

# RETIREMENT FLAGS

## HOW TO REQUEST A FLAG TO BE FLOWN FROM USS CHIEF MCM-14

The crew of the USS CHIEF is honored to fulfill flag requests for retirement ceremonies and gifts. Please review the following guidelines.

### WHAT TO INCLUDE IN YOUR PACKAGE:

#### One United States Flag

#### Point of Contact Name and Email Address

#### Honoree Information

Your flag will be returned with a Certificate of Authenticity for the honoree. Include the following:

Rating:

Warfare:

First name:

Middle initial:

Last name:

Years of service:

Retirement Date:

Ceremony Date:

#### Self-Addressed Pre-paid Box or Envelope

This box or envelope will be used to return your ensign. Include the following:

#### Your Mailing Address

Neglecting to include a mailing address will significantly delay your delivery.

### **\*\*Return Postage from 96662 (Sasebo, Japan)\*\***

The sender must pay shipping costs as we do not have funds allocated nor are we authorized to use official mail (MPS). Ask your postal clerk to affix the proper return postage from zip code 96662.

Packages with insufficient return postage will be held until postage is received. *Note: We are unable to return flags via FEDEX, UPS, DHL, or other commercial carriers. Please use only the United States Postal Service (USPS).*

#### Recommended Box and Envelope Sizes

The return box or envelope needs to be large enough to accommodate the folded flag and the Certificate of Authenticity. For a 3'x5' flag, the recommended box size is 11-1/2"x13-1/8"x2-3/8" or larger and the recommended envelope size (inside dimensions) is 10.5"x15.25" or larger. *Note: USS CHIEF is home-ported in Sasebo, Japan which experiences a very humid rainy season. Paperboard and Kraft envelopes do not hold up well in this climate. Please use boxes or water-resistant envelopes.*

### MAIL YOUR FLAG TO:

Command Senior Chief

ATTN: Flag POC

USS CHIEF MCM-14

Unit 100164 Box 1

FPO, AP 96662

**CMDCM Richard Schaefer**

[cmc@mcm14.navy.mil](mailto:cmc@mcm14.navy.mil)

**Flag POC**

[chief.flags@mcm14.navy.mil](mailto:chief.flags@mcm14.navy.mil)