



Ames Policy Directive

APD 1020.4

Effective Date: July 11, 2023

Expiration Date: March 20, 2028

COMPLIANCE IS MANDATORY

Subject: Flag Policy for Deceased Employees and Non-United States Flags

Responsible Office: Code JP / Protective Services Office, Ames Research Center

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	-	7/11/2023	New policy.

1. POLICY

- a. This directive provides Ames Research Center (ARC) policy regarding the flying of flags and honoring deceased employees with a United States (U.S.) flag or with a NASA flag.
- b. The U.S. flag is a powerful symbol that embodies our Nation's origins, values, patriotism, and history. ARC is selective about the subjects and occasions on which a Federal government agency may fly another flag on the same staff below the U.S. flag and does so in accordance with the U.S. Flag Code, 4 U.S.C. §§ 1, et seq. Non-U.S. flags can serve an agency's missions and interests while simultaneously demonstrating its values.
- c. It is ARC policy to authorize the periodic flying of flags, under the U.S. flag or the National Aeronautics and Space Administration (NASA) flag, at the ARC Headquarters Building to support NASA missions and chartered ARC Employee Resource Groups (ERGs).
- d. It is also Ames Research Center's (ARC's) policy to provide a U.S. flag that has been flown over ARC to the next-of-kin of deceased civil service employees in accordance with 5 CFR §550.1504, et seq. ARC does not provide U.S. flags for deceased former employees or retired employees.
- e. It is also ARC policy to provide a NASA flag that has flown over ARC to the next-of-kin of deceased civil service or contractor employees. ARC may consider providing NASA flags for deceased former employees. ARC does not provide NASA flags for retired employees.

2. APPLICABILITY

- a. This APD is applicable at ARC and associated facilities.
- b. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

- a. 4 U.S.C. §§ 1 et seq, United States Flag Code
- b. 5 CFR 550.1504, Eligibility
- c. 5 CFR 550.1505, Order of Precedence
- d. 5 CFR 550.1506, Beneficiary Receipt of a Flag
- e. NPD 1020.2, Displaying the United States Flag at Half-Staff

4. APPLICABLE DOCUMENTS AND FORMS

None

5. RESPONSIBILITY

a. The Center Director, in coordination with the Chief of Protective Services Office, will designate an ARC Flag Protocol Officer (FPO) (see NPD 1020.2).

b. The FPO shall:

(1) Coordinate all matters involving U.S. flags for deceased employees and flying of non-U.S. flags at ARC and associated facilities (e.g., NASA Research Park).

(2) Approve or disapprove the presentation of a U.S. flag flown over ARC to next-of-kin of deceased ARC civil service employees who were actively employed at ARC at the time of death. Requests should be disapproved when the circumstances of the person's death or other circumstances would bring dishonor to the flag or are not in compliance with 5 CFR 550.1504, 5 CFR 550.1505, and 5 CFR 550.1506, and must be coordinated with the ARC Chief of Protective Services.

Note: Requests for NASA flags for deceased ARC civil service or contractor employees will be reviewed under the same criteria.

c. Personnel requesting a U.S. flag or NASA flag for deceased ARC employees shall provide the following information to the FPO:

(1) Complete name of deceased employee.

(2) Date of death.

(3) Organization and duty position of deceased employee.

(4) Supervisor's name and phone number.

(5) Date of memorial or funeral service.

(6) Complete address of memorial or funeral service.

(7) Name and complete address of next-of-kin and relationship to deceased.

d. Personnel shall submit requests to fly flags in support of NASA missions or ARC Employee Resource Groups (ERGs) via e-mail with the subject line: "FLAG REQUEST" to the ARC FPO at least 30 days in advance of the requested time period for flying the flag and:

(1) Provide a graphic depiction of the flag.

(2) State whether the flag is three feet high by five feet wide in size or smaller.

(3) Describe how the act of flying the flag promotes a NASA mission or the goals of an officially chartered ARC ERG.

(4) State the date(s) the flag is requested to be flown.

(5) Describe if the time period requested coincides with a Nationally recognized holiday or heritage month.

e. The Center Director retains authority to approve NASA program or ARC ERG requests to fly flags in support of NASA missions or ARC ERGs. In addition to the information provided by the Requestor, the Center Director will consider the following:

- (1) Whether the flag violates fundamental federal government principles, such as having divisive or offensive language, symbols, or images; making a political statement; or promoting or implicitly endorsing commercial or private entities or their activities.
- (2) Whether the flag overshadows or takes away from the essence and symbolism of the U.S. Flag or NASA Flag.
- (3) Whether simultaneous requests for flying flags overlap in the timeframe requested and whether such conflicts can be reconciled.
- (4) Whether the flag clearly promotes inclusive values.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

8. CANCELLATION

None

Eugene Tu
Director

DISTRIBUTION:

Internal and external distribution.

ATTACHMENT A. ACRONYMS

APD	Ames Policy Directive
ARC	Ames Research Center
CFR	Code of Federal Regulations
ERG	Employee Resource Group
FPO	Flag Protocol Officer
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
U.S.	United States
U.S.C.	United States Code

ATTACHMENT B. REQUESTS TO FLY FLAGS IN SUPPORT OF NASA MISSION OR ARC ERGS

B.1 To request to fly a flag in support of NASA missions or ARC ERGs, submit an e-mail with the subject line: “FLAG REQUEST” to the ARC FPO at least 30 days in advance of the requested time period for flying the flag:

- a. Provide a graphic depiction of the flag.
- b. State whether the flag is three feet high by five feet wide in size or smaller.
- c. Describe how the act of flying the flag promotes a NASA mission or the goals of an officially chartered ARC ERG.
- d. State the date(s) the flag is requested to be flown.
- e. Describe if the time period requested coincides with a Nationally recognized holiday or heritage month.