

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 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 utilizing **FedEx** and **UPS ONLY**. If you reside in the local area, you may drop off these items at the Guard Shack, Monday - Friday between 8 AM and 8 PM.

Items to Include:

- This form, signed and completed in its 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

E-mail Address

Shipping Address

Telephone Number

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.

Shipping Address:

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

E-Mail:

AFDW.AF.Memorial.Workflow@us.af.mil

Telephone: 240-612-0478