

HALF-STAFF FLAG REQUESTS TO THE SECRETARY

The following, from Department Regulation (DR) 5160-006 Section 9 ‘Procedures for Requests and Notification on Lowering Flags at USDA Facilities Only’, outlines the procedure Agency Heads follow when requesting a flag to be flown at half-staff at all USDA facilities in memory of an employee killed in the line of duty. Additional information is contained in [DR 5160-006](#).

- a. All requests for information about the Secretary of Agriculture authorizing the lowering to half-staff of the American flag at USDA facilities, or requests for lowering the flag, will be forwarded to the Director, Office of Procurement and Property Management (OPPM), Departmental Management, via email to the following address: Halfstaff.Request@dm.usda.gov.
- b. The Agency Head, or their designee, should submit requests using the template in [Appendix D](#) of DR 5160-006 (also shown below).
- c. The OPPM Director, or designee, will forward the request to the Assistant Secretary for Administration, who will then forward to the Secretary’s office.
- d. Once the Secretary has signed the order to lower the flags, the order will be forwarded to the Operations Center with a copy to the Chief, Property Management Division (PMD), OPPM.
- e. The Operations Center will send the signed request form to the Federal Protective Service (FPS) who will then forward a mass email to the various federal operations in the National Capitol Region. This informs the local federal partners that the USDA is lowering its flags and the reason for doing so.
- f. The Operations Center also forwards the FPS email to its “Flag Notification” email distribution list maintained in the Operations Center address book. This email will specify the reason for the action, the period that the flag will be half-staffed, and will highlight the fact that it is at USDA facilities only.
- g. The Property Management Division, OPPM, will also post a notice on the USDA [Connect](#) site under ‘Flag Policy and Announcements’. Property managers and others responsible for display of the flag wanting to receive flag notices should join this Connect site.

APPENDIX D

TEMPLATE FOR HALF-STAFF REQUESTS

September 11, 2013

MEMORANDUM

TO: Director
Office of Procurement and Property Management

FROM: Agency Head

SUBJECT: Request to Fly the American Flag at Half-Staff in Honor of
(Name of deceased)

The (agency) is requesting that the American flag be flown at half-staff in honor of (name of deceased).

On (date of death), (deceased name), of the (agency) died while (explain the nature of the death – e.g., died while fighting a forest fire at the Santa Fe National Forest on July 1).

Provide some background on the individual, e.g., John/Jane Smith was 40 years old and worked as a ranger for the Jemez Ranger District and was from Santa Fe, NM.