

TECHNICAL MANUAL

**MAINTENANCE AND STORAGE OF
UNITED STATES FLAGS
AIR FORCE FLAGS
GUIDONS AND STREAMERS**

FA1607-72-D-19592

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PURPOSE

The purpose of this technical order is to provide information for the maintenance and storage of flags utilized by the Air Force.

SECTION I

DEFINITIONS AND DESCRIPTIONS

1-1. UNITED STATES FLAGS.

a. The term "United States flag" as used throughout this technical order will mean "the flag of the United States of America."

b. The following types and sizes of United States flags will be used by the Air Force (see figure 1-1):

(1) Base - The flag is bunting material, 10 by 19 feet.

(2) All-Purpose - The flag is bunting material, 5 by 9 feet 6 inches.

(3) Internment - The flag is bunting material, 5 by 9 feet 6 inches. Canvas heading is equipped with grommets.

(4) Ceremonial - The flag is silk or synthetic substitute material, 4 feet 4 inches by 5 feet 6 inches, trimmed on three edges with a silk fringe of yellow 2-1/2 inches wide.

(5) Organizational - The flag is silk or synthetic substitute material, 3 by 4 feet, trimmed on three edges with a silk fringe of yellow, 2-1/2 inches wide.

(6) Boat - The flag is bunting material, without fringe, 2.37 by 4.5 feet.

1-2. AIR FORCE FLAGS.

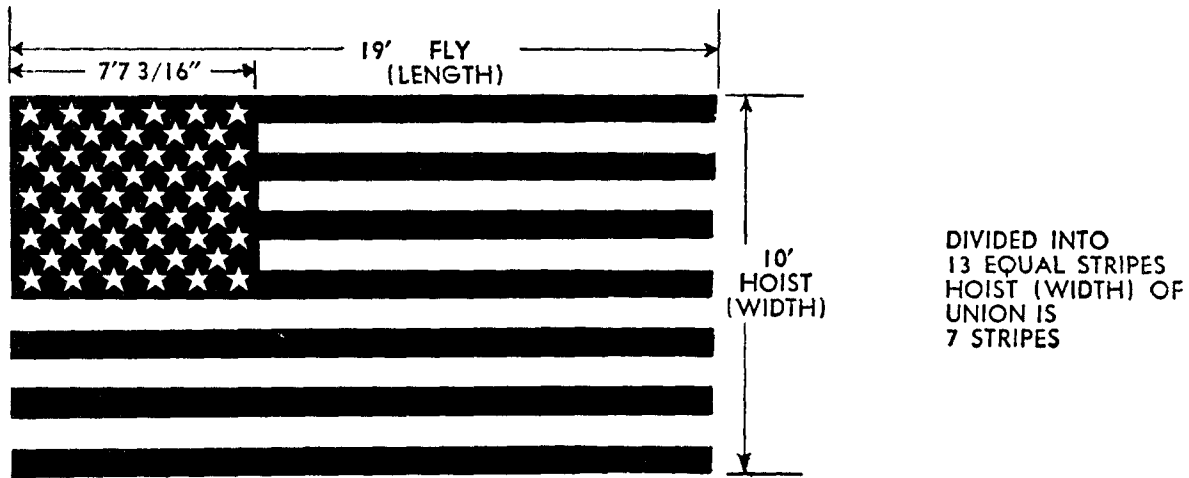
a. The flags of the United States Air Force will be referred to throughout this technical order as Air Force Flags.

b. The concept of Air Force flags is a basic blue flag with a distinctive center design showing the coat of arms and the encircling 13 white stars from the Seal of the Department of the Air Force and an identifying scroll.

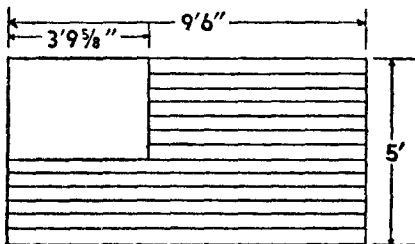
c. The following type and sizes of Air Force flags will be used:

(1) Ceremonial Departmental (see figure 1-2) - The flag is silk or synthetic substitute material, ultramarine blue field, 4 feet 4 inches by 5 feet 6 inches, trimmed on three edges with a silk fringe of yellow 2-1/2 inches wide. The center design is the coat of arms and the encircled 13 white stars from the Seal of the Department of the Air Force. On a scroll attached to the bottom of the shield the words, "United States Air Force," will be inscribed. This flag represents the Department of the Air Force.

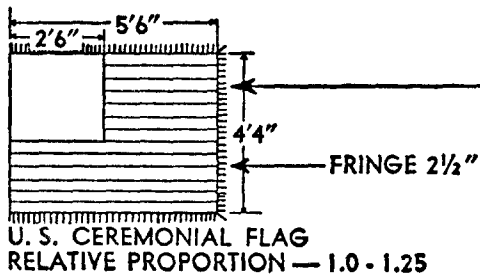
(2) Organizational - Flags are silk or synthetic substitute material, ultramarine blue field, 3 by 4 feet, trimmed on three edges with a fringe of yellow



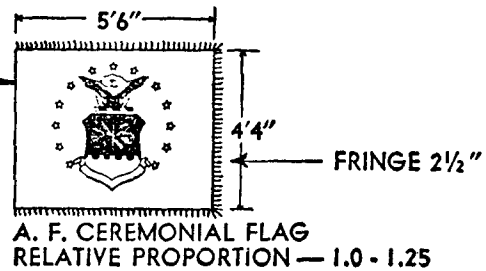
U. S. BASE FLAG — RELATIVE PROPORTION — 1.0 - 1.9



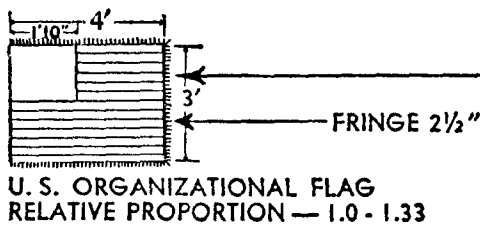
U. S. ALL-PURPOSE FLAG
RELATIVE PROPORTION — 1.0 - 1.9



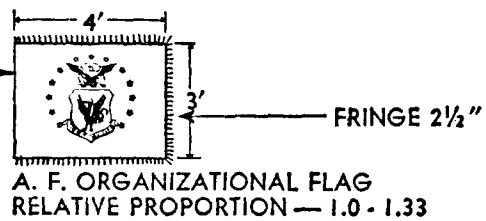
U. S. CEREMONIAL FLAG
RELATIVE PROPORTION — 1.0 - 1.25



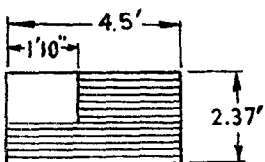
A. F. CEREMONIAL FLAG
RELATIVE PROPORTION — 1.0 - 1.25



U. S. ORGANIZATIONAL FLAG
RELATIVE PROPORTION — 1.0 - 1.33



A. F. ORGANIZATIONAL FLAG
RELATIVE PROPORTION — 1.0 - 1.33



U. S. BOAT FLAG
RELATIVE PROPORTION — 1.0 - 1.9

Figure 1-1



Figure 1-2

silk 2-1/2 inches wide. The center design is the same as described in paragraph (1) except that the flags are adapted to any particular organization by placing the organizational emblem on the shield and the designation of the organization on the scroll. The wreath of the eagles' talons reflect the principal colors of the shield design.

(a) Major Air Commands, Numbered Air Forces, Air Divisions, and Wings will have their approved emblem design on the shield and their designation on the scroll. (See figure 1-3.)



Figure 1-3

(b) Groups will have the emblem design of the wing to which they are permanently assigned on the shield and their group designation on the scroll. (See figure 1-4.)



Figure 1-4

(c) Other type organizations will use the same principles and patterns according to comparable size and type.

(d) The Air Force Reserve and Air National Guard organizations will follow the same program.



Figure 1-5

without approved emblems and provisional organizations will use the provisional flag. The shield of the provisional flag is blank. The words "United States Air Force" will be on the scroll. (See figure 1-5.)

1-3. INDIVIDUAL FLAGS.

a. Certain officials of the United States Government are entitled, by virtue of their office, to individual flags of silk or synthetic substitute materials. Those of primary concern to the Air Force are as follows:

(1) Chairman, Joint Chiefs of Staff - The flag is divided equally by a diagonal line from upper left corner to lower right corner. The upper part is medium blue and the lower part is white, 4 feet 4 inches by 5 feet 6 inches. Centered on the flag, the design shows the eagle, shield, and arrows from the Seal of the Department of Defense. Four stars are placed on a diagonal from upper right corner to the lower left corner, two white stars on the medium blue and two medium blue stars on the white. The flag is trimmed on three edges with a fringe of yellow 2-1/2 inches wide. Cord and tassel are medium blue and white. (See figure 1-6.)

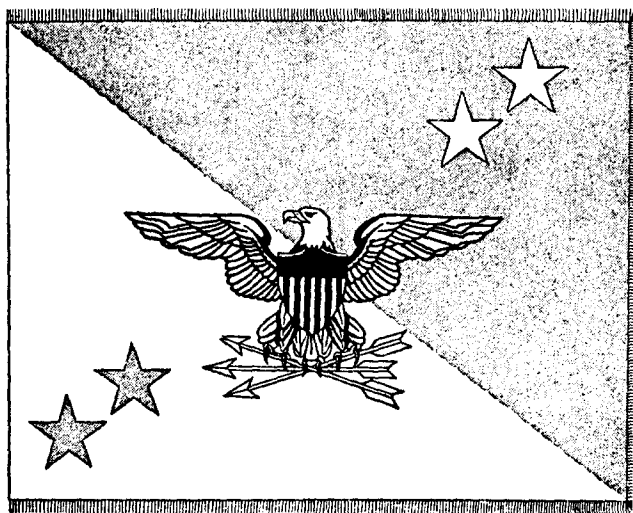


Figure 1-6

(2) Chief of Staff of the Air Force - The flag is 4 feet 4 inches by 5 feet 6 inches, divided equally by a diagonal line from the upper left corner to the lower right corner. The upper part is ultramarine blue and the lower part is white. In the center of the flag is the coat of arms of the Air Force between four stars, placed horizontally, two ultramarine blue stars on the white and two white stars on the ultramarine blue. The flag is trimmed on three edges with a fringe of yellow 2-1/2 inches wide. Cord and tassel are ultramarine blue and yellow. (See figure 1-7.)



Figure 1-7

b. General officers of the Air Force are entitled to the individual flags of silk or synthetic substitute material.

(1) General of the Air Force - The flag is ultramarine blue, 4 feet 4 inches by 5 feet 6 inches. In the center are five white, five-pointed stars, each 15-3/4 inches in diameter, arranged pentagonally on an imaginary circle 29 inches in diameter. The flag is trimmed on three edges with a fringe of yellow 2-1/2 inches wide. (See figure 1-8.)

(a) General Officers of the Air Force - The basic flag is blue, 3 by 4 feet, trimmed on three edges with a fringe of yellow 2-1/2 inches wide. The

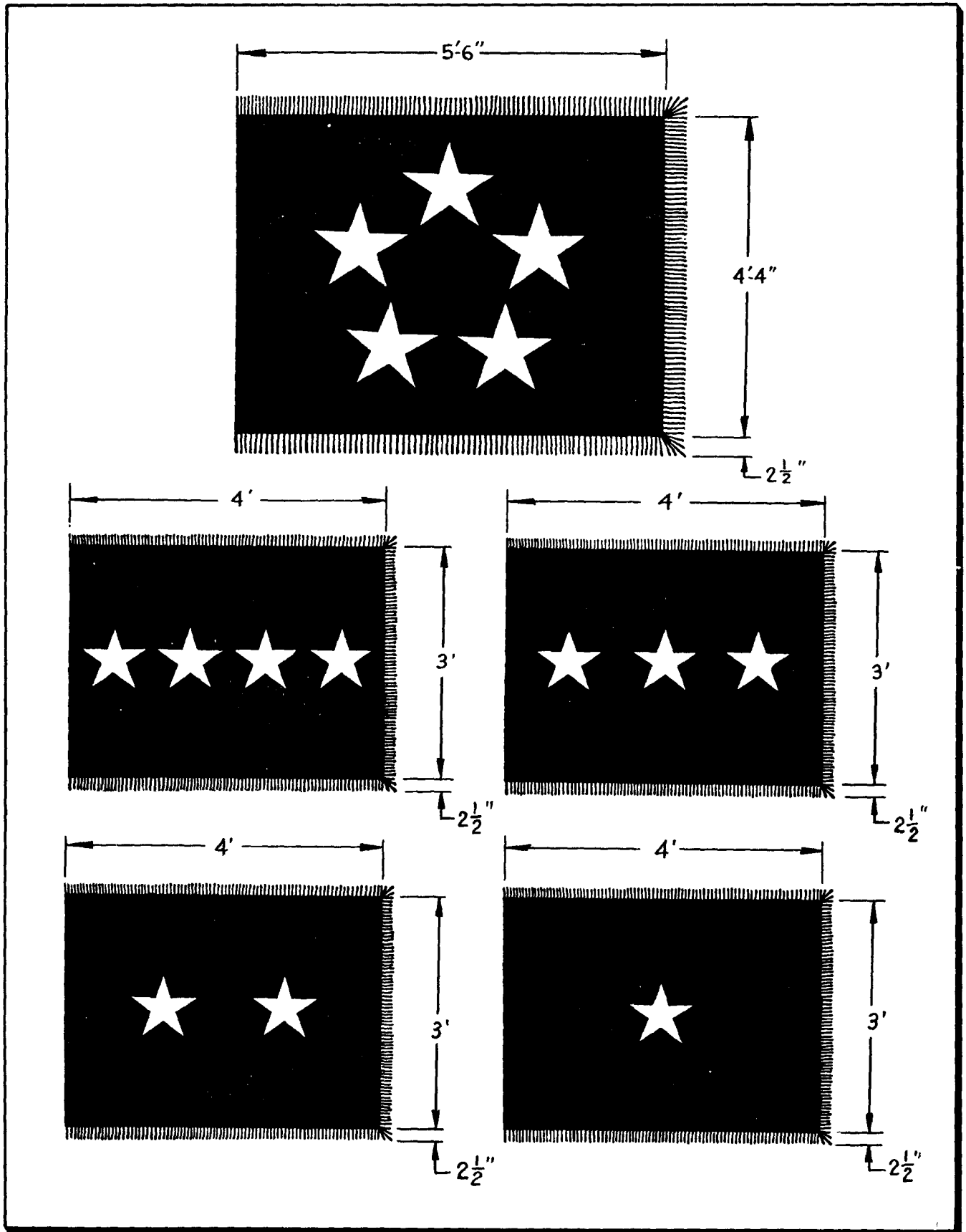


Figure 1-8

flag bears the number of five-pointed stars which identifies the grade of the officer:

(1) General - Four white stars, centered horizontally.

(2) Lieutenant General - Three white stars, centered horizontally.

(3) Major General - Two white stars, centered horizontally.

(4) Brigadier General - One white star, centered horizontally. (See figure 1-8.)

1-4. AUTOMOBILE FLAGS.

Automobile flags are authorized for persons listed in paragraph 1-3.a., and are facsimiles, reduced by scale to 1 foot 6 inches by 2 feet 2 inches.

1-5. AUTOMOBILE AND AIRCRAFT PLATES.

a. Automobile - Automobile plates are authorized for persons listed in paragraph 1-3.a., and are facsimiles, less fringe, of the individual flags, reduced to scale and reproduced on a metal plate 6 by 9 inches.

b. Aircraft - Aircraft plates are facsimiles, less fringe, of all individual flags described under paragraph 1-3., reduced to scale and reproduced on a metal plate 11 by 14 inches.

1-6. GUIDONS.

Guidons are authorized for squadrons and are Ultramarine blue wool bunting, swallow-tailed, 1 foot 8 inches by 2 feet 3-3/4 inches to end of swallow-tail, and forked 10 inches. In the center is the wing and propeller design. Above the design is the number of the parent unit and below it the number of the squadron. When the number of the parent unit and squadron are the same, the lower line will indicate the designation of the squadron, such as air police, food service, or air refueling squadron. Insignia, numerals and letters are yellow. Authorized abbreviations (See JANAP 169) may be used. (See figure 1-9.)

1-7. STREAMERS.

Streamers denote the unit's service, battle honors, and/or decorations. (See figure 1-10.) They are swallow-tailed ribbons 3 feet to 4 feet in length

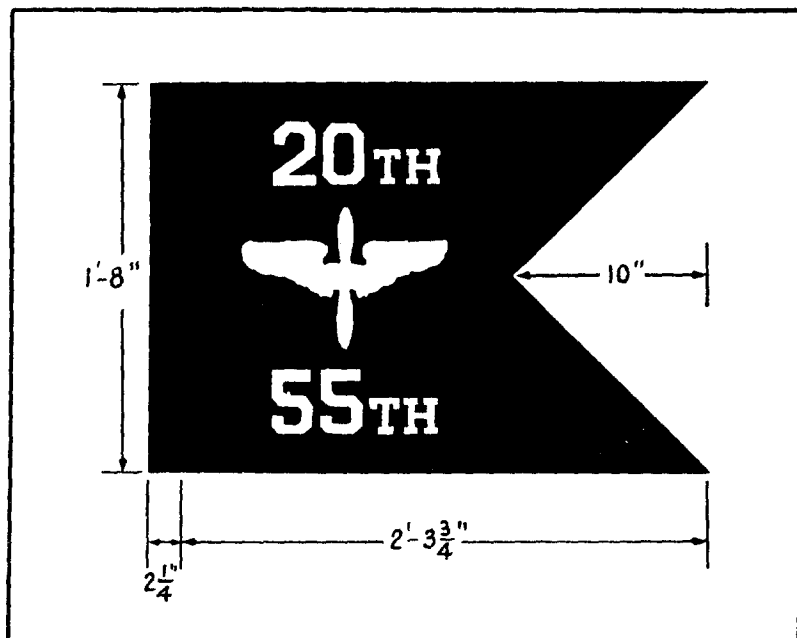
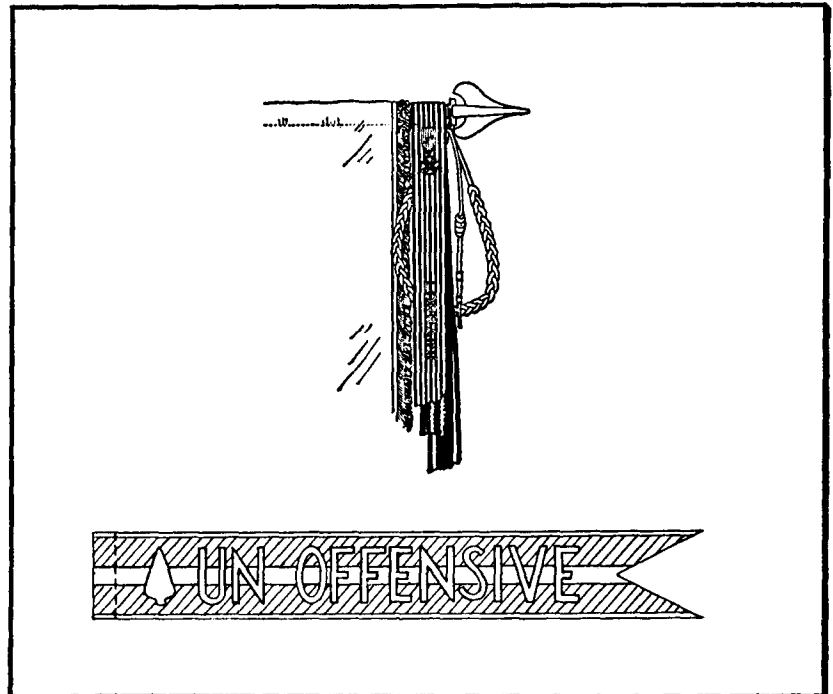


Figure 1-9

Figure 1-10



and of the same design and width as the service ribbon for the theater or unit decoration emblems. Embroidery as authorized, will be in white or silver color letters or numbers three-fourths of an inch in height. (Reference AFR 35-50 and 35-75.) Authorized abbreviations may be used for lengthy names or theaters of action. (See JANAP 169.)

a. Service Streamers - Service streamers represent the unit's service in the same manner that service medals represent the individual's participation in a theater or area of combat operations.

b. Battle Honors - Battle honors represent the unit's participation in campaigns, airborne landings, amphibious assaults, and humane actions, within theaters or areas of combat operations.

c. Unit Decoration Streamers - Unit decoration streamers represent the unit's decorations, for example, Distinguished Unit Citation, Air Force Outstanding Unit Award, and the Meritorious Unit Commendation.

1-8. FLAG OF THE GENEVA CONVENTION.

The flag of the Geneva Convention is a wool bunting, white flag with a red

cross in the center with straight arms of equal length. The width is two-thirds of the length, the height of the cross is one-half the length of the flag, and the width of the arms of the cross is one-third of the height of the cross. Sizes are as follows:

a. For USAF Hospital Units, 6 feet by 9 feet.

b. For Tactical Hospital Units and USAF Infirmary and Dispensary Units, 4 feet by 6 feet.

c. For Tactical Infirmary Units, Mobile Dispensary Units, and Ambulances, 1 foot 6 inches by 2 feet 3 inches.

1-9. RELIGIOUS FLAGS.

a. Chapel Flag (Christina and Jewish Faiths). The flag is 4 feet 4 inches by 5 feet 6 inches, blue silk or synthetic substitute material, trimmed on three sides with a white fringe 2-1/2 inches wide. In the center of the flag will be the Air Force chaplains' emblem in white and blue for the Christian and Jewish faith. (See figure 1-11.)

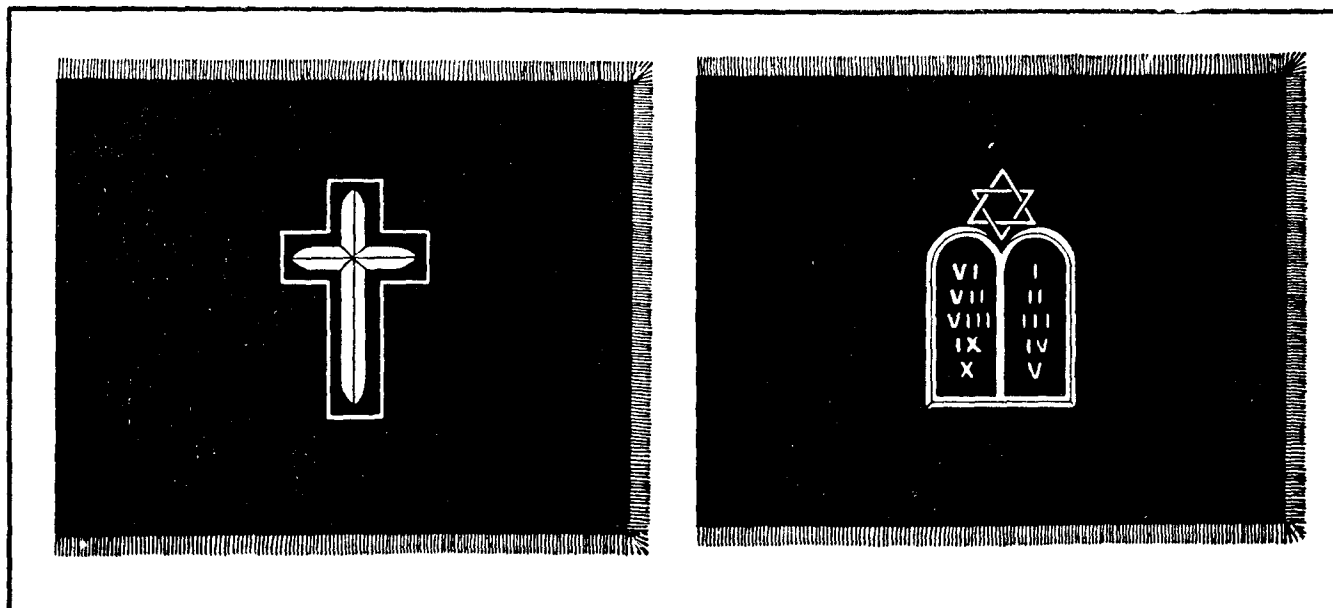


Figure 1-11

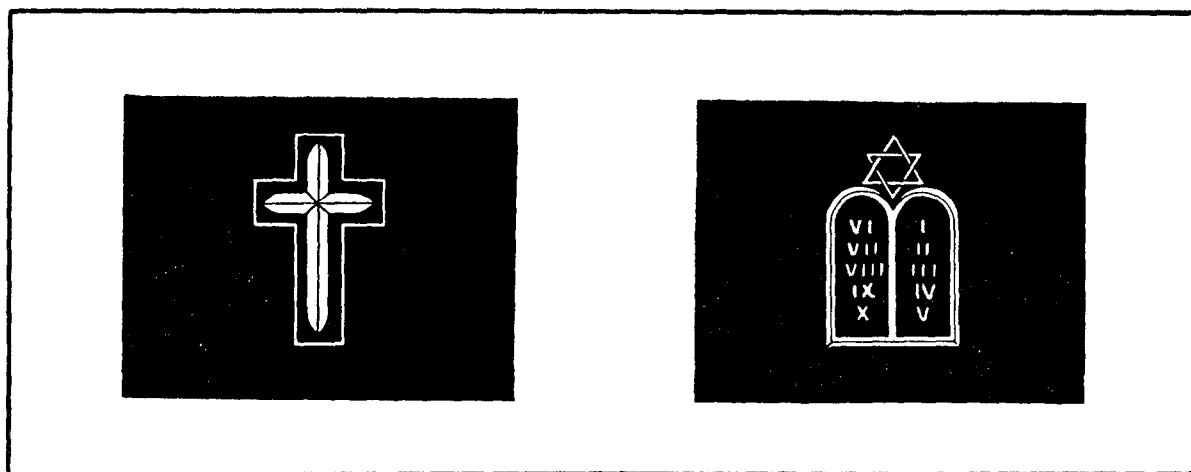


Figure 1-12

b. Chaplain Flag (Christian and Jewish Faiths). The flag is 2 feet by 3 feet, blue bunting without fringe. In the center will be the Air Force chaplains' emblem in blue and white for the Christian or Jewish faith. (See figure 1-12.)

1-10. UNITED NATIONS FLAG.

The United Nations flag is 2 feet by 3 feet, blue with the United Nations emblem in the center. The emblem is one-half the width of the flag. (See figure 1-13.)



Figure 1-13

1-11. GRAVE DECORATING FLAGS.

The grave decorating flag is a United States flag 7 inches by 11 inches. The flag is supplied with a wood-type flagstaff.

1-12. FLAGS OF FRIENDLY FOREIGN NATIONS.

Flags of friendly foreign nations, when flown with the flags described in this technical order, will be approximately the same size and the design will be those selected by the foreign nations.

1-13. ACCESSORIES.

a. Flagstaffs.

(1) Stationary - All stationary flagstaffs constructed hereafter at Air Force installations will be 50 feet in height.

(2) Ceremonial - Flagstaffs for ceremonial flags will be 9 feet 6 inches in length, including the ferrule.

(3) Organizational - Flagstaffs for organizational flags will be 8 feet in length including the ferrule.

(4) Guidon - Flagstaffs for guidons will be 8 feet in length including the ferrule.

(5) Chapel - Flagstaffs for chapel flags will be 9 feet 6 inches in length including the ferrule.

(6) Chaplains - Flagstaffs for chaplain flags will be 8 feet in length including the ferrule.

b. Ferrules - Ferrules will be the spearhead design of silver color metal.

c. Flag Headings.

(1) Flags displayed from stationary flagstaffs and boat flags will be equipped with a canvas heading with grommets or flag staples, or both.

(2) Ceremonial and organizational flags will be equipped with a tube or tunnel heading.

d. Flag Cases - Flag cases will be made of any suitable material, preferably waterproof, with sufficient length and width to adequately cover ceremonial and organizational flags when on flagstaffs and not displayed.

e. Flag Slings - Flag slings for carrying ceremonial and organizational flags will be white web material with silver color metal.

SECTION II

MAINTENANCE INSPECTION OF UNITED STATES FLAGS,

AIR FORCE FLAGS, GUIDONS

AND STREAMERS

NOTE

Inspection of all types of flags, guidons, and streamers used by the Air Force will be performed in a respectful manner. When a flag is in such a condition that it is no longer a fit emblem for display, it shall not be cast aside or used in a way that might be viewed as disrespectful.

2-1. VISUAL INSPECTION.

a. Visual inspection shall be performed by maintenance or supply textile inspection at the time flags are in question as being a fit emblem for display.

b. Any one of the following conditions shall warrant all types of flags utilized by the Air Force to be condemned:

(1) The presence of mildew or fungus which leaves dark spots and rings in the materials.

(2) The faded condition of the dyes which appear in streaks caused by a flag hanging limp and in folds.

(3) The fraying or whipping-out of the fly-end of a flag to the extent that the fly-length of the flag has been shortened.

(4) The fading or running together of the different colors of dyes.

(5) The presence of moth-eaten holes in the material.

(6) Any flag that is soiled, damaged or deteriorated to the extent that

repair will exceed 65 percent of the list price, shall be condemned.

2-2. The following inspection procedure may be used to determine if flags in Group 2, 5, 6, and 8, of Section III, are reparable.

a. All types of flags shall be inspected as referenced in paragraphs 2-1.b.(1) through (6). Upon determination that none of these conditions exist, further inspection will be made as follows:

(1) The heading of a flag shall be inspected for wear, with special attention being given to condition of the lining in tube or tunnel type headings.

(2) All stitches, seams, and stitching shall be inspected for raw edges, loose, and deteriorated thread.

(3) Any flag that has minor damage and the repair cost does not exceed 65 percent of the list price, shall be considered reparable.

NOTE

The repair cost may be determined by the man-hours involved, times the current direct labor charge, plus the material cost.

SECTION III

REPAIR

3-1. GENERAL.

Flags will be divided into groups with specific limitations governing the extent of repair for each group. Flags utilized by the Air Force will be grouped as follows: (1) United States Flags, (2) Air Force Flags (Organizational and Ceremonial), (3) Individual Flags, (4) Automobile and Aircraft Plates, (5) Flags of the Geneva Conference, (6) Religious Flags, (7) United Nations and Flags of Friendly Foreign Nations, and (8) Guidons and Streamers.

a. The workmanship in repair of flags shall be first class in every respect. There shall be no raw edges or loose threads which may affect the appearance or serviceability of flags.

b. Flags shall be handled in a respectful manner at all times during repair.

c. All flags shall be dry cleaned and blocked to the original size before being repaired. Solvent, dry cleaning conforming to Specification P-S-661B, Type II, or Commercial Standard 174-51, may be used on all types of flags, Stock No. 8500-906000.

d. Flags shall be repaired only by replacing a damaged component part of a flag with a new and like fabricated part. The piecing or patching of a component part is prohibited.

e. All materials used in the repair of flags shall have the warp thread of the principal material in the fly or longitudinal direction of the flag.

f. All materials, seams, hems, embroidery, stitching, and stitches, used in the repair of flags shall conform to the

Specifications as referenced on the applicable manufacturing drawing.

g. Requests for manufacturing drawings shall be submitted through Base or Depot Technical Publications Division, Blueprint File Unit, or relative departments so designated that responsibility.

(1) Manufacturing drawings may be obtained in the following manner on all Class 63 stock listed flags, guidons, streamers, or pennants which do not reference a drawing number. The prime Supply Depot will be requested to furnish that department as referenced in paragraph 3-1.g. the following information:

(a) The manufacturer's name and Military Specification under which the applicable Air Force stock listed item was procured.

(b) The Army Quartermaster and/or Federal Stock Number on the applicable Air Force stock listed item if not cross referenced in T.O. S-00-6, pages 192 and 193, and Addendum No. 6, pages 397 and 398.

(c) The order request submitted to Headquarters AMC, Wright-Patterson AFB, Ohio, Attn: MCSIFF-2, shall reference the information as listed in paragraphs 3-1.g.(1)(a) and (b) in addition to the Air Force Stock List Number.

3-2. GROUP 1 - THE UNITED STATES FLAG.

a. The United States flag shall not be repaired. This includes all types and sizes of the flag, regardless of the material composition.

b. Flags not preserved as historical properties, when in such a condition that they are no longer a fitting emblem for display, shall be completely destroyed by burning.

3-3. GROUP 2 - AIR FORCE FLAGS (CEREMONIAL AND ORGANIZATIONAL) -
(See figure 3-1.)

NOTE

The ceremonial and organizational flags are rather expensive items, which permits extensive repair on this group of flags. However, the repair cost shall not exceed 65 percent of the list price.

a. The flag base, either or both sides may be replaced.

b. Flag heading, lining, and leather tabs may be replaced.

c. The Scroll may be replaced.

d. The Shield may be replaced.

e. One to thirteen stars may be replaced.

f. The fringe may be replaced.

g. The Coat of Arms may be replaced.

h. The Organizational Emblem may be replaced.

i. The machine embroidery or appliqued components may be replaced.

j. The lettering may be replaced.

3-4. GROUP 3 - INDIVIDUAL FLAGS (Regulation and Automotive Sizes).

Flags of this group shall not be repaired. The flag shall be displayed until it is no longer a fitting emblem for display, then replaced with a new flag. Replacement on all individual flags, except general officers' individual flags, will be requisitioned through

supply channels. General officers' individual flags are provided through automatic distribution when an officer is promoted or within the grade of general officer.

3-5. GROUP 4 - AUTOMOBILE AND AIRCRAFT PLATES.

Automobile and aircraft plates shall not be repaired. The plate shall be displayed until it is no longer a fitting emblem for display, then replaced with a new like plate.

3-6. GROUP 5 - FLAG OF THE GENEVA CONVENTION.

a. The flag base, either or both sides may be replaced.

b. Flag heading, lining and leather tabs may be replaced.

c. The red cross emblem may be replaced.

d. Grommets or flag staples or both may be replaced.

3-7. GROUP 6 - RELIGIOUS FLAGS.

a. The flag base, either or both sides may be replaced.

b. Flag headings, lining and leather tabs may be replaced.

c. The fringe may be replaced.

d. The emblem may be replaced.

3-8. GROUP 7 - UNITED NATIONS AND FLAGS OF FRIENDLY FOREIGN NATIONS.

The United Nations and flags of Friendly Foreign Nations shall not be repaired. The flags shall be displayed until they are no longer a fitting emblem for display. Replacements will be requisitioned through supply channels.

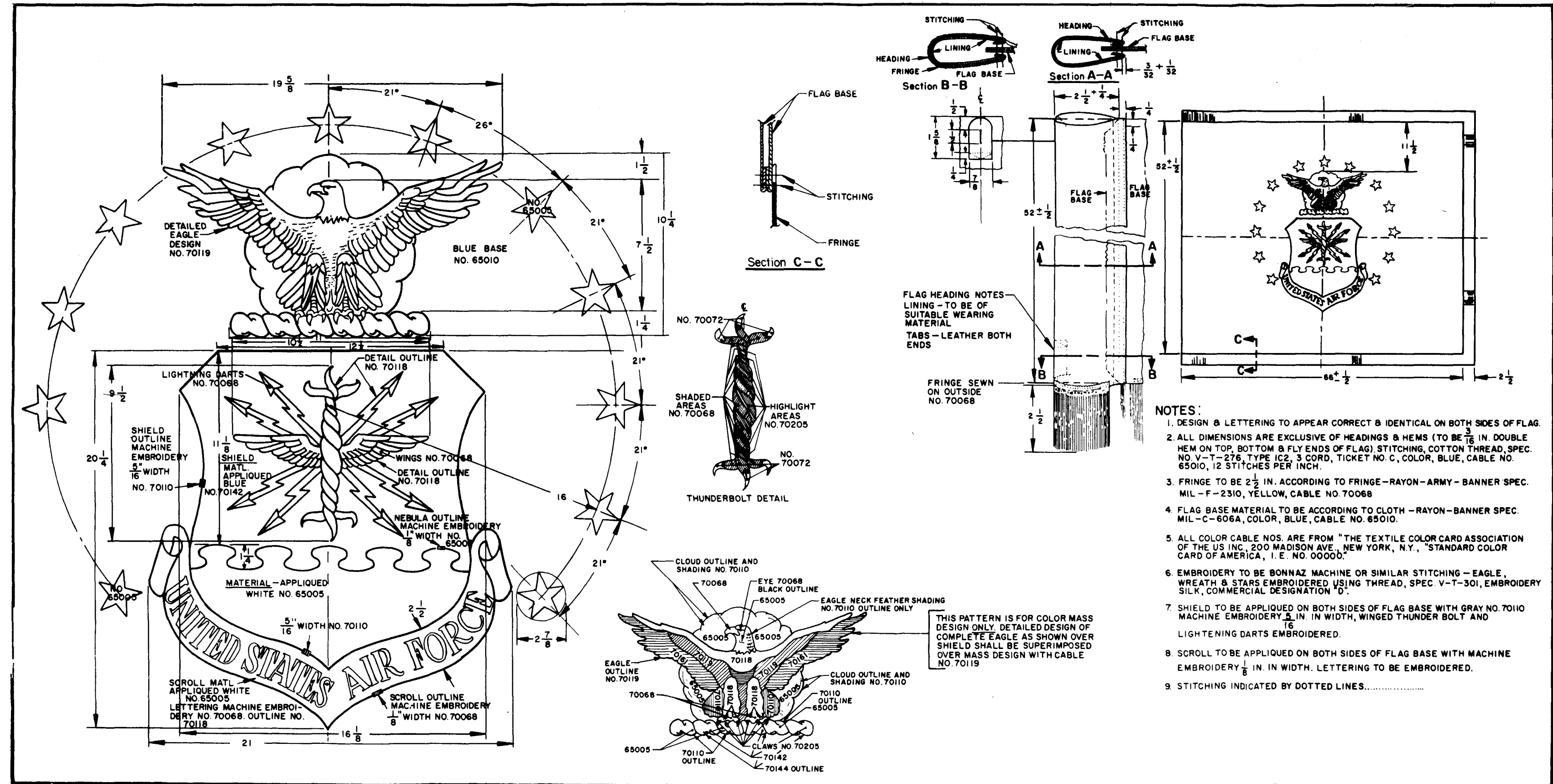


Figure 3-1

3-9. GROUP 8 - GUIDONS AND STREAMERS.

- a. Guidons.
 - (3) The emblem may be replaced.
 - (1) Any or all lettering or numbers may be replaced.
 - (4) The heading, lining or leather tabs may be replaced.
 - (2) The base may be replaced.
- b. Streamers shall not be repaired.

SECTION IV

PACKAGING AND STORAGE

4. GENERAL.

The following packaging and packing requirements for domestic shipment and storage, or overseas shipment, shall be used for central procurement and depot packaging and packing requirements.

4-1. PACKAGING.

- a. All flags shall be unit pack of one each.
- b. All flags, guidons or items of this nature made of wool bunting, nylon and wool bunting, or wool in other compositions shall be thoroughly dusted over its entire area with naphthalene or paradichlorobenzene flakes or crystals conforming to Specification R-N-90 or MIL-P-15067, respectively, before packaging. Flags or items made of cotton, silk or substitute materials shall not be dusted with naphthalene or paradichlorobenzene.
- c. All flags shall be packaged in accordance with MIL-P-116B, Method 1A8.
- d. All flags shall be tightly rolled or folded and wrapped individually in not less than 50 pound-basic weight Kraft paper, stock No. 6750-634100, and sealed with tape-gummed sealing paper, stock No. 6750-822000.

- e. All flags shall be packaged in a bag made of barrier material conforming to Specification MIL-B-131B, Class I, stock No. 6750-004719.
 - f. Intermediate containers shall conform to Specification JAN-P-108, LLL-B-631, or LLL-B-636. The gross weight of intermediate containers shall not exceed 20 pounds.
 - g. Unit packages, intermediate and exterior shipping containers shall be marked in accordance with MIL-STD-129.
- 4-2. The size and material composition shall govern the manner in which flags are packaged. Silk flags shall be packaged in a different manner than wool or woolen composition flags of the same dimensions. Flags and items of this nature shall be grouped according to size and material composition and packaged as follows:
- a. All base flags, made of cotton, bunting wool or woolen composition bunting, size 10 by 19 feet, shall be folded (see figure 4-1) and tightly rolled and tied (see figure 4-2), then wrapped in not less than 50 pound-basic weight Kraft paper, stock No. 6750-634100, and sealed

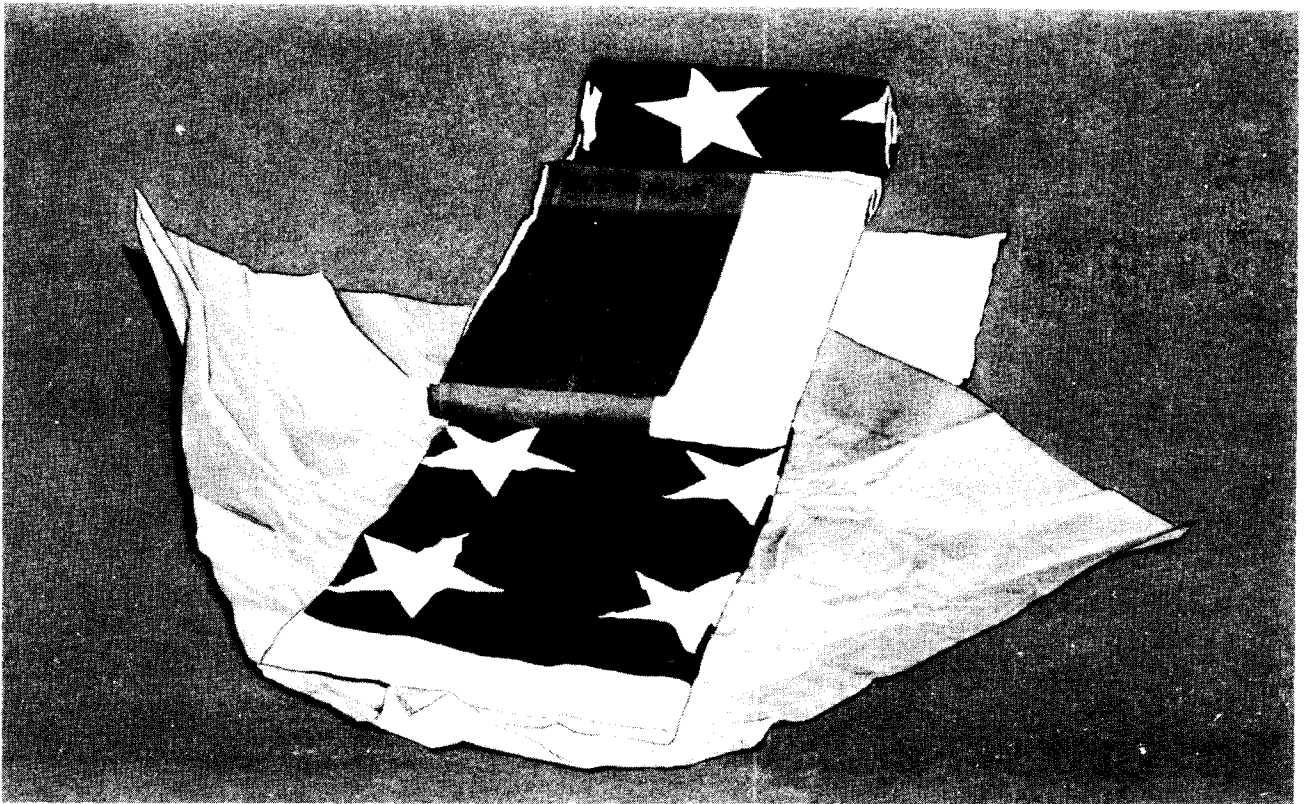


Figure 4-1

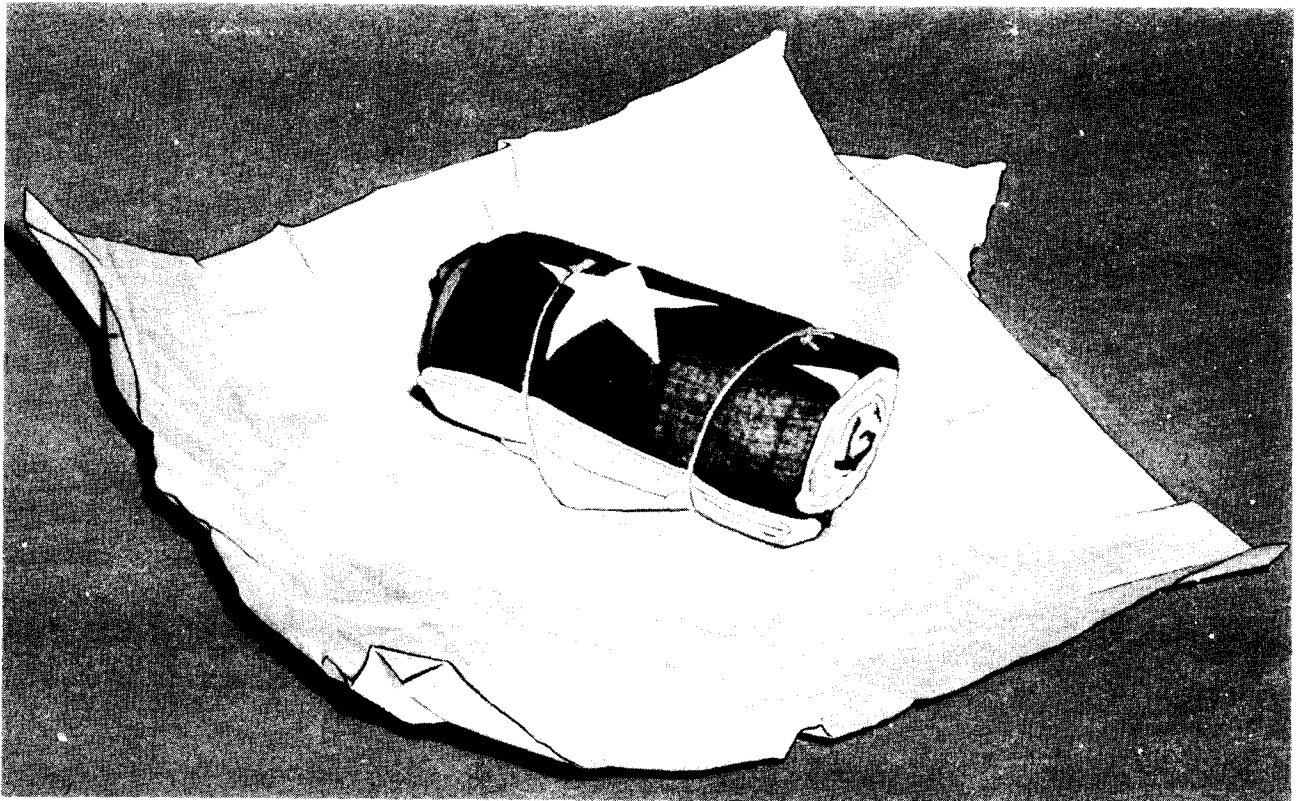


Figure 4-2

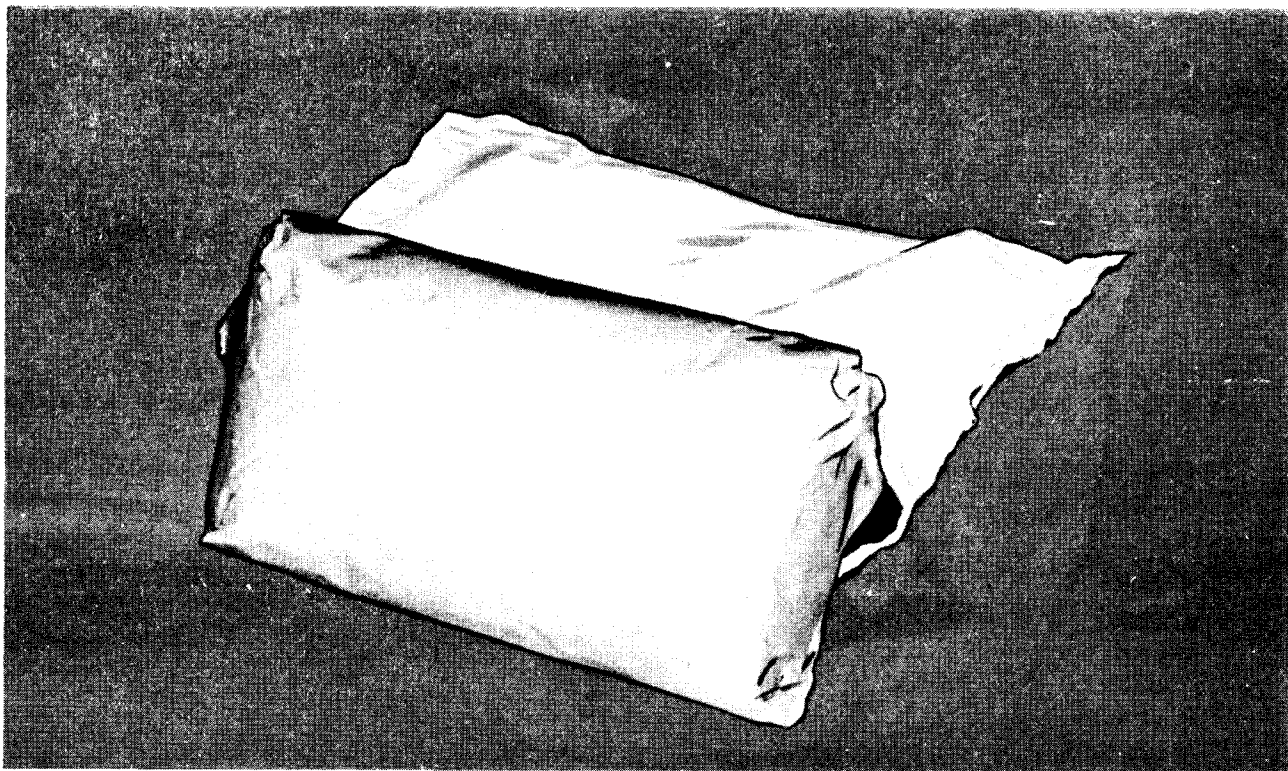


Figure 4-3

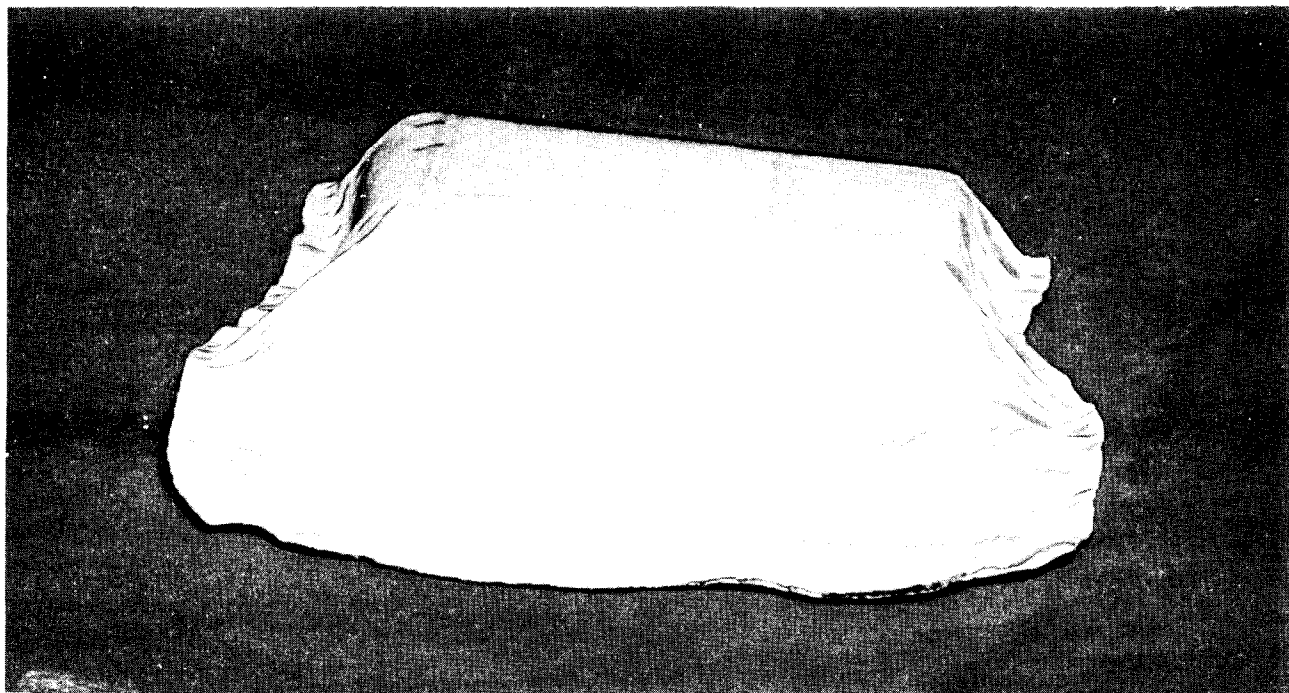


Figure 4-4

with tape-gummed sealing paper, stock No. 6750-822000. (See figure 4-3.) Each flag shall be packaged in a bag made of barrier material, stock No. 6750-004719, conforming to MIL-B-131B, Class I. (See figure 4-4.)

b. All flags or guidons 5 by 9 feet 6 inches, made of cotton bunting, wool or woolen composition bunting shall be folded five times into a rectangular fold in the following manner:

Using a 5 by 9 foot 6 inch flag as an example:

Fold No. 1 - Fold the bottom to the top, dimension reduced to 2 feet 6 inches by 9 feet 6 inches.

Fold No. 2 - Fold the hoist end to the fly-end. Dimension reduced to 2 feet 6 inches by 4 feet 9 inches.

Fold No. 3 - Then fold the longer dimension of the rectangle, dimension reduced to 2 feet 6 inches by 2 feet 4-1/2 inches.

Fold No. 4 - Fold the longer dimension again, dimension reduced to 1 foot 3 inches by 2 feet 4-1/2 inches.

Fold No. 5 - Fold the longer dimension of the rectangle again, dimension reduced to 1 foot 3 inches by 1 foot 2-1/4 inches.

Each flag shall then be wrapped in Kraft paper, sealed with tape and packaged in a bag made of barrier material conforming to stock numbers as referenced in paragraph 4-2.a.

c. All flags and streamers made of silk or synthetic substitute materials shall be sandwiched between overlapping tissue paper (see figure 4-5) and rolled open width on a convolute or spiral wound chipboard tube (see figure 4-6). The tube dimensions shall be six inches longer than the hoist width of the flag or streamer, with a 1.5 inch ID by 3/16 wall thickness. The tissue paper overlapping the tube shall be tucked inside the tube ends. The flag or streamer shall be wrapped in Kraft paper, stock

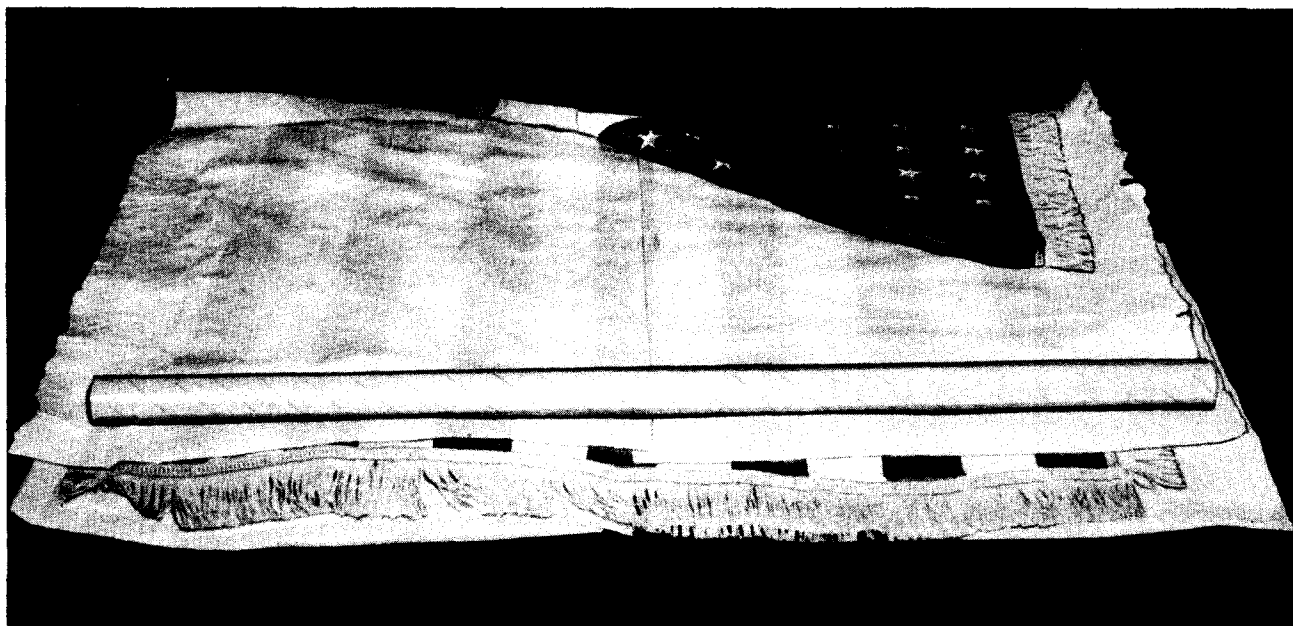


Figure 4-5

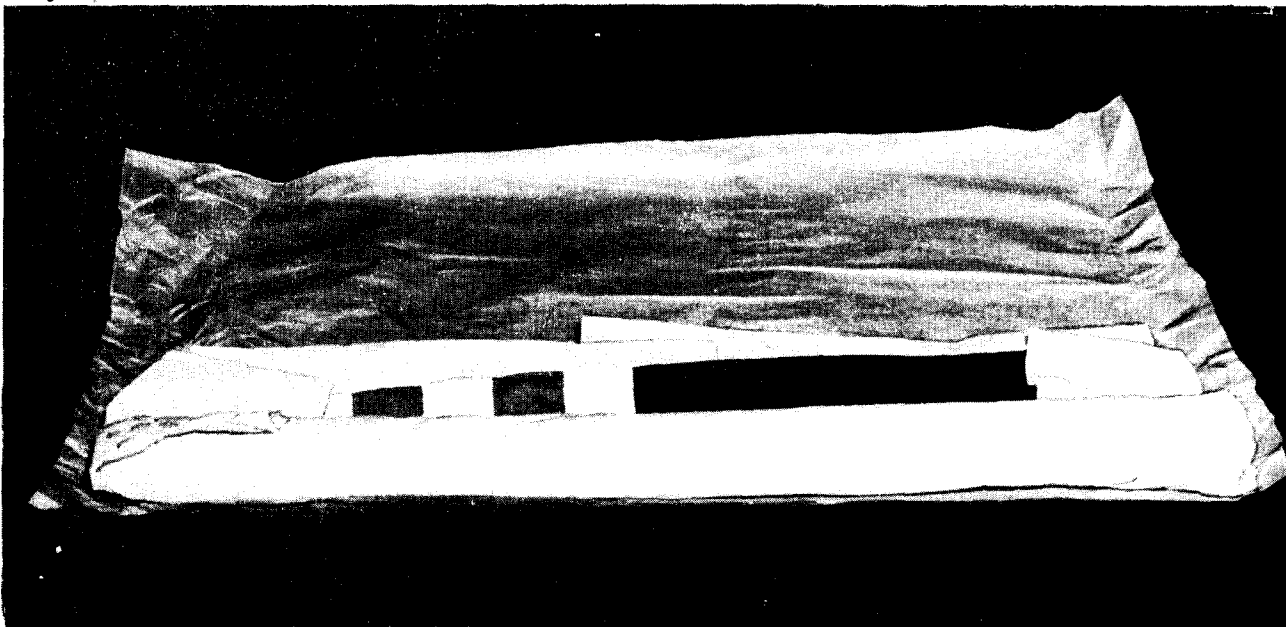


Figure 4-6

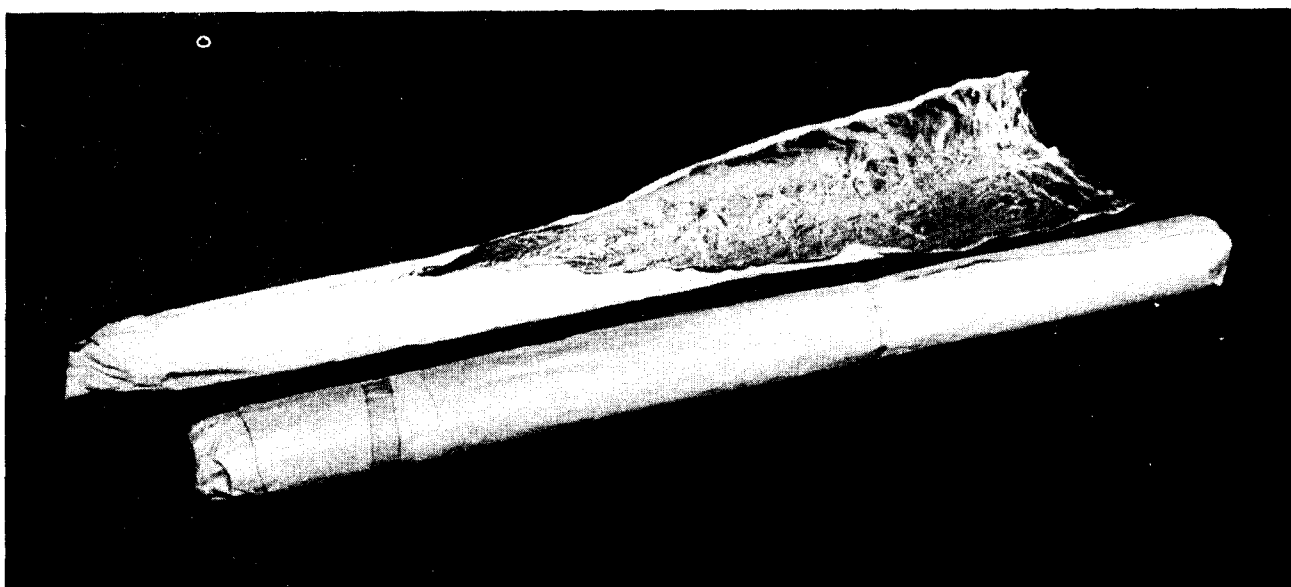


Figure 4-7

No. 6750-634100, and sealed with tape-gummed paper, stock No. 6750-634100, at each end and lengthwise in two places. (See figure 4-7.) Each flag or streamer shall then be packaged in a bag made of barrier material, stock No. 6750-004719. (See figure 4-8.)

4-3. PACKING.

a. For Domestic Shipment, Immediate Known Use - Flags, guidons, streamers

and pennants, shall be packed in accordance with Motor Freight Classification Rules, or Postal Regulations, whichever may be applicable. When fiberboard is used for container construction, the Mullen test shall be no less than 200 pounds. The gross weight of wood boxes shall not exceed 200 pounds.

b. For Domestic Shipment and Storage - All flags, guidons, streamers and pennants

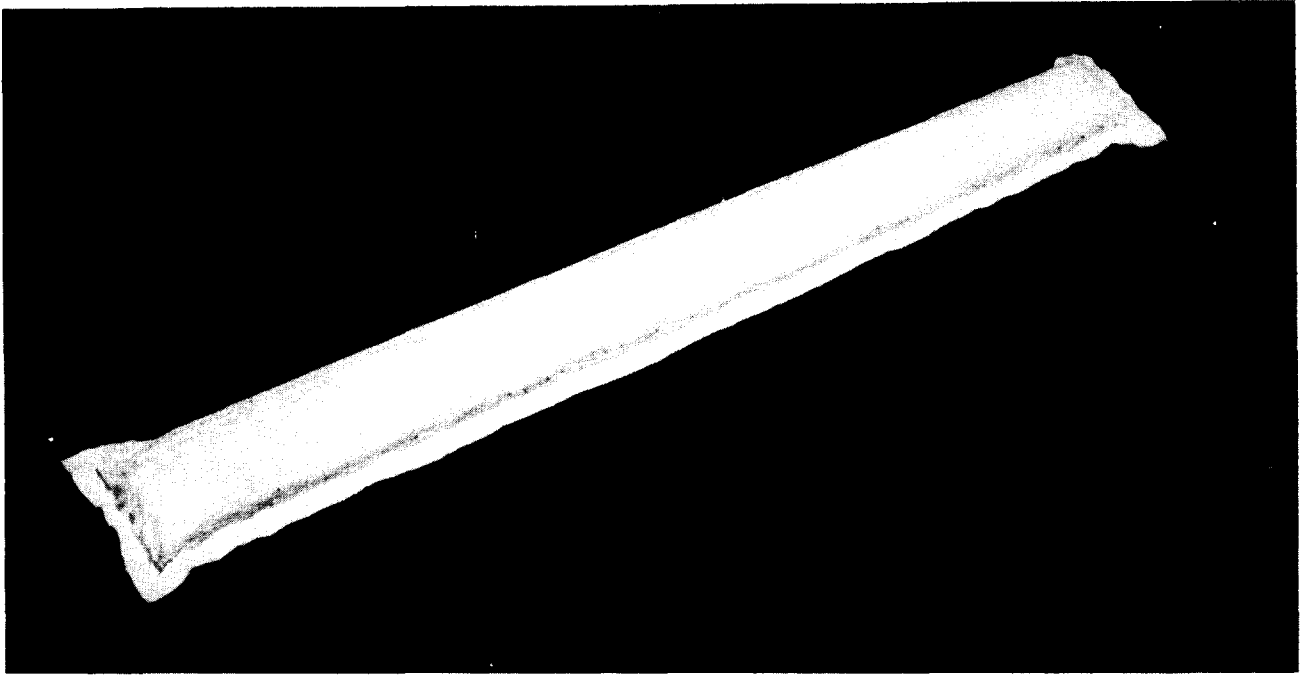


Figure 4-8

shall be packed either in snug-fitted wood cleated fiberboard, cleated plywood, nailed wood, corrugated or solid fiberboard boxes conforming to Specification NN-B-591, NN-B-601, NN-B-621, LLL-B-631, or LLL-B-636. Fiberboard boxes shall have a Mullen test of 275 pounds or more. The gross weight of wood boxes shall not exceed 70 pounds.

c. For Overseas Shipment - Flags, streamers, guidons and pennants shall be packed in snug fitting wood cleated fiberboard, wood cleated plywood, nailed wood or fiberboard boxes conforming to Specification JAN-P-104, PPP-B-601, or JAN-P-108. Plywood shall conform to Type A or B, Condition I, of Specification JAN-P-139. Boxes shall be lined with a sealed waterproof case liner conforming to Type I, Grade A or B, Class 2, of Specification MIL-L-10547, and Appendix. Shipping containers shall be

closed and strapped in accordance with the appendix of the applicable container specification. Flat steel strapping shall conform to Class A or B of Specification QQ-S-781. The gross weight of wood boxes shall not exceed 150 pounds. Case liners will not be required when the item is packaged in fiberboard boxes conforming to Specification JAN-P-108 Appendix I, thereto.

d. When practicable, each container shall contain an identical number of items and shall be able to withstand storage, rehandling and reshipment without the necessity of repacking. Cushioning method and materials required to protect items from damage shall be in accordance with Specification JAN-P-100, except that shredded newspaper or excelsior will not be used.

SECTION V

STORAGE

5-1. STORAGE AREA.

Whenever possible, a building with the outer walls constructed of either brick or concrete, and not subject to extreme temperatures should be selected for storage purposes. A building with a temperature range of 32° to 90°F is an ideal location. The floor of the area selected is to be free of water, oils, grease, acids or other materials which are injurious to textile material.

5-2. METHOD OF STORAGE.

a. Flags or items of this nature received in either cardboard, wood, or other type of containers should not be unpacked prior to placing in storage. When a large stock is maintained, the flags or items will be segregated as to specification and type with further segregation being accomplished as to size. Storage in stock units for the purpose of utilizing available floor space is not permissible unless the containers used for shipment are constructed of wood or the equivalent. When received in containers of this type and stored by stacking, the height of each unit will

be controlled by the type of material used in the fabrication of each container. Stock units will not be of sufficient height to cause the containers in the lower tier to become crushed.

b. Wooden pallets with an open space of three inches or more between the floor and lower side of each platform are to be fabricated locally and used to prevent the flags or items stored thereon from coming in contact with the floor.

c. All flags or items of this nature will be properly tagged and stored in such a manner that the oldest stock is consumed first. Any serviceable flags or items returned to stock for reissue will be issued prior to new stock.

d. Installations maintaining only a few flags or items in stock may use available storage facilities, including closed boxes or cabinets, so located as to avoid extreme temperatures or other harmful conditions outlined in paragraph 5-2.