

GSA ORDER

SUBJECT: Flags in Interior General Services Administration (GSA) Spaces

1. Purpose. This Order establishes policy and provides guidance for displaying and disposing of the Flag of the United States of America (Flag) and other flags (agency flags, state flags, pennants, etc.) for interior spaces of properties occupied by GSA personnel.

2. Background.

a. This Order supports the [U.S. Flag Code \(United States Code Title 4 Chapters 1-10\)](#), which includes instruction and rules on the position and manner of display of the Flag and how to show respect for the Flag.

b. The GSA Public Buildings Service (PBS) has a separate [Flag Policy](#) that establishes procedures and guidance for flying Flags outside and on all Federal properties under GSA's jurisdiction, custody or control, including buildings leased by GSA. This Order establishes policy and guidance for Flags displayed in interior spaces of properties occupied by GSA personnel and does not apply to properties under GSA's jurisdiction, custody, or control that are not occupied by GSA personnel.

3. Scope and Applicability. This Order provides standards, instructions, and procedures governing flags and pennants displayed inside properties occupied by GSA personnel. This Order applies to all space that GSA occupies as a tenant, including the GSA Headquarters building, all GSA Regional Office Buildings (ROBs), and field locations. This Order does not apply to the Office of Inspector General.

4. Policy.

a. Display and Use of the Flag.

(1) The Flag will be displayed in the following locations of GSA occupied space:

(a) The Office of the Administrator, Deputy Administrator, and GSA Chief of Staff (GSA Headquarters);

(b) Regional Administrator hubs, auditoriums, and conference centers (GSA Headquarters and ROBs);

(c) Suite entry lobbies for GSA space (as appropriate);

(d) Other office hubs and offices if desired; and

(e) Official functions and special events (these additional flags will be maintained by the GSA Office of Administrative Services (OAS)).

(2) Where the Flag is displayed in GSA offices, the position and manner of display will be in accordance with the standards required by [4 U.S.C. § 7](#). (See Appendix A for a graphic of proper displays).

(3) The Flag must be shown in accordance with [4 U.S.C. § 8](#) (i.e., the Flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise). In addition, the Flag should be stored in such a manner that it cannot be easily torn, soiled, or damaged in any way. OAS is responsible for ensuring proper display of Flags in GSA Headquarters and ROBs, and the primary occupying Service or Staff Office is responsible for such in all other locations.

b. Specifications of the Flag. The Flag sizes and dimensions authorized for Federal executive agencies can be found in [4 U.S.C. § 1](#). The Flag Code is silent as to ornaments (finials) for flagstaves. There is no law or regulation which restricts the use of a finial on the staff.

c. Unserviceable Flags and Disposal. Torn, frayed, soiled, or otherwise damaged Flags are unserviceable and will not be displayed. When the Flag is in such a condition that it is no longer a fitting emblem for display, it should be destroyed according to provisions set forth in [4 U.S.C. § 8](#).

d. Procurement. The Flag should be American made and may be purchased through GSA Federal Supply Sources, [on GSA Advantage](#).

(1) OAS will purchase Flags for interior display in GSA Headquarters and ROBs.

(2) The requesting office will be responsible for funding and purchasing the Flag in all other locations.

e. Other Flags. Other flags (agency flags, state flags, pennants, etc.) may be displayed in conjunction with the Flag, according to the regulations in [4 U.S.C. § 7](#). No other flag or pennant should be placed above or, if on the same level, to the right of the Flag.

5. Responsibilities. The purchase, storage, maintenance, disposal, and oversight for all flags inside GSA occupied space, shall be the responsibility of OAS in GSA Headquarters and ROBs and the responsibility of the primary occupying Service or Staff Office in all other space. OAS is responsible for regular inspection of flags displayed in GSA Headquarters and ROBs to ensure compliance, and the primary occupying Service or Staff Office is responsible for such in all other locations.

6. Signature.

/S/ (Willie Mills for Bob Stafford)
BOB STAFFORD
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Office of Administrative Services

Appendix A. Flags Display – Illustration

[Flags Display - Illustration](#)¹

¹ From DOI Order on Flags, Seals, and Emblems