

NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS

MARINE ACADEMY OF SCIENCE AND TECHNOLOGY

BUILDING 302

SANDY HOOK, NJ 07732-5196

1 September 2023

MAST NJROTC STANDARD OPERATING PROCEDURE

Subj: FLAG DETAIL

Ref: (a) Title 4, United States Code, Chapter 1
(b) Cadet Field Manual (series)

1. Purpose. To establish and standardize procedures for conducting flag detail at the Marine Academy of Science and Technology.
2. Background. IAW reference (a), demonstrating respect for the American Flag IAW reference (b) is one of the key tenets of the NJROTC program. To that end, all cadets will be required to periodically participate in flag detail throughout their four years at MAST.
3. Procedure. A flag detail shall be composed of a Flag Detail Officer in Charge (FDOIC), a Flag Detail Chief Petty Officer in Charge (FDCPOIC), and three Flag Detail members. Cadets shall be assigned to flag detail for one school week, and the names of the cadets selected for detail will be published the Friday preceding the week those cadets have flag detail. Cadets must report to the FDOIC in the Naval Science building at 0745 each morning. Cadets are to wear the uniform of the day on Mondays, or on Tuesday if there is no school on Monday, and at other times as directed by the SNSI.
 - a. The FDOIC respectfully knocks on the door of the Naval Science Instructors' office to request to retrieve flags. Knock whether the door is opened or closed; however, do not interrupt NSIs if they are in a meeting.
 - b. Flag detail walks to the flag pole while FDOIC carries the flags.
 - i. The officer should carry flags with arms crossed over the chest, with the right arm over the left.
 - ii. The national ensign is to be displayed as the outermost flag.
 - iii. When in this formation, all passing cadets are to salute the colors when within six paces.
 - c. Cadets are to untie and bring down the middle halyard and attach the American flag to the corresponding carabiners.
 - d. FDOIC is to loudly call out "Colors!" while the flag is being raised. At this time all cadets in uniform (including those on the flag detail) come to attention and salute colors. Cadets out of uniform are to stand at attention and face the flagpole.
 - e. Cadets tie off the halyard in a cleat hitch at the bottom of the flagpole. The detail is to follow the same procedure for the other two halyards.

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- i. Attach the Navy flag on the east halyard (port/ocean side), and the POW/MIA flag on the west halyard (starboard/bay side).
 - ii. Raise both at the same time and speed.
 - iii. Tie off both halyards in a cleat hitch at the bottom of the flagpole.
 - iv. Ensure no lines are loose and all lines are tied off tightly.
- f. Cadets must report to the FDOIC at the flagpole each afternoon at 1430 for afternoon flag detail. At the beginning of class, cadets should request permission from the teacher of their last period of the day to leave class early for flag detail. If a cadet is unable to make afternoon flag detail, it is his/her responsibility to notify the FDOIC as early as possible and to find a replacement. Lower and fold Navy and POW/MIA flags and retie the hitches.
- i. Untie the main halyard and loudly call out “Colors!” before lowering the American Flag.
 - ii. FDOIC must inspect all flags for rips, holes, frays, or tears before folding and returning the flags and must immediately report any damage or excessive wear to the flags, halyards, or flagpole to an NSI.
 - iii. FDOIC must return all three flags to the Naval Science building in the same fashion as before. If the NSI office is locked and no NSI is present, the flags should be left in the NS 1 classroom. The American flag is always placed on top of the other flags, when setting them, folded, on a horizontal surface.

4. Notes and special situations. Flag Detail is an honor and a custom. The detail should be undertaken with a respectful and serious manner.

- a. In the event that cadets do not report as directed to flag detail, the FDOIC is to report their absence to the SNSI.
- b. The SNSI will alert the FDOIC if the flag is to be lowered to half-staff. Only the national ensign is to be flown on these days. Following the same procedures as above, the flag is to be hoisted briskly all the way to the truck then slowly lowered to half-staff.
- c. To properly fold a flag:
 - i. Two cadets should hold the flag tightly by the corners, making sure it is fully extended and parallel to the ground.
 - ii. Fold the lower half of the flag lengthwise over the union (the blue field with stars), aligning the edges carefully.
 - iii. Fold it again lengthwise, making sure the union is on the outside and the folded edge is parallel to the open edge.
 - iv. Bring the striped corner of the folded edge up to meet the open edge, forming a triangle. Ensure that the fold is tight and the edges are aligned.
 - v. Continue folding the triangle along the length of the flag until you reach the end. This will result in a triangular shape with only the blue field visible.
 - vi. Tuck the end of the flag into the folds to secure it.
 - vii. Make sure there are no red or white stripes showing through the blue field.