



DEPARTMENT OF THE ARMY
PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201


IMPR-PL

13 December 2011

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Civilian and Military Personnel

SUBJECT: PRFTA Policy #48, State Flags Use for Change of Commands (COC) ceremonies and other events.

1. **PURPOSE.** This memorandum establishes the policies and procedures governing the use of Parks Reserve Forces Training Area (PRFTA) State Flags for COC ceremonies and other events.
2. **APPLICABILITY.** This policy is applicable to all units requesting the use of PRFTA State Flags for COC ceremonies and other events.
3. **POLICY.** The Deputy Garrison Commander (DGC) will have overall responsibility and approval authority for the use of the PRFTA State Flags. The State Flags set may be used only for those ceremonies (change of command/responsibility) hosted by a LTC or above.
4. **PROCEDURES.** All requests for the use of PRFTA State Flags for will be sent through the POC listed at the bottom of this memorandum and forwarded to the DGC. All requests must be made at a minimum of 30 days prior to the event.
 - a. Priority for use of the State flags is PRFTA Garrison and then on a first come, first serve basis.
 - b. The request for State Flags will include the following information sent via email to DPTMS: Who, Type of Ceremony, When (Date Time Group), Where, Command representative responsible for flags, other notes as applicable.
 - c. This memorandum supersedes all existing memorandums.
5. **PROPONENT.** The Directorate of Plans, Training, Mobilizations and Security is the proponent for this policy. POC is Richard Fielder at richard.fielder@conus.army.mil or at 925-875-4304.


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Commanding