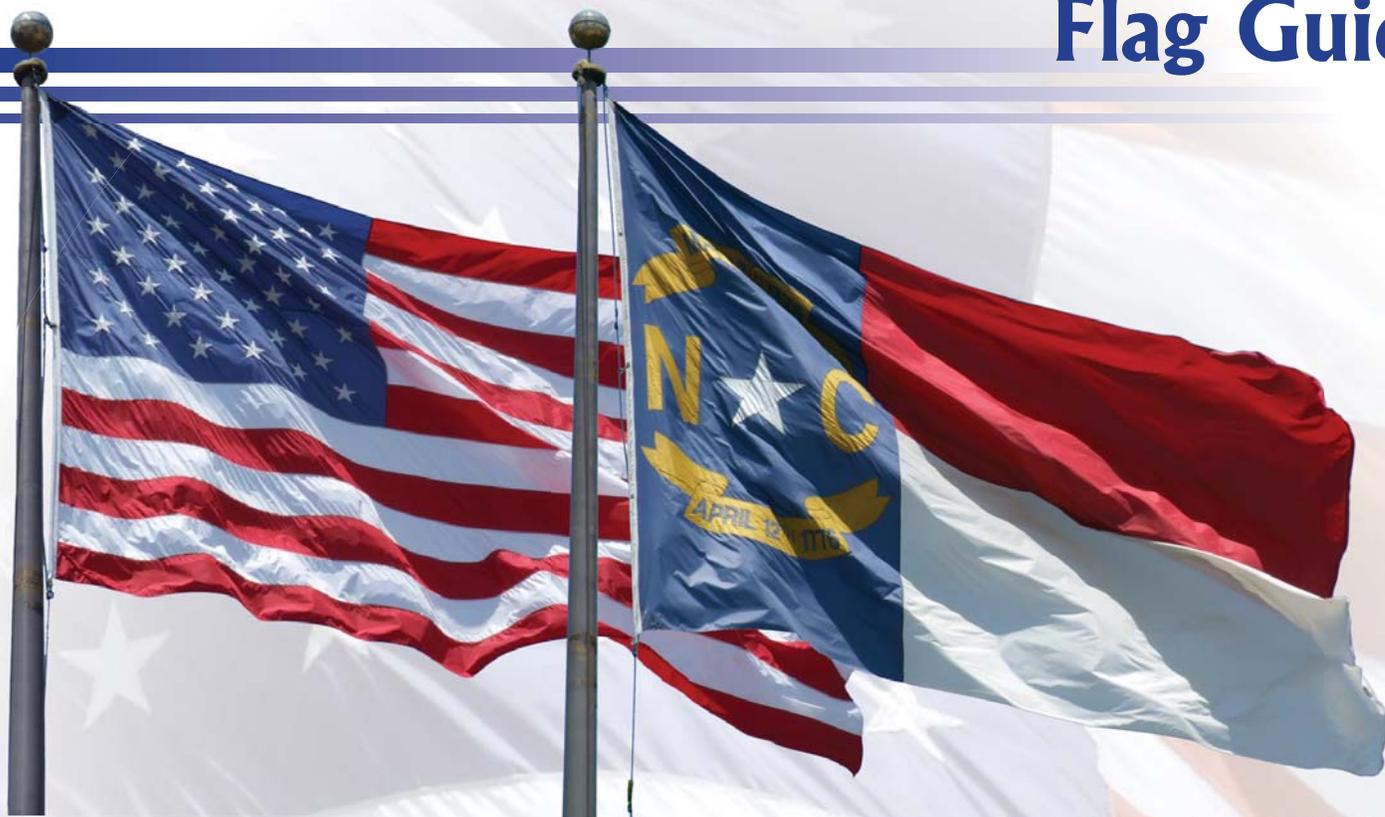


# North Carolina State Government Flag Guide



Flags shown fly over the state Legislative Building.

This guide is designed to direct state agencies regarding the flying of the North Carolina and United States flags on state-owned buildings or properties. It also may be used by citizens who wish to make informed decisions about flying flags on private property. The protocols for flying the flags at state facilities are a combination of state and federal statutes and policies.

## General Policies

It is the custom to display the flag of the state of North Carolina only from sunrise to sunset on state buildings and stationary flagstuffs in front of state buildings. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.



The state flag should **NOT** be displayed in inclement weather, unless an all-weather flag is used.

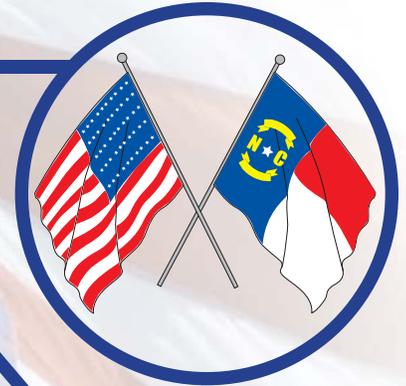


The state flag, when carried in a procession with the United States flag, should be on the marching left; that is, to the left of the United States flag.

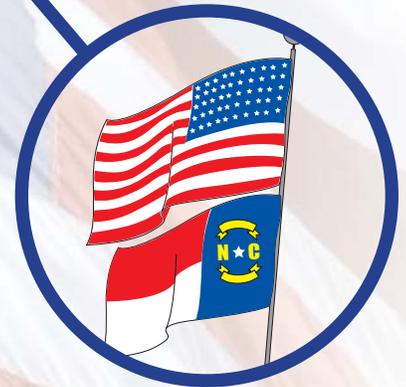


The state flag should never be placed above the United States flag; if on the same level, to the right of the United States flag.

When the state flag is displayed with the United States flag against a wall from crossed staffs, it should be on the left, the state flag's own left, and its staff should be behind the staff of the United States flag.



When the state flag is flown on the same halyard with the United States flag, it should always be under the United States flag. When the state flag is flown from adjacent staffs, the United States flag should always be hoisted first and lowered last.



The President of the United States has authority over all flags at all federal buildings, grounds and naval vessels throughout the United States and its territories or possessions. The Governor has authority over all flags at North Carolina facilities.

## State and Federal Holidays

The flags should be flown each day, and especially on all state and federal holidays.

**Note:** Whenever the public holiday falls on Sunday, the following Monday is the public holiday.

## Flags at Half-Staff

The flag may be flown at half-staff by Presidential proclamation or by the Governor's order. Only the President of the United States and Governors of States, territories or possessions have the authority to lower the United States flag to half-staff.

The Governor has authority over all flags at North Carolina facilities. In this capacity, the Governor may order the flags at state facilities to be flown at half-staff.



In accordance with the U.S. Flag Code, Title 4, section 7 (m), the United States Flag can only be displayed at half-staff on specific days, or under the directive of the President of the United States or the by the Governor of that state. Upon notice from the Governor, below is the list of official days to fly the flag at half-staff in North Carolina:

- a. Peace Officers Memorial Day, May 15
- b. Memorial Day, Last Monday in May (flag raised back to full staff at noon)
- c. Korean War Veterans Day, July 27
- d. Patriot Day, September 11
- e. Pearl Harbor Day, December 7



The period of time that the United States flag shall be displayed at half-staff shall be determined by the Presidential order, or in the absence of any order or instruction, as defined in Title 36, United States Code, Chapter 10, Section 175.

The flag of the State of North Carolina shall be displayed at half-staff for the same period of time as the flag of the United States.

At no time shall an order be given that would result in the flag of the State of North Carolina being displayed in a manner inconsistent with the various policies governing the display of both the United States and North Carolina flags. As an example, since no

flag may ever be flown above the flag of the United States, it shall never be possible for the flag of North Carolina to be displayed at full-staff while the United States flag is at half-staff.

The above North Carolina State Flag policy applies at all times unless otherwise ordered by the President of the United States or the Governor of North Carolina.

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

## POW/MIA Flag

In honor of their service and in remembrance of their sacrifice, the Department of Administration is authorized by statute to fly the official "Prisoner of War/Missing in Action (POW/MIA)" flag over the State Capitol.

# Communications

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Any communications to be sent throughout the state in regard to flying the state flag at half-staff will be managed by the N.C. Department of Administration in the following manner:

Upon receipt of an order from the Governor, the Secretary of Administration shall notify the members of the Governor's Cabinet and selected state agencies. The list shall be maintained by the Department of Administration. State agencies not contacted by the Secretary of Administration shall be notified by their respective Governor's Cabinet member.

A decision to fly the flag or flags at half-staff throughout the state shall be made known to the public by email from the North Carolina Flag Alert Listserv. To register for notifications, visit <http://lists.ncmail.net/mailman/listinfo/flag.alerts>.

All such orders to fly the flag at half-staff will be issued by the Governor in written form indicating the occasion being observed, the flag(s) to be lowered (North Carolina or North Carolina and United States), and the length of time the flag(s) should be at half-staff. In the absence of the Governor, the Secretary of Administration will issue such orders.

## Proper Disposal

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Dry cleaning a soiled flag is not prohibited, but when it is in such condition that it is no longer a fitting emblem for display it should be destroyed in a dignified manner, preferably by burning. Many veterans' and scouting organizations collect tattered flags for ceremonial disposal.

## How to Order a North Carolina Flag

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A North Carolina flag may be ordered from the Division of Facility Management of the N.C. Department of Administration. For information, visit <http://www.doa.state.nc.us/facility/welcome.htm> and click on Permit and Flag Request Form, or call 919-733-3514.