

DISPLAY OF FLAGS

1. GENERAL

1.01 These instructions cover the display of the United States flag or Bell System flag on Telephone Company # owned buildings or leased property where flags are flown by the Telephone Company.

1.02 Size of Flags

United States Flag

<u>Width</u>	<u>Length</u>
4 Ft.	6 Ft.
5 "	8 "
6 "	9 "
8 "	12 "
9 "	15 "
12 "	18 "
15 "	25 "
20 "	30 "

Bell System Flag

<u>Width</u>	<u>Length</u>
4 Ft.	6 Ft.
5 "	7-1/2 "
6 "	9 "
7-1/2 "	11-1/4 "
9 "	13-1/2 "
12 "	18 "
16 "	24 "
20 "	30 "

1.03 All flags shall be maintained in a clean and good condition. Badly worn or torn flags shall not be flown.

1.04 Selecting size of flag required.

(a) For flag poles set in the ground and for vertical flag staffs on buildings generally the width of the flag should be about 1/5 of the height of the pole.

(b) For roof and window inclined staffs, the width of the flag should be about 1/2 of the length of the staff. Inclined staffs should be at an angle of approximately 45 degrees.

2. DISPLAYING OR HANGING THE UNITED STATES FLAG

2.01 There is no Federal law in force pertaining to the manner of displaying or handling the flag of the United States. There are, however, regulations and national usages on the subject and in order that there may be no adverse reaction created through improper display of flags, all flags displayed on Company-owned or leased buildings shall be in accordance with this instruction. The rules herein contained relative to the displaying of the flag of the United States have been taken from the flag circular issued by the Adjutant General's Office of the War Department and are in agreement with the code of flag etiquette prepared by the National Americanism Commission of the American Legion. The observance of these rules would serve as an indication of the respect the Bell System has for its country.

2.02 The flag of the United States shall not be flown before sunrise or after sunset and shall be displayed at full staff on national, state, or generally observed holidays or as hereinunder specified.

2.03 On days of mourning designated by the President of the United States the United States flag shall fly at half staff until the conclusion of the period of mourning when it shall be hoisted to full staff and there remain until the usual time for lowering.

2.04 On Memorial Day, May 30, the flag of the United States shall fly at half staff until noon and at full staff from noon until the usual time of lowering.

2.05 In placing the flag of the United States at half staff, it shall first be hoisted to the top of the staff and lowered to half staff. Preliminary to lowering from half staff, it shall be hoisted to full staff.

2.06 Use of the United States flag shall be confined insofar as possible to its display on the staff. When it is required to be displayed in any other manner than by being flown from a staff, the following rules apply:

(a) When the United States flag is displayed either horizontally or vertically against a wall the Union shall be uppermost and to the flag's own right, that is, to the observer's left when the observer is facing the flag.

(b) When the flag of the United States is displayed with other flags, as on a wall, it shall be given the place of honor on the flag's own right. (Observer's left). The flag of the United States shall be above or at the same height as the other flag being displayed. The United States flag so displayed shall be larger than the associated flag.

2.07 When a flag is no longer fit for

display, it shall be destroyed privately, preferably by burning.

2.08 The following are specifically designated days for displaying the United States flag. Over and above these specified days, the displaying of the United States flag should be governed by dictates of public opinion and the flag flown as frequently as seems proper and appropriate --- even upon a daily basis.

Lincoln's Birthday	Feb.	12
Washington's Birthday	"	22
Memorial Day	May	30
Flag Day	June	14
Independence Day	July	4
Labor Day	1st Monday in Sept.	
Armistice Day	Nov.	11
Columbus Day	Oct.	12
National Election Day		
Special Occasions as designated by the Vice President and General Manager.		
Presidential Inauguration Day		

3. DISPLAYING THE BELL SYSTEM FLAG

3.01 The Bell System flag shall be flown at full staff on our principal buildings at Davenport, Des Moines, Duluth, Fargo, Minneapolis, Omaha, St. Paul, Sioux Falls, and other designated exchanges, except when the United States flag is being flown.

3.02 There may be occasions when it would be appropriate to fly the Bell System flag at half staff but this shall be done only after approval by the Vice President and General Manager.