

THE HONOR & REMEMBER FLAG

Draft Policy/Protocol

February 12, 2018

FLAG ETIQUETTE/PROTOCOL: The lowering of the flag is all about perception, ceremony and tribute; therefore, it is important that a protocol be established to consistently reflect the intent of the tribute.

WHEN THE HONOR & REMEMBER FLAG WOULD BE FLOWN – 4 full-staff days, 1 half-staff day, and for Vermont soldier is KIA (half-staff)

A. Half-Staff -- When the Honor & Remember flag would fly at half-staff

1. May 28 – Memorial Day (last Monday in May)

- a. Memorial Day (the National Flag, per US code) – Honor & Remember Flag would comply with the established Memorial Day national flag protocol
 - i. Every Memorial Day, the U.S. flag is quickly raised to the tops of flagpoles, slowly lowered to half-mast, and then raised again to full height at noon.
 - ii. The time at half-mast is meant to honor the million-plus fallen U.S. soldiers who have died for their country over the years.
 - iii. Re-raising the flag is meant to symbolize the resolve of the living to carry on the fight for freedom so that the nation's heroes will not have died in vain.

2. When a Vermont soldier is KIA

- a. Will be lowered to half-staff at sunrise on day of funeral service
- b. Will remain at half-staff for three days
- c. Will return to full-staff at sunrise on the fourth day.
- d. The National, State, and POW flags would also fly at half-staff during this time
 - i. The Governor has the authority, per US Code Title 4, Chapter 1, to lower the National Flag to half-staff "...because of the death of a member of the Armed Forces..."
 - ii. When this happens, "...the national flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation."

B. Full-Staff -- When to fly the Honor & Remember flag at full-staff

1. May 19 - Armed Forces Day (third Saturday in May)
2. June 14 – Flag Day
3. July 4 – Independence Day
4. November 11 - Veteran's Day (formerly Armistice Day)
 - a. This is a day to honor our nation's veterans. It is not a day of mourning, but a day of celebration and honor. Therefore, it is not a day of half-staff.
5. NOTE: On May 28 – Memorial Day (last Monday in May) would return to full staff at noon, per A.1.a. above

THE LOCATIONS WHERE THE HONOR & REMEMBER FLAG WILL BE DISPLAYED (on the dates described above)

- State House
- State military facilities
- Veterans Memorial Cemetery
- Vietnam Veterans Memorial at Sharon Welcome Center
- WWI Memorial at Bennington Welcome Center
- Bennington Memorial
- Municipalities and/or other facilities may choose to participate

WHERE (ON THE POLE) THE HONOR & REMEMBER FLAG WOULD BE FLOWN

- A. Under the Vermont State Flag – only on the occasions it is flown
 - a. A Vermont symbol to honor a Vermont soldier.

NOTIFICATION ORDER/PROCESS – DEATH OF A VERMONT SOLDIER

For the purposes of this protocol, the Secretary of Civil & Military Affairs will be first point of contact when a soldier is killed in action.

To determine

- Name of soldier
- Branch of service
- Date of death
- Location of death
- Date of funeral service

This information will be passed to the Department of Buildings & General Services (BGS)
BGS will send out the flag notification to the established distribution list.

NOTIFICATION PROCESS – OTHER DATES

The Department of Buildings & General Services will schedule notification of pertinent dates.

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