

Air Force Memorial Flag Flying Request

The Air Force Memorial staff has the privilege to support requests to fly United States or United States Air Force flags on the main flag pole of the Memorial. Flags are flown **Monday - Friday**, with the exception of Federal Holidays. If there is inclement weather on the primary date chosen, the flag will be flown on the alternate date. All flags come back with a Certificate signed by a member of the Memorial Staff, certifying the date it was flown.

In order to successfully process your request, the following items must be packaged and shipped to the address listed at the bottom of the form. If you reside in the local area, you may drop off these items at the Administrative Office, Monday - Friday between 8 AM and 5 PM. All requests must be received no later than one-week before the requested date of the flag flying.

Items to Include:

- This form, signed and completed in it's entirety
- Flag to be flown (size must be between 3' x 4' and 5' x 8')
- Pre-paid, pre-addressed return envelope

U.S. and Air Force Flags can be purchased at local vendors, to include most AAFES locations. Air Force members can consult AFI 36-3203, *Service Retirements* for information on receiving a flag upon Retirement.

Name / Rank of POC

Shipping Address

Telephone Number

E-mail Address

Primary Flying Date

Alternate Flying Date

Name / Rank of Honoree

Occasion for Flag Flying	Years of Service	Special Instructions for Certificate
Promotion		
Retirement		
Reenlistment		
In Memory Of		
Other (Please Specify)		

Example Certificate: This flag was flown at the United States Air Force Memorial on [date] in honor of [rank] [name] on the occasion of their retirement from the United States Air Force after [service years] years of dedication and service.

By checking the box below, I understand that in order for my request to be processed I must include all necessary items listed at the top of the form, my request must be received no later than one week prior to the requested date, and that any special requests must first be approved by the AF Memorial Staff.

I Understand

Shipping Address:

ATTN: Flag Coordinator
1 Air Force Memorial Dr.
Arlington, VA 22204

E-Mail:

afmemorial@mail.mil

Telephone:

703-462-4093