



**National Business Center
Administrative Operations Directorate
Division of Facilities Management Services**



**Departmental Flag, Seal, and Emblem Program
January 2006**

SUMMARY OF SERVICES:

The National Business Center (NBC), Division of Facilities Management Services (DFMS), is responsible for administering the Department of the Interior (DOI) flag, seal and emblem program. Policies and procedures are contained in the *Departmental Manual (DM) 310, Chapters 4 & 5* and include the following:

- Approvals for official use of the DOI flag and/or seal (including private sector requests).
- Guidance on displaying and flying the DOI and U.S. flags at DOI Facilities.
- Half-staffing of U.S. Flag.
- Review and coordination of proposed designs for new or existing bureau or office seals.

The NBC, DFMS also sells DOI indoor and outdoor flags, seals, and related accessories.

Other Related Departmental Policies:

- Letterhead and printing of letterhead or other official stationery requires approval from the DOI Office of the Chief Information Officer as outlined in *DM 314, Chapter 6*.
- Publications and electronic informational material requires approval from the DOI Office of Communications as outlined in *DM 471, Chapter 4*.

Departmental Seal and Emblem Contacts:

Departmental Flag and Seal Coordinator: Dante Jeffries: (202) 208-7182

BIA	Matt Cravatt: 202-208-3644	BLM	Bob Stahl: 303-236-1975
FWS	Mark Newcastle: 703-358-2197	MMS	Gina Bowman-Johnson: 703-787-1389
NPS	Bernard Fagan: 202-208-7469	OIG	Jim Robison: 703-487-5377
OSM	(Vacant): 202-208-2620	USGS	Toby Bell: 703-648-7276
BOR	Barry Waryanka: 303-445-2065		

U.S. FLAG HALF-STAFFING:

As directed by the White House through Presidential Proclamation, the Department of Homeland Security (DHS) issues half-staff notifications to federal agency contacts via e-mail. Provide additions and/or changes for DHS half-staff notification through your Bureau or Office contact listed below.

DOI Directed Half-Staffing: DOI specific requests for half-staffing (i.e., for a facility, Bureau, or DOI-wide) must be routed through the Bureau or Office Head, to the appropriate Assistant Secretary, then to the Secretary for decision. The NBC must be advised of these requests, as notification may be required when the Secretary of the Interior orders a half-staff for DOI

locations. The NBC will notify bureau contacts listed below, who are responsible for notifying their affected field offices on these occasions and ensuring compliance.

The U.S. flag will be flown at half-staff annually on the following dates:

- May 15 Peace Officers Memorial Day (unless that day is also Armed Forces Day)
- May Memorial Day (Last Monday in May; until noon only)
- July 27 National Korean War Veterans Armistice Day
- Sept. 11 Patriot Day
- Oct. 06 National Firefighters Memorial Day
- Nov. 11 Veteran’s Day
- Dec. 7 Pearl Harbor Day



Bureau & Office Half-Staffing Contacts:

- | | |
|----------------------------------------|--------------------------------------------------|
| BIA Matt Cravatt: 202-208-3644 | BLM Cassie Seay: 202-452-5175 |
| FWS (Vacant): 703-358-2218 | MMS Kenya Liptrot: 202-208-5565 |
| NPS Bill Halainen: 570-588-2430 | OIG Jim Robison: 703-487-5377 |
| OSM (Vacant): 202-208-2620 | OS & NBC Dante Jeffries: 202-208-7182 |
| SOL Greg Rabida: 202-208-5355 | USGS Linda Walker: 703-648-4468 |
| BOR Gloria Mestas: 303-445-2032 | |

PRODUCTS and PRICING:

	Item	Size	Cost
1	Departmental Seal (3-D Wall Plaque)	15” diameter	\$205.00
2	Secretarial Seal (3-D Wall Plaque)	15” diameter	\$205.00
3	DOI Flag (Outdoor)	4’-5” Hoist x 5’-9” Fly	\$89.00
4	DOI Flag (Indoor) w/Fringe (Tassel not included)	4’-5” Hoist x 5’-9” Fly	\$130.00
5	DOI Flag Set – 9’ Indoor (Fringe/Tassel/Pole/Eagle/Base)	4’-5” Hoist x 5’-9” Fly	\$312.00
6	DOI Vessel Flag	22” Hoist x 32” Fly	\$35.00
7	*US Flag (Outdoor)	5’ Hoist x 9’-6” Fly	\$55.00
8	*US Flag (Indoor) w/Fringe & Tassel	4’-4” Hoist x 5’-6” Fly	\$112.00
9	*US Flag Set – 9’ Indoor (Fringe/Tassel/Pole/Eagle/Base)	4’-4” Hoist x 5’-6” Fly	\$302.50
10	*US Flag Set – 7’ Indoor (Fringe/Tassel/Pole/Eagle/Base)	3’ Hoist x 5’-8-3/8” Fly	\$285.00
11	*Flag Pole	7’	\$55.00
12	*Flag Pole	9’	\$65.00
13	*Flag Pole Base	12”	\$70.00
14	*Eagle or Spear	6-1/4” Height	\$35.00
15	Tassel		\$15.00
16	Bureau or Office Seal Review		Call for Estimate
17	Seal or Emblem Design		Call for Estimate
18	Sculpture and Fabrication of Seal		Call for Estimate

ORDERING METHODS:

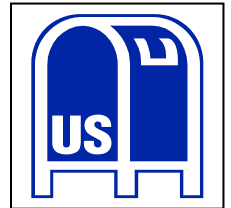
- E-mail order to – Dante_Jeffries@nbc.gov;
- Fax order to - 202-208-3777; or
- Products marked by asterisk (*) may be purchased directly from GSA Federal Supply Service by calling 800-525-8027, or visiting <http://www.GSAGlobalsupply.gsa.gov>.

PAYMENT METHODS:

- Government Purchase Card

SHIPPING:

- US Mail (Delivery 3-5 days); or
- FedEx (Include your FedEx account number on order).



ADDITIONAL PROGRAM INFORMATION:

- Visit the NBC DFMS website at <http://www.nbc.gov/facilities>.