

MANAGEMENT DIRECTIVE

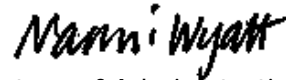
Commonwealth of Pennsylvania Governor's Office

Subject: Display of Flags on Commonwealth Grounds and Buildings and Other Locations within the Commonwealth

Number: 205.24 Amended

Date: March 24, 2008

By Direction of:



Naomi Wyatt, Secretary of Administration

This directive outlines procedures and responsibilities for the display of flags on Commonwealth grounds, buildings, and facilities. Changes are identified with marginal dots.

1. PURPOSE. To establish procedures and define the responsibilities of the Secretary of General Services and agency heads regarding the display of flags on Commonwealth grounds, buildings, and facilities.

2. SCOPE. Applies to all agencies under the Governor's jurisdiction.

3. DEFINITIONS.

a. National flag. The official flag of the United States is the Stars and Stripes.

b. State flag. The official flag of the Commonwealth is composed of a blue field, which matches the color of the blue field in the flag of the United States. In the center of the flag, on both sides, is the coat of arms of the Commonwealth.

c. POW/MIA flag. The official Prisoner of War, Missing in Action flag.

d. Half-staff. The position of the flag when it is one-half the distance between the top and bottom of the staff.

4. OBJECTIVES.

a. Provide comprehensive statement of policy and procedures on matters that affect the proper display of flags on Commonwealth grounds, buildings, and facilities.

b. Ensure the coordination of all questions arising regarding display of flags on Commonwealth grounds, buildings, and at all Commonwealth facilities through the Secretary of General Services, on behalf of the Governor.

5. POLICY.

a. The Governor of the Commonwealth has the power and duty for regulating the display of the flag of the United States from any political subdivision, school district, public ground or building of the Commonwealth, of any board, commission, or authority of the Commonwealth created by the General Assembly, or state aid from the Commonwealth. The Secretary of General Services, on behalf of the Governor, shall provide guidance to agencies, and be consulted on all questions arising regarding display of flags on Commonwealth grounds, buildings, and at all Commonwealth facilities.

b. This policy and all rules and regulations issued by the Commonwealth in regard to the display of flags are in accord with *4 U. S. C., Section 1 et seq., and 44 P. S., Sections 41 to 48.*

6. PROCEDURES.

a. The national flag shall be displayed over the Capitol buildings at all times.

b. No flag other than the Stars and Stripes and the flag of Pennsylvania shall be allowed to wave from any state office building in this Commonwealth, except as may be occupied by the duly accredited minister or consul of a foreign civil power.

c. The official POW/MIA flag shall be displayed by the Department of General Services daily in Soldiers' Grove on the grounds of the State Capitol in Harrisburg, until all POWs and MIAs return and are accounted for.

d. The national flag shall be lowered to half-staff at the direction of the President.

e. The national flag shall be lowered to half-staff on Peace Officers' Memorial Day in honor of federal, state, and local officers killed or disabled in the line of duty, unless that day is also Armed Forces Day.

f. The national flag may also be lowered to half-staff at the direction of the Governor upon the death of a present or former official of the government of the Commonwealth.

g. At the direction of the Governor, the national flag and the state flag may be lowered to half-staff on the day of the funeral of any member of the Armed Forces from Pennsylvania who is killed in action or dies from wounds received, or due to non-hostile causes arising, during a period of active duty in a zone of combat as designated by the U.S. Government. The national and state flags flown at the State Capitol and Soldiers' and Sailors' Grove in Harrisburg and on federal, state and local public buildings and other facilities throughout the county where the member of the Armed Forces resided or is to be interred will be lowered to half-staff. The family of such member of the Armed Forces, or a person acting on the family's behalf, such as

a military casualty assistance officer or other official, may request the lowering of the flags as provided in this paragraph.

h. The state flag may be lowered to half-staff at the direction of the Governor.

i. The state flag, at the direction of the agency head, may be lowered to half-staff for employees killed in the line of duty, for a period of five days immediately after a work-related death.

j. A political subdivision or municipality may lower the state flag within the political subdivision or municipality to half-staff for a period of five days following the death in line of duty of a public official, police officer or fire fighter.

k. A school district may lower the state flag flown on school district buildings to half-staff for a period of five days following the death of a school board member, superintendent or other administrator, principal, vice principal, teacher or student.

7. RESPONSIBILITIES.

a. **The Secretary of the Department of General Services will:**

(1) Authorize the raising and lowering of the national and state flags and the POW/MIA flag, where required by law, at state-owned office buildings in the Capitol Complex and the Philadelphia, Pittsburgh, Scranton, Reading, and Altoona State Office Buildings.

(2) Inform agencies of occasions when flags are to be lowered to half-staff.

(3) Review and respond to questions regarding the display of flags.

b. **Agency Heads will:**

(1) Authorize the raising and lowering of the national and state flag at all state-owned facilities under their direction outside of the Harrisburg area with the exception of the Philadelphia, Pittsburgh, Scranton, Reading, and Altoona State Office Buildings.

(2) Submit questions regarding display of flags to the Secretary of General Services.

This directive replaces, in its entirety, *Management Directive 205.24* dated May 24, 2001 and all issuances with regard to display of flags on Commonwealth grounds and buildings.