



DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF, ARMY RESERVE  
2400 ARMY PENTAGON  
WASHINGTON, DC 20310-2400

Chief, Army Reserve Staff Group

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Reserve Ambassador Flag

1. Enclosed are the US Army Reserve Ambassador Flags for your use and retention. Six flags are being issued to the Regional Readiness Commands (RRC). One will be for the RRC's use and the additional flags will be issued to future Ambassadors, also included are flags for current Ambassadors that did not attend the annual conference in June.
2. Display the flag when an Ambassador is present at an event or function. We recommend the flag be placed with other GO Flags between 2-star and 1-star flags, or if 2-star flag is not present, where a 2-star flag would normally be displayed. This recommendation was coordinated with Department of the Army Protocol Office. There is no written guidance on where the flag should be displayed but should be considered positional flags.
3. The RRC will also be issued "end of term flags". These flags will be issued to the Ambassador after his/her final tour of duty as an Ambassador. The original Ambassador flag must be returned to the RRC at the end of the Ambassador's term. It is the RRC's responsibility to retrieve the original flag issued to the Ambassador. The original flag will be maintained by the RRC and given to incoming Ambassadors to use during their tenure.
4. These flag will not be reissued by OCAR. If lost or misplaced or destroyed, it is the responsibility of the RRC to replace the flag at his/her expense. Also enclosed is a receipt for our records. Please sign, date and return as soon as possible.

Sincerely,

A handwritten signature in cursive script, reading "LaWanda York", is positioned above the typed name.

LaWanda York  
Ambassador Program Manager