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OFFICIAL FLAG OF THE DEPARTMENT OF HOMELAND SECURITY

I. Purpose

This directive sets forth DHS policy for the acquisition, display, and flying of the official flag of the Department of Homeland Security (DHS).

II. Scope

This directive applies to all DHS organizational elements.

III. Authorities

- A. 105th Congress, 1st Session – Senate Document 105-13, “Our Flag”.
- B. Homeland Security Act, Section 8752, codified in 6 U.S.C. Section 455.

IV. Definitions

DHS Flag. The official Department of Homeland Security flag consists of a rectangular base of Pantone Blue, #2955C, with the DHS official seal centered on the base. The flag does not contain fringe. The official flag must be displayed with a gray cord and tassel.

V. Responsibilities

The **Under Secretary for Management**, through the Chief of Administrative Services, shall be responsible for the purchase and distribution of DHS flags and for the implementation of this directive. No other DHS organizational element may create or purchase a DHS flag.

VI. Policy & Procedures

A. **Policy**. It is the policy of DHS that:

1. The DHS flag may be displayed, usually with the United States flag, in the lobbies of buildings or on the grounds of buildings occupied solely by DHS organizational elements. The DHS flag also may be displayed, usually with the United States flag, in the reception rooms and lobbies of offices or leased space occupied solely by DHS organizational elements.
2. The Coast Guard and Customs and Border Protection (historic U.S. Customs) ensigns may be flown and displayed with the DHS flag.
3. The following agencies may fly and display their flag (standard) with the DHS flag: Coast Guard, Citizenship and Immigration Services, Customs and Border Protection, Federal Emergency Management Agency, Immigration and Customs Enforcement, Secret Service, Transportation Security Administration, and the Federal Law Enforcement Training Center.
4. The following DHS officials are authorized to display a DHS flag in their respective offices, usually with the United States flag:
 - a. Secretary
 - b. Deputy Secretary
 - c. All Under Secretaries
 - d. All Assistant Secretaries
 - e. General Counsel
 - f. Inspector General
 - g. Administrator of the Transportation Security Agency
 - h. Assistant Secretary for Immigration and Customs Enforcement
 - i. Chief, Border Patrol
 - j. Commandant of the United States Coast Guard
 - k. Commissioner of Customs and Border Protection

- l. Director, Bureau of Citizenship and Immigration Services
- m. Director, Federal Law Enforcement Training Center
- n. Director of the Federal Protective Service
- o. Director of the United States Secret Service

5. The officials listed in paragraph VI.A.4 of this directive may extend the entitlement of the DHS flag to officials within their respective organizations other than those listed. Each determination of additional entitlement shall be made in writing and a copy sent to the Chief of Administrative Services.

B. **Procedures:**

1. Display of the DHS and United States flag. When the Flag of the United States is on display:

- a. On a stage with a speaker, it will be on the left side of the audience and the DHS flag will be to the right of the audience.
- b. With the DHS flag in a DHS office, the flags should be behind the official's desk or against the wall. The Flag of the United States will be at the observer's left and the DHS will be on the right.
- c. With the DHS flag from the side of a building, the Flag of the United States should be displayed in a position of prominence.
- d. With the DHS flag from two separate ground mounted masts, the Flag of the United States should be flown at the observer's left.
- e. In a lobby with the DHS flag, the Flag of the United States should be at the observer's left;
- f. On the same halyard with the DHS flag, the Flag of the United States should be at the highest point; and
- g. With two or more other flags, such as the DHS flag and the CBP ensign, the Flag of the United States will be in the center at a point higher than the other flags. The DHS flag will be immediately below the Flag of the United States.

h. The Coast Guard shall follow NTP-13 (B) as guidance for displaying flags aboard installations and ships.

2. Requisitioning a DHS Flag

a. DHS organizational elements shall determine annual requirements for the DHS flag and forward a memorandum to the Chief of Administrative Services by September 1st of each year to be included in the DHS consolidated procurement action.

b. The Chief of Administrative Services is the only DHS official who can authorize the purchase of DHS flags. DHS organizational elements may not use appropriated funds to purchase or reimburse employees for the purchase of DHS flags.

c. The Chief of Administrative Services also shall maintain a small stock of DHS flags to satisfy unanticipated emergency requirements that may arise.

d. The immediate office of the Secretary may acquire a number of DHS flags from appropriated funds for presentation purposes. The disposition of these DHS flags will be at the discretion of the Secretary.

3. Organizational Element Flags: To ensure uniformity, DHS Organizational Elements flag designs shall be approved by the Chief of Administrative Services.

C. **Questions or Concerns Regarding the Process**: Any questions or concerns regarding this directive should be addressed to the Chief of Administrative Services.