

# Laughlin Air Force Base Flag Flying Request

Laughlin Air Force Base has the privilege to support requests to fly United States flags on the base's main flag pole, and in all of its three airframes: The T-6 Texan III, T-1A Jayhawk, and T-38C Talon. Flags are only flown **Monday - Friday**, with the exception of Federal Holidays. If there is inclement weather on the proposed request date, the flag will be flown on the alternate date. All flags come back with a certificate certifying the date it completed this process.

To successfully process your request, the following items must be packaged and shipped or hand-delivered to the address listed at the bottom of the form. If you reside in the local area and have base access, you may drop-off these items at the Public Affairs Office, Monday - Friday between 9 AM and 3 PM.

Items to Include:

- This form, signed and completed in it's entirety
- Flag to be flown (size must be between 3' x 4' and 5' x 8')
- Pre-paid, pre-addressed return envelope or shipping label if necessary

U.S. Flags can be purchased at local vendors, to include most AAFES locations. Air Force members can consult AFI 36-3203, *Service Retirements* for information on receiving a flag upon Retirement.

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Name / Rank of POC *\*Mandatory Field\**

E-mail Address *\*Mandatory Field\**

Shipping Address *\*Mandatory Field\**

Telephone Number

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Primary Flying Date

Alternate Flying Date

Name / Rank of Honoree

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Occasion for Flag Flying

Years of  
Service

Special Instructions for Certificate

Promotion

Retirement

Reenlistment

In Memory Of

Other (Please Specify)

**Requests will be processed within five business days. Each request will receive confirmation of request via email.**

Shipping Address:

ATTN: 47 FTW Public Affairs  
561 Liberty Drive Suite 3  
Laughlin AFB, TX 78843

E-Mail:

47ftwpa.tasker@us.af.mil

Telephone:

830-298-5262