

Chapter Two: American Flag: Rules and Regulations/Etiquette

Section One:

How to fold the Flag

1. Begin by holding it waist-high with another cadet so that its surface is parallel to the ground. The other two cadets will stand on the sides of the flag to ensure it remains tight as it is folded. The flagbearer will hold the Union (stars) in his/her left hand. The flag is “tabled” twice before folding.



2. Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.



3. Fold the flag again lengthwise with the blue field on the outside.



4. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag. The folding is done from the folders left to right on the initial fold.
5. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



6. The triangular folding is continued until the entire length of the flag is folded in this manner.



7. When the flag is completely folded, only a triangular blue field of stars should be visible.



Section Two:

Meaning of the folds of a Flag Folding

(See Flag Folding Ceremony in Appendix)

Section Three:

How to display the Flag



- When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north on an east and west street or to the east on a north and south street.



- The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right [*that means the viewer's left*], and its staff should be in front of the staff of the other flag.



- The flag, when flown at half-staff, should first be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be raised again to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff. Crepe streamers may be affixed to spear heads or flagstaves in a parade only by order of the President of the United States.



- When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States (the viewer's left). When the flag is half-masted, both flags are half-masted, with the US flag at the mid-point and the other flag below.



- When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.



- When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.

How to drape the flag on a casket

- When the flag is used to cover a casket, it should be placed that the union is at the head and over the shoulder. The flag should not be lowered into grave or allowed to touch the ground.



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When taken from the casket, the flag should be formally and properly folded as a triangle with only the stars showing. Triangular plastic or glass storage cases on a wood base may be purchased to hold the folded flag. The deceased may be shown respect by attaching an inscribed plaque or recognition on the base of the storage case.

Draping the casket with a United States Flag is an honor reserved for veterans or highly regarded state and national figures. Several organizations have defined the meaning of each fold when folding a flag from a casket. These are unique and original with each organization. None are official or included in the Flag Code.

Closed Casket: When the flag is used to drape a closed casket, it should be so placed that the union (blue field) is at the head and over the left shoulder of the deceased. It may be said that the flag is embracing the deceased who in life has served the flag.

Half Couch (Open): When the flag is used to drape a half-couch casket, it should be placed three layers to cover the closed half of the casket in such a manner that the blue field will be the top fold, next to the open portion of the casket on the deceased's left.

Full Couch (Open): When the flag is used to drape a full-couch casket, it should be folded in a triangular shape and placed in the center part of the head panel of the casket cap, just above the left shoulder of the deceased.

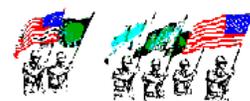
- When the flag is displayed in a manner other than by being from a staff, it should be displayed flat, whether indoors or out. displayed either horizontally or vertically against a wall, the should be uppermost and to the flag's own right, that is, to the



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observer's left. When displayed in a window it should be displayed in the same way, that is with the union or blue field to the left of the observer in the street. When festoons, rosettes, or drapings are desired, bunting of blue, white and red should be used, but never the flag.

- That the flag, when carried in a procession with another flags, should be either on the marching right; that is, the own right, or, if there is a line of other flags, in front of the of that line



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- The flag of the United States of America should be at the center highest point of the group when a number of flags of States or or pennants of societies are grouped and displayed from staffs.

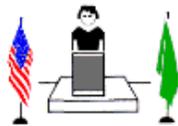


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- When flags of two or more nations are displayed, they are to be from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display flag of one nation above that of another nation in time of peace.



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- When displayed from a staff in a church or public auditorium on or off a podium, the flag of the United States of America should hold the position of prominence, in advance of the audience, and in the position of the clergyman's or speaker's right as he faces the audience. Any flag so displayed should be placed on the left of the clergyman or speaker (to the right of the audience).  superior honor at other or
- When the flag is displayed on a car, the staff shall be fixed firmly to the chassis or clamped to the right fender.  to the
- When hung in a window where it is viewed from the street, place the union at the head and over the left shoulder.  the

Section Four:

When to Retire a Flag

- When a flag has reached a state of being worn, torn, or soiled in a proper service of respect, tribute, and memory, the flag should be retired. The United States Code stipulates, “When a U.S. flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.” See Chapter Four, Section Fifteen for the explanation of the NV-20011 Flag Retirement Ceremony.

Section Five:

Music to be played when raising and lowering the Flag

- The traditional bugle call for raising the flag is Reveille. On the first note, you begin to briskly raise the flag, which should take about 20 seconds. The traditional bugle call for U.S. civilians lowering the flag is "Taps." In the military, they play "To the Colors" or "Retreat." The military plays "Taps" at funerals and as the last call of the night.
- The Union Army's Brigadier General Daniel Butterfield composed “Taps” while in camp at Harrison's Landing, Virginia, in 1862, to replace the more formal "Tattoo" (lights out). It is called "Taps" because it was often tapped out on a drum in the absence of a bugler. It was used by both Northern and Southern camps. The U.S. Army officially adopted the call in 1874.
- Reveille (morning)
- Taps (evening)
- Tattoo (evening)
- To the Colors (evening)
- Retreat (evening)

Section Six:

Order of Multiple Flags

- Facing the display, from left to right: US flag, POW/MIA, state flag. If you are flying them on two poles, place the US flag over the POW/MIA flag on the leftmost pole, and the state flag on the right pole.



- The correct order is US, then other nationality (always flown at the same height as the US flag), and then state flag.



- When the three poles are the same height, the priority is left to right. When the center pole is taller, then the position of prominence is the center pole, then the left, then the right.



- Facing the display, from left to right: US flag, state flag, company flag. If you are flying them on two poles, place the US flag over the state flag on the leftmost pole, and the company flag on the right pole. You may not fly a company flag on the same pole as the US flag.



Order of precedence of flags (According to Army Regulations)

1. The flag of the United States.
2. Foreign national flags. (Normally, these are displayed in alphabetical order using the English alphabet.)
3. Flag of the President of the United States of America.
4. State and territorial flags. Normally, state flags are displayed in order of admittance of the State to the Union. However, they may also be displayed in alphabetical order using the English alphabet. Territorial flags are displayed after the State flags either in the order they were recognized by the United States or alphabetically.
5. Military organizational flags of the Services in order of precedence
 1. Cadets, United States Military Academy
 2. Midshipmen, United States Naval Academy
 3. Cadets, United States Air Force Academy
 4. Cadets, United States Coast Guard Academy
 5. Midshipmen, United States Merchant Marine Academy
 6. United States Army
 7. United States Marine Corps
 8. United States Navy
 9. United States Air Force
 10. United States Coast Guard
 11. Army National Guard of the United States
 12. Army Reserve
 13. Marine Corps Reserve
 14. Naval Reserve
 15. Air National Guard of the United States
 16. Air Force Reserve
 17. Coast Guard Reserve
 18. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order, respectively.
6. Military organizational flags within a Service by echelon. The flag for the regimental corps will have precedence immediately before the regimental proponent's command flag. The regimental corps flag will never have precedence above a MAJCOM flag.
7. Individual flags in order of rank. For the purpose of order of precedence, the term "individual flags" includes the Department of the Army Senior Executive Service flag.
8. Other

Section Seven:

Saluting the Flag

- Americans should stand at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. Those who are not U.S. citizens should stand at attention.

Section Eight:

Posting the Flag inside

- When posting the Colors inside, you should post them in a base or a staff. From the audiences view the American Flag should be on the very left. The other flags that are being posted with the American Flag should go in order of significance from the left to the right.

Section Nine:

Flag being flown at half-staff

- The Flag should be flown at half-staff at these times:
 - Memorial Day (last Monday of May) the flag should be displayed at half-staff until noon.
 - May 15, Peace Officers Memorial Day, half-staff from sunrise to sunset.
 - September 11, Patriot Day, half-staff from sunrise to sunset.
 - December 7, National Pearl Harbor Remembrance Day, half-staff from sunrise to sunset.
 - Upon reliable information that a past or present President, Vice-President, Chief Justice, or Speaker of the House has died.
 - Upon proclamation from the President or your state's governor.
 - A governor has the authority to authorize the US flag to half-staff upon the death of a present or former official of the government of the state, or the death of a member of the Armed Forces from that state who dies while serving on active duty.
 - The President, by comparison, is authorized to half-staff the US flag by proclamation upon the death of principal figures of the US Government and the Governor of a State, territory, or possession, as well as in the event of the death of other officials or foreign dignitaries.