



POLICY ON HALF-MASTING OF THE U.S. FLAG

Responsible Department: The Director's Office

I. Policy

U.S. flags flown at the Institution and on WHOI vessels at the Institution pier shall be half-masted under the following circumstances:

During national periods of mourning as proclaimed by the President of the United States, and on appropriate national holidays. (This item applies to WHOI vessels in any port.)

During state periods of mourning as proclaimed by the Governor of the Commonwealth.

On the occasion of the death of a WHOI employee, student, postdoc, retiree, trustee, or corporation member. The flag shall be lowered for four days for an employee, student, postdoc, or trustee and for one day for a retiree or corporation member beginning with the day of death or the next normal flag display after death.

II. Procedure Anyone who is aware of the death of an Institution employee, student, postdoc, retiree, trustee, or corporation member should call the Director's Office, 508-289-2502, to communicate as much information as possible. The Director's Office will call Facilities to request that the flags be lowered and the News Office to request that an obituary be written.

Approved by

Dr. Robert Gagosian, Director
January 26, 1998