



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Wyoming State Office
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IN REPLY REFER TO:
1536 (951) P

November 21, 2012

EMS TRANSMISSION: 11/28/2012
Instruction Memorandum No. WY-2013-008
Expires: 09/30/2014

To: Wyoming Leadership Team
From: Associate State Director
Subject: Bureau of Land Management (BLM) Wyoming (WY) Flag Policy and Guidance

Program Area: Administrative.

Purpose: This Instruction Memorandum (IM) establishes policy and guidance for displaying and flying the United States Flag at half-staff at all BLM WY organization buildings. The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff.

Policy/Action: National half-staff proclamations can be electronically received by registering and joining through the e-mail link at: http://www.flagsexpress.com/half_staff/half_staff2.html . Because the WY State Office has a General Services Administration (GSA) lease, State and local proclamations are usually received by the Business Manager, at which time notification is sent to the Assistant District Managers, Support, for sharing with their respective District Manager and Field Office Managers.

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. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff.

By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. The length of time to fly the flag at half-staff will be provided in the proclamation. For more details on flag protocol refer to the following link: <http://www.presidency.ucsb.edu/ws/index.php?pid=58833>.

Timeframe: This IM is effective upon receipt.

Budget Impact: No budget impact is expected.

Background: Provide consistent and clear guidelines relating to the United States Flag at half-staff to the BLM WY organization.

Manual/Handbook Sections Affected: None.

Coordination: Coordination occurred among the Wyoming Leadership Team and the State Office Business Manager.

Contact: Wyoming State Office Business Manager, Janet Edmonds at 307-775-6007.

Signed by:
Mary Jo Rugwell
Associate State Director

Authenticated by:
Sherry Dixon
Secretary

3 Attachments

- 1 - GSA Flag Policy (11 p)
- 2 - Departmental Manual 310 Chapter 5 (6 p)
- 3 - 4 United States Code Chapter 1 (23 p)

Distribution

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