

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject:

Display of Flags on Commonwealth
Buildings and Grounds

Number:

205.24 Amended

Date:

October 12, 2011

By Direction of:

Sheri Phillips, Secretary of General
Services

Contact Agency:

Department of General Services, Property and Asset Management,
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This directive establishes policy, responsibilities, and procedures for the display of flags on commonwealth buildings and grounds. This amendment includes the requirement to display the Honor and Remember Flag. Marginal dots are excluded due to major changes.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures regarding the display of flags on commonwealth buildings and grounds.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVES.**
 - a.** Provide a comprehensive statement of policy and procedures on matters that affect the proper display of flags on commonwealth buildings and grounds.
 - b.** Ensure the coordination of all questions regarding the display of flags on commonwealth buildings and grounds through the Secretary of General Services, on behalf of the Governor.
- 4. DEFINITIONS.**
 - a. Capitol.** The Pennsylvania State Capitol Building. Unless otherwise specified, the term includes the building and its grounds.
 - b. Commonwealth Buildings and Grounds.** All real property owned by the Commonwealth of Pennsylvania.

- c. **Half-Staff.** The position of the flag when it is one-half the distance between the top and bottom of the staff.
- d. **Honor and Remember Flag.** The flag adopted by the commonwealth as the commonwealth's emblem of service and sacrifice of the brave men and women of the United States Armed Forces who have given their lives in the line of duty.
- e. **National Flag.** The official flag of the United States of America, also known as the American flag or Stars and Stripes.
- f. **POW/MIA Flag.** The official Prisoner of War/Missing in Action flag.
- g. **Soldiers' Grove.** Certain trees and land on the grounds of the Capitol between Commonwealth Avenue, North Drive, Seventh Street, and South Drive designated to honor war veterans.
- h. **State Flag.** The official flag of the Commonwealth of Pennsylvania.

5. POLICY.

- a. The Governor of the Commonwealth of Pennsylvania has the power and duty to regulate the display of flags on commonwealth buildings and grounds. The Secretary of General Services, on behalf of the Governor, shall provide guidance to agencies and be consulted on all questions arising regarding the display of flags on commonwealth buildings and grounds.
- b. This policy shall be interpreted in accordance with *4 U.S.C. § 1 et seq.* and *44 P.S. §§ 41-48.*

6. RESPONSIBILITIES.

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

- (1) Ensure flags are displayed and maintained in accordance with all applicable federal and state laws.
- (2) Authorize the raising and lowering of the national and state flags, the POW/MIA flag and the Honor and Remember Flag, where required by law, on commonwealth buildings and grounds.
- (3) Inform agencies of occasions when flags are to be lowered to half-staff.
- (4) Review and respond to questions regarding the display of flags on commonwealth buildings and grounds.

b. **Agency Heads** shall:

- (1) Refer questions regarding the display of flags on commonwealth buildings and grounds to the Secretary of General Services.

7. PROCEDURES.

- a.** The national flag and state flag shall be displayed over the Capitol at all times.
- b.** No flags other than the national flag, the state flag, and the POW/MIA flag shall be displayed from commonwealth buildings and grounds, except when the building is occupied by a duly accredited minister or consul of a foreign civil power to the United States.
- c.** The official POW/MIA flag shall be displayed by the Department of General Services daily in Soldiers' Grove until all POWs and MIAs return and are accounted for.
- d.** The Honor and Remember flag shall be displayed by the Department of General Services in Soldiers' Grove.
- e.** The national flag shall be lowered to half-staff at the direction of the President of the United States.
- f.** 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.
- g.** 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.
- h.** 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 United States Armed Forces from Pennsylvania who is killed in action or dies from wounds received, or due to non-hostile causes arising from, or during a period of, active duty in a zone of combat as designated by the United States government. The national and state flags flown at the Capitol, Soldiers' Grove and other commonwealth buildings and grounds throughout the county where the member of the United States Armed Forces resided or is to be interred, will be lowered to half-staff. The family of such member of the United States 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.
- i.** The state flag may be lowered to half-staff at the direction of the Governor.

This directive replaces, in its entirety, *Management Directive 205.24* dated March 24, 2008.