

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE, CAMP LEJEUNE FLAG REQUESTS

MARINE / CIVILIAN INFO OF FLAG BEING FLOWN	
Flag provided by requester	Preferred Nylon, 3x5 or 4x6 (4x6 is most common)
Rank, Last Name	
First Name	
Middle Initial	
Suffix (Jr., III)	
EDIPI (if applicable)	
Member's Workplace	
Years of Service	
Flag Flown Request Date	
Presentation Date	
Retirement Date	
Point of Contact (POC)	
POC's Place of work	

MAILING FLAG REQUEST

COMMANDING GENERAL
ATTN: ADJUTANT
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

Please note, if the flag is being mailed, the requester must provide a prepaid stamp and package to return the flag and certificate as the Adjutant Office will not provide them.

PROCESSING REQUEST

Our office requires 10 business days to process requests.

ADJUTANT SECTION PURPOSES ONLY:

Date request was received: _____

Date flag was delivered: _____

Marine/Civilian receive Retirement Certs from HQMC? Yes / No

Administrator actioned: _____