

# COMMEMORATIVE U.S. FLAG RAISING REQUEST FORM FOR LEJEUNE HALL

MAIL TO: COMMANDING OFFICER (B 013), 3250 CATLIN AVE, SUITE 109, QUANTICO, VA 22134

\*\*FLAG REQUESTS MUST BE LEGIBLE\*\*

<b>1. NAME OF FLAG RECIPIENT</b> ( <i>last, first, M.I.</i> )		<b>2. GENDER</b>		<b>3. RANK OR GRADE</b>		<b>4. BRANCH OF SERVICE</b>	
		Male <input type="checkbox"/>	Female <input type="checkbox"/>				
<b>5. OCCASION/REASON FOR REQUEST</b> ( <i>e.g., veteran, separation/retirement from service</i> )						<b>6. SPECIAL DATE TO BE FLOWN</b> ( <i>if any</i> )*	
<b>7. FLAG TYPE</b> ( <i>Flags are not provided</i> )							
3X5 Cotton <input type="checkbox"/>	3'6X6'73/4 Cotton <input type="checkbox"/>	4X6 Cotton <input type="checkbox"/>	8X5 Cotton <input type="checkbox"/>	Other			
3X5 Nylon <input type="checkbox"/>	3'6X6'73/4 Nylon <input type="checkbox"/>	4X6 Nylon <input type="checkbox"/>	8X5 Nylon <input type="checkbox"/>				
<b>8. NAME OF REQUESTOR</b> ( <i>last, first, M.I.</i> )			<b>9. REQUESTOR PHONE NUMBER</b>			<b>10. REQUESTOR E-MAIL</b>	
			4d. Commercial	4e. DSN	4f. Fax		
<b>11. ATTESTATION AND SIGNATURE OF REQUESTOR</b>							
<p><i>By signing this form, I attest that this request meets the standards for the occasion for which it is to be flown and will not devalue the program.</i></p> <p><i>Additionally, During periods of inclement weather, flags will not be flown. The flag coordinator will not be responsible for the shipping of flags and certificates. Flags must be picked up at Lejeune Hall, Room 106. Requests are approved for retirements and veterans. All other requests require prior approval.</i></p>							
<b>12. SIGNATURE OF REQUESTOR</b>						<b>13. DATE SUBMITTED:</b>	
<b>ADDITIONAL COMMENTS</b>							
<div style="text-align: center;">  <p style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em; margin-top: 10px;">MARINES</p> </div> <p style="text-align: center; font-size: 0.8em;">Privacy Act Statement:</p> <p>Information contained on this form is maintained under the Systems of Records Notice NM05000-1, Department of the Navy (DON) General Correspondence Files (April 10, 2008, 73 FR 19479). AUTHORITY 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN). PRINCIPLE PURPOSE: Individuals complete this form in order to determine the appropriate information for the requested flag certificate and for return of their flag once flown. ROUTINE USE: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE: Although not mandatory failure to disclose the requested information may result in denial of flag flying services.</p>							

**BASE ADJUTANT USE ONLY**

**TRACKING NUMBER:** \_\_\_\_\_ **DATE FLOWN:** \_\_\_\_\_ **NCOIC INITIALS:** \_\_\_\_\_