

FLAG FLYING INFORMATION FOR THE UNITED STATES NAVAL ACADEMY

Location	Address/Information	Phone/Fax Numbers
<p>U.S. NAVAL ACADEMY (USNA)</p>	<p>The following information and materials are required to fly a retirement flag at the United States Naval Academy, Tecumseh Court, Bancroft Hall:</p> <ul style="list-style-type: none"> • One 3'X 5' (or LARGER) National Ensign • One prepaid return envelope supplied by the requester (to return the flag and certificate via commercial carrier) <ol style="list-style-type: none"> 1. Rank and full name of the person for whom the flag is to be flown and if he or she is a graduate of the USNA. Please specify how the name is to appear on the certificate. 2. Indicate if there is a specific date that the flag is to be flown. 3. Point of contact, phone number, and e-mail address. 4. Please send all of the above information and materials no later than <u>two weeks prior</u> to the date of request to the address below: BRIGADE DRILL MASTER U.S. NAVAL ACADEMY 101 BUCHANAN RD BANCROFT HALL(STOP 3A) ANNAPOLIS, MD 21402 	<p>POC</p> <p>Brigade Drill Master GySgt Salcedo, Eric E.</p> <p>Email</p> <p>salcedo@usna.edu</p> <p>Phone</p> <p>(410) 293-8850</p>

*You can find other installations to fly your flag at the following website:

<http://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/FLTRES>

*Below is an example of a letter to ensure we have the correct information for the certificate. It does not need to be formal or on a letter head, a simple word document with the pertinent information suffices. Please ensure point of contact information is included so I have a way to communicate with you if need be.

Thank You

GySgt Salcedo, Eric E.

03 February 2014

Brigade Drill Master
U.S. Naval Academy
101 Buchanan Road
Bancroft Hall (STOP 3A)
Annapolis, MD 21402

Gunnery Sergeant Salcedo

My name is _____ and I am a Navy Civilian, and a retired Senior Chief, working on a joint program in San Diego, California. My old XO (CAPT _____) is retiring soon and he was a graduate of the Naval Academy, Class of 1990.

I would like to have the enclosed national ensign flown at the Naval Academy in honor of his retirement from active duty after 24 years of service. His retirement ceremony is aboard the USS Midway on/about 01 August 2014.

If possible, request the national ensign be flown on 07 March 2014. That is CAPT _____ birthday.

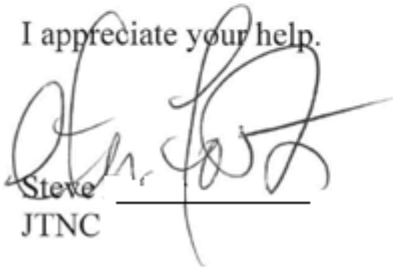
His full name is – _____

I request a certificate be included if possible, to commemorate the flying. Please have the certificate read – CAPT _____, U.S. Navy

I have enclosed a self-addressed envelope for return mailing.

You may contact me a poc@domain.com or cell/work (xxx) xxx-xxxx

I appreciate your help.


Steve
JTNC