# PENTAGON FORCE PROTECTION AGENCY

## REQUEST FOR UNITED STATES FLAG(S) TO BE FLOWN OVER THE PENTAGON

**Hours of Operation are 9:00am-12:30pm. No Flag Hours on Fridays.**

The public reporting burden for this collection of information, 0704-FLAG, is estimated to average three minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**Privacy Act Advisory**

**Authority:** DoDD 5105.68

**Disclosure of PII is voluntary:** However, failure to provide requested information will result in your flag request being denied.

**Routine Use of PII:** Your PII will be used to contact you about updates to your flag request. It will not be shared with anyone outside of the Pentagon Force Protection Agency (PFPA).

This data collection will not become part of any Privacy Act System of Records.

1. **DATE**: _____

2. **NAME OF PERSON FLAG WILL BE FLOWN FOR:** _____

3. **OCCASION FLAG WILL BE FLOWN:** *(ex., retirement, anniversary, birthday, etc.)* _____

4. **DEDICATION ON CERTIFICATE:** *(ex. In Honor of Your 20 Years of Service)*

_____

*(Message is limited to 32 characters including spaces)*

5. **SPECIFIC DATE FLAG TO BE FLOWN:** _____

*(Request must be at least 5 business days from date of receipt. If no date is specified, the flag will be flown no later than 15 business days from date of receipt)*

6. **POINT OF CONTACT FOR PICK-UP:**

**NAME:** _____ **PHONE NUMBER:** _____

**EMAIL ADDRESS:** _____

*(The Flag Coordinator will send an email to the above email address when the flag is ready for pick-up)*

7. **SUBMITTED BY:**

_____

Flag Size:          Material:          Distinguished Markings:

8. **RECEIVED BY PFPA REPRESENTATIVE:**   In Person   Mail   _____

PFPA Representative

*Flag(s) will be held no longer than 30 days from the date of fly over*