

ASM REVISION

Postal Facilities to Fly POW-MIA Flags



Effective immediately, *Administrative Support Manual* (ASM) 11 is amended to require the display of POW-MIA flags at postal facilities, according to the Defense Authorization Act, Public Law 105-85, section 1082, which President Clinton signed into law on November 18, 1997. POW-MIA flags are now available from the General Services Administration (GSA). The Postal Service (and specific other government agencies) must fly the POW-MIA flag on these designated days each year:

- Armed Forces Day, the third Saturday in May.
- Memorial Day, the last Monday in May.
- Flag Day, June 14.
- Independence Day, July 4.
- National POW-MIA Recognition Day, the third Friday in September.
- Veterans Day, November 11.

Note: If any of these days fall on a non-business day, postal facilities are required to display the POW-MIA flag on the last business day before the designated day.

Local groups such as the community chapter of the Veterans of Foreign Wars often contact postmasters offering to provide a POW-MIA flag. Any flags flown at postal facilities must meet required size and style specifications outlined in the ASM. Approved flags are nylon with a canvas and grommet heading and have a double-sided seal so the caption and figure read on both sides.

Saturday, May 16, 1998, is the first day that postal facilities must fly the POW-MIA flags. Postmasters may wish to hold a community flag-raising ceremony with interested local groups. You can order a POW-MIA flag now in sufficient time for display.

Ordering Instructions

In compliance with this new law requiring the display of POW-MIA flags, the Postal Service material distribution centers must order through the GSA and can offer the sizes listed below:

Order a POW-MIA flag based on the size of your United States flag.

If using this size US flag	Order this size POW-MIA flag	Use this POW-MIA flag NSN	POW-MIA flag price
US: 5' x 9' 6" or larger	POW-MIA: 4' x 6'	8345-01-452-6283	\$29.32
US: 3' 6" x 6' 7-3/4"	POW-MIA: 3' x 5'	8345-01-452-8114	\$21.09
US: 2' 4-7/16" x 4' 6"	POW-MIA: 2' x 3'	8345-01-452-8111	\$16.02

Use a FEDSTRIP Activity Address Code as with any normal supply requisition by completing PS Form 7380, *MDC Supply Requisition*, and sending it to the following address:

MATERIAL DISTRIBUTION CENTER
 ATTN SUPPLY REQUISITIONS
 US POSTAL SERVICE
 500 SW MONTARA PKWY
 TOPEKA KS 66624-9607

Allow 7–14 days for delivery.

Special Ordering Instructions for Other Sizes and Headings

If a different size flag (e.g., 5' x 8') or heading type (distance line with ring and snap-hook) is required, call:

GSA FORT WORTH ORDER DESK
 817-978-2051/2604
 FAX: 817-978-2605

Or mail your order to:

GSA/FSS/7FXMR
 819 TAYLOR ST
 FORT WORTH TX 76102

Administrative Support Manual (ASM)

4 Relations With Other Organizations
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47 Flags

471 U.S. Flag Display at Postal Facilities

471.1 Which May Be Displayed

Except as governed by host facilities as noted in 472.21, the only flags to be displayed at postal facilities are the flag of the United States of America, the Postal Service Flag, the POW-MIA flag, and, when authorized by the senior vice president of Corporate Relations, flags directly related to the programs, missions, and activities of the United States Postal Service. Flags of states, commonwealths, or local governments must not be displayed.

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475 POW-MIA Flag Display

475.1 Policy

The Defense Authorization Act, Public Law 105-85, section 1082, requires that postal facilities display the POW-MIA flag on six specified days each year:

Armed Forces Day	Third Saturday in May
Memorial Day	Last Monday in May
Flag Day	June 14
Independence Day	July 4
National POW-MIA Recognition Day	Third Friday in September
Veterans Day	November 11

Note: If any of these days fall on a non-business day, postal facilities are required to display the POW-MIA flag on the last business day before the designated day.

475.2 Display

475.21 Description

The POW-MIA flag that may be flown at postal facilities is the National League of Families POW-MIA flag that is recognized officially and designated by Public Law 101-355, section 2.

475.22 Regulations

The POW-MIA flag must be displayed in a manner designed to ensure visibility to the public.

475.23 Placement With the United States Flag

No other flag should be placed above or, if on the same level, to the right of United States flag.

475.3 Requisitioning New POW-MIA Flags

To order, use the FEDSTRIP Activity Address Code as for any normal supply requisition on PS Form 7380, *MDC Supply Requisition*, to the following address:

MATERIAL DISTRIBUTION CENTER
 ATTENTION: SUPPLY REQUISITIONS
 UNITED STATES POSTAL SERVICE
 500 SW MONTARA PARKWAY
 TOPEKA KS 66624-9607

This revision will be incorporated in ASM 12 and in an incremental update of the ASM found via the Policies and Procedures page of the Intranet found at <http://blue.usps.gov>.

—Corporate Relations, 3-12-98

ASM REVISION

Significant Changes in Freedom of Information Act Implementation, Including New Format

Effective immediately, *Administrative Support Manual* (ASM) 352 is revised to reflect changes in the Freedom of Information Act (FOIA), 5 U.S.C. 552. The changes, enacted by the “Electronic Freedom of Information Act Amendments of 1996” (Public Law 104-231) are to:

- Amend the definition of “Records” to make it clear that the definition includes computer records as well as paper records (see 351.11).
- Require the Postal Service to provide records in the format specified by the requester if the records are maintained in that format or if they can be readily reproduced in that format (see 352.411). This requirement is a change from past policy that allowed the agency to choose the format for disclosure.
- Provide that records described at 352.412, 352.413, and 352.414 and created by the Postal Service on or after November 1, 1996, will be available as of November 1, 1997, in electronic format at the Postal Service’s World Wide Web site at <http://www.usps.gov> (see 352.415).
- Add to categories of records readily available to the public in the Headquarters Library or on the Postal Service’s World Wide Web site a new category of records consisting of records processed and disclosed after March 31, 1997, in response to an FOIA request, which have been or are likely to be the subject of subsequent requests for substantially the same records (see 352.414).
- Extend the time limit to respond to an FOIA request from 10 working days to 20 (see 352.522).