



Department of Defense INSTRUCTION

NUMBER 1005.15

August 6, 2013

DA&M

SUBJECT: DoD Civilian Flags

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5105.53 (Reference (a)), this instruction:

a. Establishes policy and assigns responsibilities for the design, use, and modification of positional, Senior Executive Service (SES), and Military Department-specific SES flags (referred to collectively in this instruction as “DoD civilian flags”).

b. Incorporates and cancels Director of Administration and Management (DA&M) Memorandums (References (b), (c), (d), and (e)).

2. APPLICABILITY. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to in this instruction as the “DoD Components”).

3. POLICY. It is DoD policy that:

a. DoD civilian flags:

(1) Will be displayed only in the office of the official to whom the flag is issued or at official ceremonies when the official participates or serves as host. Use of DoD civilian flags by individuals not approved in accordance with this instruction is prohibited.

(2) Are purchased with federal funds and, as such, are the property of the U.S. Government and should be accounted for on DoD Component property records. Retention of positional flags by officials when departing a position is prohibited. However, consistent with federal and agency statutes and regulations, replica flags may be awarded to departing officials.

b. Positional Flags

(1) Positional flags are approved for use by DoD civilian officials, if they are:

(a) Appointed into an office within the DoD to which appointment is required to be made by the President, with the advice and consent of the Senate, such as a Presidentially appointed, Senate-confirmed (PAS) official; or

(b) An acting PAS official, pursuant to sections 3345 through 3349d of Title 5, United States Code, also known as “The Federal Vacancies Reform Act of 1998” (Reference (f)), or performing the duties of a PAS official.

(2) The DA&M approves the design, use, and modification of positional flags for OSD PAS officials. (See Figure 1.)

Figure 1. Positional Flags for OSD PAS Officials

Secretary of Defense  Medium blue field with white stars and fringe	Deputy Secretary of Defense  White field with medium blue stars and fringe
Under Secretaries of Defense  Dark blue triangle on medium blue field with white stars and fringe	Deputy Chief Management Officer; Director, Cost Assessment & Program Evaluation; Director, Operational Test & Evaluation; General Counsel of the DoD; and Inspector General of the DoD (See Note 1)  White field with Old Glory blue stars and fringe
Principal Deputy Under Secretaries of Defense  Medium blue triangle on dark blue field with white stars and fringe	Assistant Secretaries of Defense (See Note 2)  White field with Old Glory red stars and fringe

Note 1: Unless identified elsewhere in the table, OSD PAS Officials specified in §131(b)(4) of Title 10 U.S.C., or in §5312, §5313, or §5314 (Levels I, II, or III of the Executive Schedule) of Title 5 U.S.C., will use this flag.

Note 2: OSD PAS Officials as specified in §5315 and §5316 (Levels IV or V of the Executive Schedule) of Title 5 U.S.C will use the Assistant Secretaries of Defense flag.

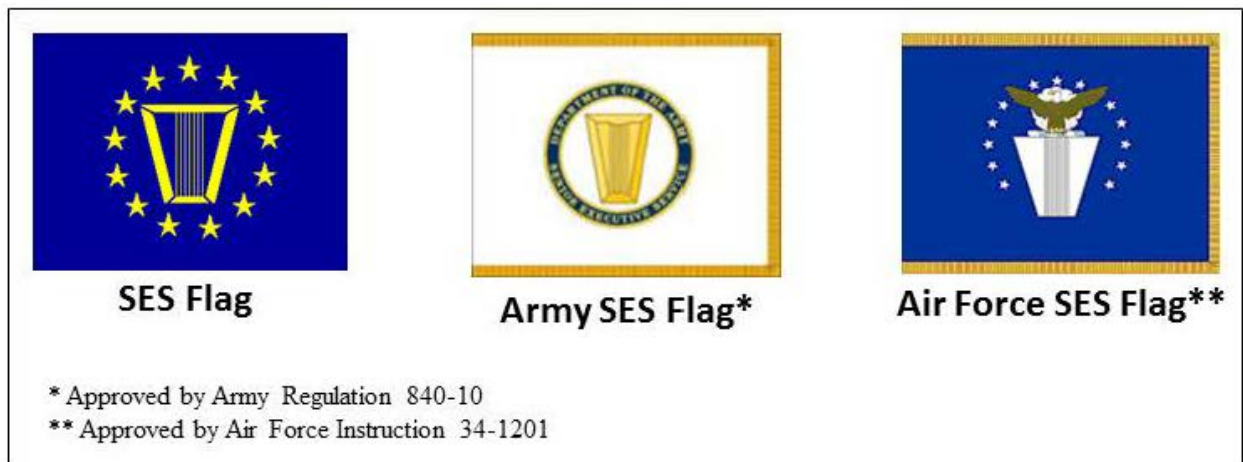
(3) The Secretaries of the Military Departments approve the design, use, and modification of positional flags for Military Department PAS officials.

c. SES and Military Department-Specific SES Flags

(1) DoD civilian officials are authorized use of the Office of Personnel and Management-approved SES flag (referred to in this instruction as the “SES flag”) if they are appointed into the SES. Officials serving in SES positions that are detailed or acting, and are not appointed to the SES, are not authorized use of the SES flag.

(2) The Secretaries of the Military Departments may approve the design, use, and modification of Military Department-specific SES flags for their respective SES officials. Figure 2 shows the SES flag and the currently approved Military Department-specific SES flags.

Figure 2. SES and Military Department-specific SES Flags



4. RESPONSIBILITIES. See Enclosure 2.

5. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

6. EFFECTIVE DATE. This instruction:

a. Is effective August 6, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (g)). If not, it will expire effective August 6, 2023 and be removed from the DoD Issuances Website.

A handwritten signature in black ink, appearing to read "Michael L. Rhodes", is positioned above the printed name.

Michael L. Rhodes

Director of Administration and Management

Enclosures

1. References

2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (b) Director of Administration and Management Memorandum, "Positional Flags for Senior Civilian Officials in the Office of the Secretary of Defense (OSD)," October 26, 2011 (hereby cancelled)
- (c) Director of Administration and Management Memorandum, "Positional Flags for Senior Civilian Officials in the Office of the Secretary of Defense (OSD)," November 29, 2011 (hereby cancelled)
- (d) Director of Administration and Management Memorandum, "Retaining Department of Defense (DoD) Positional Flags," December 19, 2008 (hereby cancelled)
- (e) Director of Administration and Management Memorandum, "Positional Flags for Senior Civilian Officials in the Office of the Secretary of Defense," October 31, 2003 (hereby cancelled)
- (f) Title 5, United States Code
- (g) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012

ENCLOSURE 2

RESPONSIBILITIES

1. DA&M. The DA&M:

a. Approves the design, use, and modification of OSD positional flags and the SES flag, in consultation with The Institute of Heraldry.

b. Approves the award of replica flags for departing officials in the OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). Under the authority, direction, and control of the DA&M, the Director, WHS:

a. Establishes eligibility, criteria, and procedures for an honorary awards program to present replica flags to officials authorized positional flags on their departure from the OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

b. Procures and stocks replica civilian positional flags in sufficient quantities to meet demand for departing OSD PAS officials and, on approval by the DA&M, personalizes and issues replica positional flags to departing OSD PAS officials.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Approve the design, use, and modification of positional flags and Military Department-specific SES flags within their respective Military Departments.

b. Approve the award of replica flags for departing officials within their respective Military Departments.

c. Establish guidance for displaying OSD positional flags in concert with the flags of their respective organizations, when applicable, during ceremonies or other official events.

4. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff establishes guidance for displaying OSD positional flags in concert with the flags of the Joint Staff and Combatant Commands, when applicable, during ceremonies or other official events.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DA&M	Director of Administration and Management
PAS	Presidentially appointed, Senate-confirmed
SES	Senior Executive Service
WHS	Washington Headquarters Services

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

DoD civilian flags. Includes positional, SES, and Military Department-specific SES flags that are authorized for use by DoD civilian officials, in accordance with this instruction.

Military Department-specific SES flag. A two-sided, approximately 3' x 4', gold-fringed flag that features the SES keystone logo and is approved for use by the Secretary of a Military Department, in accordance with this instruction.

PAS official. The officials within the DoD that are designated by statute to be appointed from civilian life by the President, by and with the advice and consent of the Senate. The term "PAS official" in this context does not refer to the judges of the U.S. Court of Appeals for the Armed Forces.

positional flag. A flag authorized to certain civilian and military officials of the U.S. Government, to which the officials are entitled by virtue of their official status or position and represents specific positions within the government, but does not include an SES flag or Military Department-specific SES flag.

replica flag. A smaller (approximately 1/4 scale), framed replica of an official's full-sized flag that may be presented as a cost-effective memento of the official's service in the position.

SES flag. The official U.S. Government SES flag approved by the Office of Personnel Management for use by all Federal Government senior executives in 1989 (two-sided, 3' x 4', gold-fringed flag features the SES keystone logo applied in gold, encircled by 13 five-point gold stars on a field of navy blue).