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GENERAL FLAG INFORMATION

A. FLYING THE FLAG

All RAM sites should fly their flags according to the general flag etiquette included in this manual.

B. HALF-STAFF REQUESTS

All rest areas will be notified of any flag half-staff requests by both e-mail and fax as soon as DSPN is notified of the request.

For Flag Half-Staff inquiries, please contact the Capitol Police at 608/266-8797 weekends and holidays. Half-Staff notifications are posted online at <https://dma.wi.gov/DMA/public-affairs/flag> DSPN encourages rest area Program Managers to sign up to receive Flag Lowering Notifications from the State via e-mail. If e-mail is available at your rest area(s), site supervisors should sign up to receive notifications at the site. Sign up for flag lowering e-mail notifications at <https://dma.wi.gov/DMA/public-affairs/flag>

C. PURCHASING FLAGS FOR YOUR SITE

Information on sources for ordering flags for your site can be found in Section 30 – Vendor & Supplier Directory of this manual.

If you have any further questions on flags, please contact the DSPN office at 608/661.2917.

For more information about the U.S. Flag, visit: <http://www.ushistory.org/betsy/flagetiq.html>.

FLYING POW-MIA FLAGS

I. SCHEDULE FOR FLYING POW-MIA FLAGS

A. THE POW-MIA FLAG SHOULD BE FLOWN ONE WEEK BEFORE AND ONE WEEK AFTER THE FOLLOWING HOLIDAYS:

1. Memorial Day
2. Independence Day--4th Of July
3. Veterans Day

B. FLAG FLYING PROCEDURE

1. Sites with one flagpole should replace the state flag with the POW-MIA flag and fly it under the U.S. flag.
2. Sites with two flagpoles fly MIA-POW flags under the U.S. flag and leave the state flag on the other pole.

II. SPECIAL CIRCUMSTANCES (relating to WI Act 239)

Wisconsin Act 239 - This Act requires WisDOT to display a POW/MIA flag on an outdoor flagpole at each WisDOT rest area along an interstate highway if the rest area has at least two outdoor flagpoles. If a rest area has fewer than two outdoor flagpoles, WisDOT may display a POW/MIA flag at a suitable location indoors or, if WisDOT determines after consultation with at least two of the state's veteran organizations that there is no suitable location indoors, WisDOT may display indoors a poster or literature or both relating to the POW/MIA flag. **WisDOT must display these flags or posters or literature only if WisDOT receives sufficient contributions from interested parties (including any county, city, village, or town) to cover the costs of displaying the flags or posters or literature.** If a rest area has fewer than two outdoor flagpoles, WisDOT must include additional flagpoles in any facilities improvement project at the rest area commenced after the effective date of the substitute amendment so that the rest area has at least two outdoor flagpoles.

1. POW-MIA flags or posters or literature should be permanently displayed only if contributions, flags, posters, or literature is received from interested parties.
2. DSPN should be informed of all contributions stated in WI Act 239.
3. Sites with two flag poles should permanently display the POW-MIA flag under the U.S. flag and leave the state flag on the other pole.
4. Sites with fewer than two flag poles should contact DSPN to determine a suitable location indoors.
5. Remove POW-MIA flag or posters or literature if tattered or faded. Replace **only** if further contributions or replacements are provided.

David R. Keger

05/17/06

Developed or Revised by Disability Service Provider Network

Date

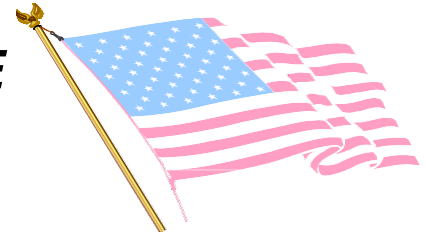
Thomas A. VonBeck

05/17/06

Approved on behalf of Department by the Bureau of Highway Maintenance

Date

FLAG ETIQUETTE



A. WHEN TO DISPLAY THE FLAG

The flag should be displayed on all days when the weather permits, especially on legal holidays or other special occasions--DSPN will notify all year-round site supervisors about these occasions via e-mail or fax. It is customary to display the flag from sunrise to sunset on buildings or on stationary flagstaves in the open. However, on special occasions it may be displayed at night, preferably lighted. In several places, the flag flies day and night; among these are the Capitol in Washington, D.C., and the Fort McHenry National Monument in Baltimore, which was the inspiration for "The Star Spangled Banner" by Francis Scott Key.

The flag should be displayed:

- on or near the main administration building of every public institution.
- in or near polling places on election day.
- in or near schools when they are in session.
- a citizen may fly the flag on any day he wishes.

B. HOW TO FLY THE FLAG

The flag should be raised and lowered by hand. Never, raise the flag while it is furled; unfurl, then hoist quickly to the peak of the flagstaff. It should be lowered slowly and ceremoniously. The flag should never be allowed to touch anything beneath it, such as the ground or the floor.

The flying of the flag at half-staff is a sign of mourning. When flown at half-staff, the flag should first be hoisted to the peak, then immediately lowered to the half-staff position. It should be raised to peak again for a moment before it is lowered for the day. Half-staff is the midway point between the top and bottom of the flagstaff. No other flags may be flown above the United States flag except at the United Nations Headquarters. The UN flag may be placed above flags of all member nations. In the UN enclave, national flags of all members are flown with equal prominence. When the flag of two or more nations are displayed together they should be flown from separate staffs of the same height and the flags should be approximately the equal size. International usage forbids the display of the flag of one nation above that of another in time of peace.

C. HOW TO DISPLAY THE FLAG

When a number of flags are grouped and displayed from staffs, the flag of the United States should be in the center or at the highest point of the group. When displayed with another flag from crossed staffs, the flag of the United States should be on the right (the flag's own right) and its staff should be in front of the staff of the other flag.

If the flag is displayed from a staff projected from a windowsill, balcony, or front of a building, the union of the flag should go to the peak of the staff unless the flag is to be displayed at half-staff. When the flag is displayed in any manner other than being flown from a staff, it should be displayed flat, whether indoors or out. If displayed either horizontally or vertically against a wall, the union should be uppermost in the flag's own right; that is to the observer's left.

D. SALUTING THE FLAG

In saluting the flag, those present in uniform should render the military salute. When not in uniform, men should remove their hat with the right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention.

All persons present should face the flag, stand at attention and salute on the following occasions:

1. When the flag is passing in a parade or review. The salute to the flag in the moving column is rendered at the moment the flag passes.
2. During the ceremony of hoisting or lowering the flag.
3. When the National Anthem is played and the flag is displayed.
4. During the Pledge of Allegiance.

When the National Anthem is played and the flag is not displayed, all present should stand and face toward the music. Those in uniform should salute at the first note of the anthem, retaining this position until the last note. All others should stand at attention, men removing their hats. When the flag is displayed, all present should face the flag and salute.

E. HOW TO DISPOSE OF WORN FLAGS

Every precaution should be taken to prevent the flag from becoming soiled. When a flag is in such a condition, through wear or damage, that is no longer a fitting emblem for display, it should be destroyed in a dignified manner.

The flag should NEVER....

- be tilted (dipped) even momentarily to any person or thing. Regimental colors, State flags, organization, or institutional flags may be tilted as a mark of honor.
- be displayed with the union down except as a signal of dire distress.
- be carried flat or horizontally, but always aloft and floating free.
- be displayed on a float, motor car or boat except from a staff.
- be allowed to touch the ground or floor, or brush against objects
- have objects placed on, over it, or be used as a covering for a ceiling.
- have any mark, insignia, letter, work, figure, picture or drawing of any nature placed upon or attached to it.
- be used as a receptacle for carrying anything or be used to covert a statue or monument. If used in connection with unveiling ceremonies, it should not serve as a covering of the object being unveiled.
- be used for advertising purposes or have advertising signs attached to its staff or halyard.
- be embroidered on such articles as handkerchief or cushions or be printed on otherwise impressed on boxes.
- be used as drapery of any sort, never festooned, drawn back or up in folds, but always allowed to fall free.



THE PLEDGE OF ALLEGIANCE

*I PLEDGE ALLEGIANCE TO THE FLAG
OF THE UNITED STATES
OF AMERICA AND TO THE
REPUBLIC FOR WHICH
IT STANDS, ONE
NATION UNDER GOD, INDIVISIBLE,
WITH LIBERTY AND JUSTICE
FOR ALL.*