



U.S. General Services Administration (GSA)

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

OAS 7060.1

Office of Administrative Services

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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.

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.

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.

Cancellation:

This Order does not cancel or supersede any previous Order.

Roles and 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.

Signature

/S/_____
Bob Stafford
Chief Administrative Services Officer
Office of Administrative Services

07/01/2019_____
Date

Policy

1. Display and Use of the Flag

- a. The Flag will be displayed in the following locations of GSA occupied space:
 - i. The Office of the Administrator, Deputy Administrator, and GSA Chief of Staff (GSA Headquarters);
 - ii. Regional Administrator hubs, auditoriums, and conference centers (GSA Headquarters and ROBs);
 - iii. Suite entry lobbies for GSA space (as appropriate);
 - iv. Other office hubs and offices if desired; and
 - v. Official functions and special events (these additional flags will be maintained by the GSA Office of Administrative Services (OAS)).
- b. 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).
- c. 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.

2. 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 flagstaffs. There is no law or regulation which restricts the use of a finial on the staff.

3. 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](#).

4. Procurement

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

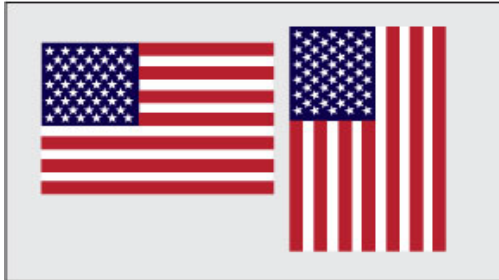
- a. OAS will purchase Flags for interior display in GSA Headquarters and ROB's.
- b. The requesting office will be responsible for funding and purchasing the Flag in all other locations.

5. 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.

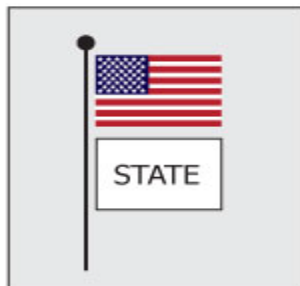
General Display of a US Flag

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the American flag should be displayed in the same way, with the union or blue field to the left of the observer in the street. No other flag or pennant should be placed above, or, if on the same level, to the right of the flag of the United States of America.



Displaying a US Flag with a State Flag

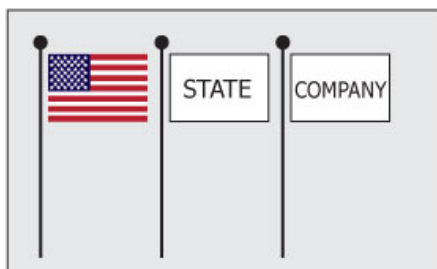
When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak with six inches between each flag.



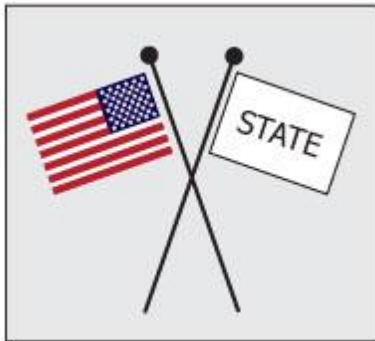
Displaying a US Flag with a State or Company Flag

When the flags are flown from adjacent staffs, the American flag should be joust first and lowered last.

No such flag or pennant may be placed above the flag of the United States or to the United States flag's left.

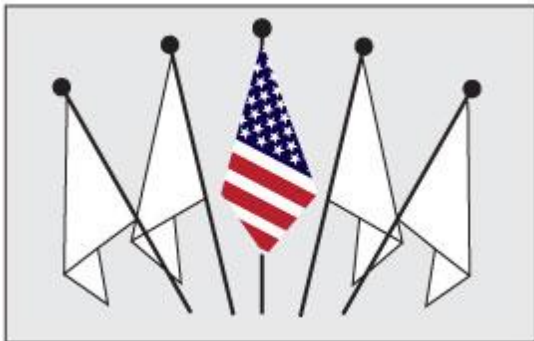


The American flag, when displayed with another flag against a wall from crossed staffs, should be on the right (the flag's own right) and its staff should be in front of the staff of the other flag.



Displaying a US Flag with Multiple Flags

The American flag should be at the center and at the highest point of the group when a number of flags of States or localities or pennants.



Displaying a US Flag around a Speaker's Platform

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as (s)he faces the audience. Any other flag so displayed should be placed on the left of the speaker. This will make the flag on the right of the audience.

