



United States  
Department of  
Agriculture

Assistant Secretary  
for Administration

1400 Independence  
Avenue SW

Washington, DC  
20250

TO: All USDA Employees

FROM: Dr. Gregory Parham  
Acting Assistant Secretary  
for Administration

OCT 23 2012

SUBJECT: Civilian Service Recognition Act of 2011

On December 20, 2011, President Obama signed into law the 'Civilian Service Recognition Act of 2011' (Pub.L. 112-73). This Act allows for the presentation of a United States flag on behalf of certain deceased Federal civilian employees.

The USDA Secretary, as the head of an executive agency, may give a U.S. flag in memory of an individual who: (1) Was an employee of the agency; and (2) Dies of injuries as a result of his or her employment, or suffered as a result of a criminal act, an act of terrorism, a natural disaster, or other circumstance as determined by the President.

The employee's widow or widower, child, sibling, or parent should submit the request. If a next of kin does not request a flag, the Director of the Office of Personnel Management may consider a request from someone else.

Upon receipt of a request, the Office of Operations, Protective Operations Division, will fly a flag over the USDA Headquarters South Building in Washington D.C. in memory of our fallen colleague. The flag, along with a letter from the Secretary and a certificate, will be sent to the requestor.

Departmental Regulation 5160-006, Display and Use of the Flag, will be updated to include requirements of this Act. Additional updates may be made to the USDA Regulations when the Director of the Office of Personnel Management, in coordination with the Secretary of Defense and the Secretary of Homeland Security prescribe regulations for implementation of this Act.

Submit requests for flags to USDA, Office of Procurement and Property Management, Attn: Civilian Service Recognition Act coordinator, Mailstop 9304, 1400 Independence Ave, SW, Washington, D.C. 20250.