



ADMINISTRATIVE
COMMUNICATIONS SYSTEM
U.S. DEPARTMENT OF EDUCATION

DEPARTMENTAL DIRECTIVE

OM:4-105

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Distribution:
All Department of Education employees

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Assistant Secretary for Management

Issuance of Flags and Seals

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For technical questions regarding this directive, please contact Robert Lacey via [e-mail](#) or on 202-401-1446.

Supersedes OM:4-105, Issuance of Flags and Seals, dated 07/17/2003.

I. Purpose

This directive establishes policies and procedures for the issuance and display of the U.S. Department of Education (ED) owned American flags, ED flags, and ED seals acquired and issued by the Office of Management (OM). This directive does not address the display of personally owned flags, ED seals and/or emblems by employees at their workstations.

II. Policy

It is the policy of ED to issue an American flag and an ED flag and seal to each Designated Official in section VII.A. ED will also issue an American flag to a Service/Program Director whose primary responsibilities require a high level of contact with representatives of other executive departments or agencies, or the general public.

III. Authorization

This directive complies with the standards contained in 36 U.S.C. §§ 175 – 177 Patriotic Customs.

IV. Applicability

This directive applies to all ED headquarters and regional offices.

V. Definitions

For the purposes of this directive, the following terms apply:

- A. *American Flag.* The official flag of the United States of America as defined in 4 U.S.C. § 1.
- B. *ED Flag.* The official flag of ED.
- C. *ED Seal.* A fifteen-inch diameter plastic replica of ED's official seal, suitable for indoor display.
- D. *Designated Official.* An official who has the authority to display an American flag and/or an ED flag and seal.

VI. Responsibilities

- A. **Assistant Secretary for Management (ASM)** has authority to approve requests to acquire and display flag(s) and seal(s) by offices not specifically designated in this directive.
- B. **Facilities and Management Services (OM/FMS)** within OM maintains a stock of flags and seals for permanent or temporary requirements.
- C. **Designated Officials** are accountable for the flags and seals issued to them. They are also responsible for the proper use and display of flag(s)

and seal(s) and compliance with the policies and procedures in this directive.

- D. **Executive Officers** serve as liaison between designated officials and OM/FMS. They must concur with all correspondence related to flags and seals before OM/FMS will issue them.

VII. Procedures and Requirements

A. Designated Officials

1. The following officials are authorized to receive and display an ED issued American flag, ED flag, and ED seal:
 - a. Secretary
 - b. Deputy Secretary
 - c. Under Secretary
 - d. Inspector General
 - e. General Counsel
 - f. Assistant Secretaries
 - g. Director, Institute of Education Sciences
 - h. Deputy Under Secretaries
 - i. Chief Information Officer
 - j. Chief Financial Officer
 - k. Chief Operating Officer, Federal Student Aid
 - l. Secretary's Regional Representatives
 - m. Director, Office of English Language Acquisition
 - n. Administrative Law Judge for display in ED's hearing room
 - o. Commissioner of Rehabilitation Services Administration
 - p. Director, National Institute on Disability and Rehabilitation Research
 - q. Commissioner of Education Statistics
 - r. Designated Official, Office of Advance, Office of the Secretary (OS)
2. The following officials are authorized to receive and display the American flag only:
 - a. Director, Office of Public Affairs
 - b. Director, Human Resources Services
 - c. Director, Equal Employment Opportunity Group
 - d. Designated Official, White House Initiatives

B. Other Officials

1. Officials not listed under A.1. and A.2. who wish to receive and display a flag or seal should submit a written request to OM/FMS containing the following information:

- a. Justification (include frequency of public and Federal visitors); and
 - b. Approval of the Designated Official or equivalent.
2. OM/FMS will review the request and submit it to the ASM with a recommendation for approval or disapproval. If the ASM approves the request, OM/FMS will issue the flag(s) and/or seals(s) to the requesting Executive Officer. If the ASM does not approve the request, OM/FMS will provide written notice to the requesting official, through the Executive Officer.

C. Temporary Use of Flags or Seals

1. Offices that wish to display a flag or seal for short periods, usually one week or less, must submit their request through the Help Desk by dialing (202) 708 HELP (4357), option 3, at least two weeks in advance. In the event of a scheduling conflict, the OS' Office of Advance will have priority for loaner flags and seals.
2. Loaner flags and seals are the responsibility of the borrowing office. If a loaner flag or seal is damaged or becomes missing, the loaner office is responsible for paying/reimbursing ED.

D. Displaying Flags: American flags and ED flags shall be displayed properly and respectfully as follows:

1. Proper Display
 - a. American flags and ED flags should hang naturally from the pole and not touch anything else.
 - b. On a speaker's platform, place the American flag to the speaker's right as he/she faces the audience and the ED flag to the speaker's left as he/she faces the audience.
 - c. In an office setting, display the American flag to the right of visitors and ED's flag to their left.
 - d. In other settings, display the American flag to the right of the audience.
2. Improper Display
 - a. Never display the ED flag higher than the American flag.
 - b. Do not display a flag in a disrespectful manner or fasten to any thing that may damage it.

E. Displaying Seals

Designated officials should use their discretion regarding display of the ED seal.

F. Returning Flags or Seals

1. When a designated official at Headquarters no longer needs a flag or seal, they should request OM/FMS to remove the flag or seal by submitting a request through the Help Desk.
2. Designated officials in the regions must securely pack and ship unneeded flags and/or seals to Office of Management, Facilities and Management Services, 400 Maryland Ave., SW, Washington, DC 20202.

G. Cleaning Flags

1. Headquarters officials shall submit cleaning requests to OM/FMS through the Help Desk. OM/FMS will contact a cleaning contractor who will pick up the flag, clean it, and return it to the designated official.
2. Secretary's Regional Representatives shall acquire local cleaning services as needed to maintain their flags.

H. Replacing Flags or Seals

1. OM/FMS will replace flags that cannot be cleaned or repaired.
2. OM/FMS will replace lost, stolen, or destroyed seals upon receipt of a request through the Help Desk and approval by the Designated Official.