Reserves  
(Per Ref. MCO 1900.16 CH 2 Para. 1012) Marine Corps and Navy only

\*\*Notice\*\*

1. Please give a 24 hour notice before pick up.
2. Submit your request a minimum 2 weeks before a Retirement or Ceremony.
3. Flag Commemoration is only conducted for Civilians when pertaining to memorable and honorable mentions.

\*\*\*\*\*MAIL WAIVER \*\*\*\*\*

*By signing this form, you acknowledge all responsibilities for the shipment of your package to the Battalion Adjutant's Office aboard HQMC Henderson Hall. 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 the carrier and the signer.*

POC NAME (*Flag Requested By*): \_\_\_\_\_ POC PHONE: \_\_\_\_\_

POC EMAIL: \_\_\_\_\_

BN ADJUTANT'S OFFICE CONTACT INFORMATION

FLAG PROGRAM COORDINATOR (703)-614-2014  
FAX # (703)-693-3111  
ADDRESS: BN ADJUTANT'S OFFICE, H&S BN, HQMC, HENDERSON HALL, BLDG 29  
RM 200 1555 SOUTHGATE ROAD, ARLINGTON, VA 22214  
EMAIL ADDRESS: HNHL\_s1@USMC.MIL

\_\_\_\_\_  
PICKED UP BY (*Print Rank, Last Name, First Name*)

\_\_\_\_\_  
PICKED UP BY (*Sign, Last Name, First Name*)

\_\_\_\_\_  
DATE