

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 84-105**



17 JUNE 2021

History

**ORGANIZATIONAL
LINEAGE, HONORS AND HERALDRY**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this instruction.

OPR: AFHRA/RSO

Certified by: AF/HO
(Mr. Walter A. Grudzinskas)

Supersedes: AFI 84-105, 19 July 2019

Pages: 43

This instruction implements Air Force (AF) Program Directive (AFPD) 84-1, *History and Heritage Management* and AFPD 38-1, *Manpower and Organization*. It provides guidance and procedures for determining and disseminating organizational heritage information including lineage, honors, heraldry, organizational actions, and aerial victory credits. This instruction applies to all civilian employees and uniformed members of the United States Space Force (USSF), United States Air Force (USAF), Air National Guard (ANG), and AF Reserve (AFR). While the ANG maintains the lineage, honors, and heraldry programs of all ANG units, this instruction applies to all members of the ANG. Ensure all records generated as a result of processes prescribed in this instruction adhere to AF Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the AF Records Disposition Schedule, which is located in the AF Records Information Management System. Refer recommended changes and questions about this instruction to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command and AF Historical Research Agency (AFHRA), 600 Chennault Circle, Maxwell AFB, AL 36112-6424. This instruction may be supplemented at any level, but all supplements must be routed to the OPR of this instruction for coordination prior to certification and approval. The authorities to waive wing/delta/unit level requirements in this instruction are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The OPR of this instruction retains

final approval authority for waivers to all non-tiered requirements. Compliance with the attachments in this instruction is mandatory.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. The major changes include removing the Headquarters Air Force Director of Staff (HAF/DS) as the final approval authority for emblem changes and instead making the AF/HO final approval authority; defining the roles and responsibilities of the AFHRA in relation to USSF; and further clarifying units that are eligible for official emblems, ANG heraldry procedures, and specified emblem design concepts.

Chapter 1—ROLES AND RESPONSIBILITIES	4
1.1. AF History and Museums Policies and Programs (AF/HO).....	4
1.2. AF Historical Research Agency (AFHRA).	4
1.3. History Offices at Major Command (MAJCOM), Field Command (FIELDKOM), FOA, and Direct Reporting Unit (DRU) HQ.....	4
1.4. DAF Field Historians.....	4
1.5. Manpower, Organization and Resources Staffs at MAJCOM, FIELDKOM, FOA, HQ USAF Resources Directorate (SAF/AAR), and DRUs.....	4
1.6. Organization Division, Directorate of Manpower, Organization and Resources (AF/A1MO).	5
1.7. National Guard Bureau’s Air National Guard History Office (NGB/HO).	5
Chapter 2—ORGANIZATIONAL LINEAGE AND HONORS	6
2.1. Lineage.....	6
2.2. Expeditionary Provisional Organizations.	6
2.3. Temporary Bestowal of Honors and Emblems.	7
2.4. Organizational Terminology.....	7
Chapter 3—AF HERALDRY	8
3.1. Purpose of DAF Heraldry.....	8
3.2. Eligibility for Official Emblems and Mottoes.	8
3.3. Standardized Heraldry for Establishments.....	9
3.4. Standardized Heraldry for Units.	9
3.5. Use and Control of Organizational Emblems.	10
3.6. Processing USAF heraldry requests.....	10
3.7. Heraldic Standards.....	13

DAFI84-105 17 JUNE 2021	3
3.8. Paper Emblem Files.	15
Table 3.1. Organizational Emblems.....	16
Figure 3.1. Shield Design Format and Example of Emblem for Groups and above (All Flag Bearing Organizations).	17
Figure 3.2. Disc Design Format and Sample Emblem for Squadrons and Equivalentents.	18
Figure 3.3. Flow Chart for Emblems.....	19
Chapter 4—AF ORGANIZATION STATUS CHANGE REPORT	20
4.1. Preparation.....	20
4.2. Format.....	20
Chapter 5—CONFIRMATION AND PUBLICATION OF USAF AERIAL VICTORY CREDITS	21
5.1. Authority for Confirming USAF Aerial Victory Credit Awards.	21
5.2. Validation Procedures.....	21
5.3. Revising the Official Aerial Victory Credit Lists.	21
5.4. Publication of Aerial Victory Credit Lists.....	22
5.5. Remotely Piloted Vehicles Aerial Victories.	22
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	23
Attachment 2—SAMPLE FORMAT FOR COMMANDER’S SIGNED EMBLEM REQUEST LETTER	28
Attachment 3—SAMPLE FORMAT FOR THE AF ORGANIZATION STATUS CHANGE REPORT	29
Attachment 4—HOW TO PREPARE THE USAF AND USSF ORGANIZATION STATUS CHANGE REPORT	30
Attachment 5—SAMPLES OF DOCUMENTS SUPPORTING AERIAL VICTORY CREDIT AWARDS	34
Attachment 6—USF VARIATIONS FROM USAF HERALDRY STANDARDS AND PROCEDURES	38
Attachment 7—CONTROLLED MULTIPLE ADDRESS LETTERS (CAML) NO. 18-01 CONCERNING OPERATIONAL CAMOUFLAGE PATTERN	40

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. AF History and Museums Policies and Programs (AF/HO). Sets out guidance on the Department of the AF (DAF) organizational lineage, honors, and emblems (heraldry). Convenes boards of review, if needed, to confirm or change aerial victory credit awards.

1.2. AF Historical Research Agency (AFHRA). AFHRA is a Field Operating Agency (FOA) reporting to AF/HO. AFHRA is the DAF's central repository of historical information. The Director (AFHRA/DR), working through the Organizational Histories Team (AFHRA/RSO), implements policies for and determines organizational lineage and honors. AFHRA/DR approves organizational emblems. AFHRA/RSO also verifies unit honors, collects organizational data, tabulates and reports heritage scores of selected organizations, including wings and flying units, and related assessments, and prepares the monthly consolidated USAF and USSF Organization Status Change Report. AFHRA/RSO confirms USAF aerial victory credit awards and publishes corrected lists as needed. Additionally, the AFHRA will provide organizational lineage & honors and heraldry support to the USSF, in the same capacity and by the same standards as support provided to the USAF. USSF variations from standard USAF procedures are described in [Attachment 6](#).

1.3. History Offices at Major Command (MAJCOM), Field Command (FIELDKOM), FOA, and Direct Reporting Unit (DRU) HQ. MAJCOM, FIELDKOM, FOA, and DRU history offices are the points of contact for all heraldry proposals. They advise on the historical aspects of organizational actions affecting the lineage and honors of establishments and units. Staffs at FOAs and DRUs without historians process heraldry proposals and consult on changes affecting organizational lineage directly with AFHRA/RSO. History offices also work to ensure that AFHRA/RSO receives documentation and orders concerning the award of aerial victory credits. History offices work to collect and include in organizational histories all special orders awarding unit honors, such as the AF Outstanding Unit Award and the AF Organizational Excellence Award.

1.4. DAF Field Historians. Historians maintain knowledge of the contents of this instruction and advise their commanders and staffs on its standards and procedures. They also provide the documentation necessary for AFHRA/RSO to compile and maintain accurate and complete lineage, honors, and heraldry data on their organizations and documentation to confirm aerial victory credits. (T-1).

1.5. Manpower, Organization and Resources Staffs at MAJCOM, FIELDKOM, FOA, HQ USAF Resources Directorate (SAF/AAR), and DRUs. Coordinate proposed organizational actions affecting units and establishments with their respective history offices. MAJCOMs, FIELDKOMs, SAF/AAR, and those AF FOA and DRUs publishing their own administrative orders on unit changes must submit the AF Organization Status Change Report to AFHRA/RSO by the last day of each month. (T-1). These organizations ensure that AFHRA/RSO is on distribution for all special orders and movement orders affecting organization changes.

1.6. Organization Division, Directorate of Manpower, Organization and Resources (AF/A1MO). AF/A1MO is responsible for AF organizational guidance and changes. AF/A1MO coordinates organizational change proposals affecting the lineage and honors of units and establishments with AF/HO. AF/A1MO sends copies of the final authorization instruments to AFHRA/RSO.

1.7. National Guard Bureau's Air National Guard History Office (NGB/HO). The Director of NGB/HO working through the NGB/HO heraldry manager approves organizational emblems for ANG units and implements policies for and determines organizational lineage and honors. NGB/HO is responsible for ANG organizational guidance and changes. They also provide the documentation necessary to compile and maintain accurate and complete lineage, honors, and heraldry data on their organizations. The NGB/HO is the point of contact for all ANG related heraldry proposals. They advise on the historical aspects of organizational actions affecting the lineage and honors of establishments and units. Units without historians process heraldry proposals and consult on changes affecting organizational lineage directly with NGB/HO. ANG wings will also work to collect all special orders awarding unit honors, such as the AF Outstanding Unit Award and the AF Organizational Excellence Award.

Chapter 2

ORGANIZATIONAL LINEAGE AND HONORS

2.1. Lineage. Lineage is the unique, official, traceable record of organizational actions specific to each DAF organization. Lineage is the sole determinant of an organization's rights to history, honors, and emblems. Lineage allows the DAF to change unit designations and physical locations without the loss of a unit's past combat record of performance or previous recognition.

2.1.1. A current organization may have existed with a different number, designation, echelon, or all three, but lineage traces all changes to its current designation. The designation, assignment, station, function, personnel, and equipment of an organization might change, but its lineage continues despite those changes.

2.1.2. One organization may not claim the lineage and honors of another organization even if it has had the same function, station, personnel, or equipment as another organization, and even if it has had a similar designation as another organization.

2.1.3. The lineages of permanent organizations are continuous. Neither inactivation nor disbandment terminates a permanent organization's lineage or heraldry.

2.1.4. There are two types of provisional organizations: traditional and expeditionary.

2.1.4.1. The lineages of traditional provisional organizations (i.e., temporary organizations established for short-term purposes) terminates when the USAF or USSF inactivates the organization. The USAF or USSF will not revive this kind of provisional organization.

2.1.4.2. AF/AIMO may convert permanent organizations to provisional status, and may convert them back to permanent status (see rainbow units in [paragraph 2.2.2](#)).

2.1.5. The USAF or USSF may not transfer honors from one organization to another except in cases of bestowed honors (see [paragraph 2.3](#)) and conferred honors (see [paragraph 2.2.1.3](#)).

2.1.6. The AFHRA determines official lineage and honors data for regular USAF or USSF organizations and AF Reserve organizations. The AFHRA compiles and issues lineage and honors histories on the activation of inactive organizations with previous records of active service (first priority) and when requested by an organization (second priority). The NGB/HO is responsible for ANG organizational histories and ANG lineage and honors matters. (T-1).

2.2. Expeditionary Provisional Organizations. All expeditionary organizations are, by definition, provisional (see AFI 38-101, *Manpower and Organization*). There are two types of expeditionary provisional organizations: major force provider and rainbow.

2.2.1. Major Force Provider is an expeditionary unit that draws the preponderance of its forces or command element from a single active unit. This wartime or contingency organization uses the numerical unit designation of the unit providing the preponderance of forces (major force provider).

2.2.1.1. The major force provider's unit corresponds to the active unit from which it derives the majority of its resources at the same echelon and carries its designation with the additional word "Expeditionary."

2.2.1.2. Such an expeditionary unit may temporarily borrow the lineage and honors history from the active unit from which it derives the majority of its resources, but it cannot claim its lineage. Despite the similarity in designation and personnel, the two organizations are not the same (See [paragraph 2.1.2](#)).

2.2.1.3. This type of expeditionary organization may only have its honors conferred upon its aligned permanent organization at the same organizational level. Honors may not be conferred to a higher echelon organization. For example, any honors earned by the 4th Expeditionary Civil Engineer Squadron would confer on the 4th Civil Engineer Squadron but not on the 4th Mission Support Group or 4th Fighter Wing. To accomplish conferral, the supported expeditionary organization's activation order requires the following statement: "Upon inactivation, any awards or honors earned by (designation of provisional organization) are conferred on (designation of corresponding permanent organization)."

2.2.2. Rainbow. An expeditionary organization formed from the resources of multiple permanent organizations. This wartime or contingency organization does not have an identifiable major force provider.

2.2.2.1. Rainbow organizations are inactive historical units converted to provisional status, assigned to, and activated by major commands as expeditionary organizations (e.g., the 332d Air Expeditionary Group, formerly the 332d Fighter Group). The major command or field command may activate the expeditionary organization, which is usually in a forward location, for an indefinite time, and then inactivate it, so that it could activate again.

2.2.2.2. The lineage of the rainbow expeditionary organization continues as if it were still a permanent unit. The expeditionary organization retains its lineage and honors. Upon its reversion to permanent status, its lineage continues and any history and honors earned as a rainbow expeditionary organization remain with it. Conferral of honors is unnecessary in this case.

2.3. Temporary Bestowal of Honors and Emblems. To perpetuate the heritage of World War II combat groups, the AF may temporarily bestow the history, honors, and emblem of an individual group upon an active combat wing. Although the wing may claim to be the group's legitimate successor, it may not claim lineal descent from the group.

2.3.1. The AF bestows honors upon the wing when aligned numerically with the group. AFHRA confirms such an alignment exists by verifying it in original DAF letters.

2.3.2. Temporary bestowal becomes effective on activation of the wing. The group, inactive or active, must be assigned to the numerically aligned wing. The wing may borrow only history that accrued and honors earned during periods before the wing was first active.

2.3.3. While temporary bestowal is in effect, the wing may display honors earned by the numerically aligned group. The wing may adopt the emblem of its numerically aligned group, if the lineage of the group antedates that of the wing.

2.4. Organizational Terminology. In addition to the definitions in [Attachment 1](#), refer to AFI 38-101 for guidance on organizational terminology.

Chapter 3

AF HERALDRY

3.1. Purpose of DAF Heraldry. Organizations need visible, enduring symbols in the form of emblems to promote esprit de corps, morale, and a sense of heritage. DAF heraldry meets this need only as long as emblems conform to uniform standards and remain unchanged.

3.2. Eligibility for Official Emblems and Mottoes. Constituted organizations (establishments and units) as defined in AFI 38-101 and as documented by publication of an official DAF letter, may have organizational emblems and mottoes, although they are not mandatory. If commanders decide to display organizational emblems, they are required to use official designs approved by AFHRA and registered with The Institute of Heraldry (TIOH) (T-1).

3.2.1. Examples of nonunits not entitled to organizational emblems are directorates, detachments, USAF or USSF elements, operating locations, sections, functional divisions, and named activities. (See AFI 38-101). In no case should the historian become involved in the design of functional images or provide approval of their use and display. These include logos, morale, and directorate patches. An organization that uses a functional image in place of an approved organizational emblem violates [paragraph 3.2](#).

3.2.2. AFI 36-2903, *Dress and Personal Appearance of AF Personnel*, governs the insignia and patches for cadets at the United States AF Academy and the United States AF Academy Preparatory School.

3.2.3. Certain provisional organizations may request an official emblem. The provisional organization's type determines its eligibility.

3.2.3.1. A traditional provisional organization designated for non-expeditionary purposes is not authorized an official emblem.

3.2.3.2. The DAF does not authorize a major force provider "supported" expeditionary organization to have its own emblem. It may use and display the officially approved emblem of the major force provider organization from which it derives the majority of its resources.

3.2.3.3. The DAF authorizes rainbow provisional organizations an official emblem. The organization uses the official emblem approved for it in permanent status or designs and registers an emblem if one does not exist.

3.2.4. Component Numbered AF. In addition to its official emblem, a Numbered AF functioning as a Component Numbered AF under a unified command may design an additional emblem to reflect its component status or geographic area of responsibility. TIOH, in coordination with AFHRA, registers the official design. AFHRA retains copies of the official emblem files for reference.

3.2.4.1. The Component Numbered AF emblem does not replace the official Numbered AF emblem, which continues to display the traditional numbered AF designation in the scroll below the shield.

3.2.4.2. Both Component Numbered AF and Numbered AF emblems comply with the standards pertaining to emblems in [paragraph 3.7](#) of this DAFI, except that Component Numbered AF emblems (for example, AFs North) may depict specific geographical areas appropriate to their command area of responsibility. If the Component Numbered AF opts to depict its area of responsibility, this depiction, presumably a map, does not count against the three-element limit. (See [paragraph 3.7.3.4](#)) If the Component Numbered AF commander chooses to add wording in the scroll, it must not exceed 36 characters (including spaces).

3.2.5. If a constituted organization uses or displays an emblem in any format or manner, it must be an approved, official design registered with the AF Historical Research Agency. A constituted organization must also register its motto with the AFHRA before using or displaying it. (T-1).

3.3. Standardized Heraldry for Establishments. Display emblems of establishments, i.e., headquarters organizations (centers, groups, wings, numbered AFs, major commands) on shields. (See [Table 3.1](#) and [Figure 3.1](#)).

3.3.1. An establishment is a flag-bearing organization and displays its emblem on its flag (See definition of organizational flag in [Attachment 1](#)). A group may use a guidon in addition to a flag at the discretion of the local installation commander; for more information refer to AFI 34-1201, *Protocol*.

3.3.2. Display wing or independent group official designations or motto (if any) in the scroll beneath the shield. Depict the chosen scroll wording consistently in all reproductions of the emblem. A wing or independent group without a motto displays its designation in the scroll.

3.3.3. A group assigned to a like-numbered wing uses the wing's emblem. Display the group's designation in the scroll below the shield. (See [Figure 3.1](#)) A group with a numerical designation differing from that of its parent wing may display its own authorized emblem. Display the group's designation or motto in the scroll below the shield.

3.3.4. Except for wings and independent groups that may display a motto, always display an establishment's official designation in the scroll below the shield.

3.3.5. Designations or mottoes on a shield may not exceed 36 characters and spaces.

3.4. Standardized Heraldry for Units. Units (squadrons, constituted flights, or comparable units) use discs to display their emblems. (See [Table 3.1](#) and [Figure 3.2](#)).

3.4.1. For a unit with a motto, display the motto on a scroll above the disc.

3.4.2. If a unit has no motto, display the unit's designation in a single scroll below the disc.

3.4.3. Designations and mottoes for units may not exceed 30 characters and spaces each. Generally scrolls are 90, 120, or 150 degree arcs to accommodate these characters.

3.4.4. Squadrons and constituted flights use a guidon instead of a flag. Do not display organizational emblems on guidons. (See definition of guidon in [Attachment 1](#)) (See AFI 34-1201).

3.5. Use and Control of Organizational Emblems. An active organization has exclusive use of its currently approved heraldic emblem. AFHRA is responsible for controlling the use of all other emblems. **(T-1)**. Title 18 United States Code (USC) Section 704, *Military Medals or Decorations* and Title 32, Code of Federal Regulations, Part 507, *Manufacture and Sale of Decorations, Medals, Badges, Insignia, Commercial Use of Heraldic Designs and Heraldic Quality Control Program*, current edition, protect images of all organizational emblems.

3.5.1. The AF Branding and Trademark Licensing Office manages the use of an organization's currently approved emblem by non-DAF entities, such as the sports, entertainment, or manufacturing industries, non-profit organizations, and civic groups, as well as when use of the emblem by a federal or non-federal entity may reasonably expect to receive significant regional or national exposure. The AF Branding and Trademark Licensing Office evaluates such requests for compliance with Department of Defense and DAF instructions and, except for certain trademarks under the control of non-appropriated funds instrumentalities, is the sole DAF authority for issuing licenses as appropriate for these symbols and other symbols under the control of the AFHRA. For more details on licensing requirements and procedures, refer to www.trademark.af.mil.

3.5.2. The organization's commander determines all other proper use of the officially approved emblem in accordance with this instruction and other guidance in the reference section.

3.5.3. When an organization inactivates, it includes its heraldic file(s) with samples of patches and decals, as well as flags, guidons and service streamers in its unit heritage box in accordance with DAFI 84-103, *Department of the AF Heritage Program*. Inactivating organizations send the box to the National Museum of the United States AF (NMUSAF), Bldg 489, 1100 Spaatz Street, Wright-Patterson AFB, OH 45433-7102. **(T-3)**.

3.5.4. When the AF schedules an organization to activate again, the MAJCOM, FIELDCOM, FOA, or DRU history office contacts the NMUSAF to facilitate release of the unit heritage box for possible use of the flags or guidons at the activation ceremony. **(T-3)**.

3.5.5. Submission of emblem requests to AFHRA for processing may not begin for an organization before issuance of its activation order. Include a copy of the order as part of the emblem request package. The responsibility for initiating an organizational emblem request rests with the organization commander.

3.6. Processing USAF heraldry requests. (See **Figure 3.3**). (See **Attachment 6** for USSF requests).

3.6.1. Commanders of Regular AF and AF Reserve organizations submit requests by e-mail through AF history channels (wing or center historian and MAJCOM, FOA and DRU historian) for AFHRA final approval of heraldry actions involving emblems, mottoes, revised significance statements, or flag drawings. **(T-1)**. ANG organizations coordinate heraldic actions through the ANG history office. The ANG history office is final approval authority for all heraldry actions involving ANG emblems, mottoes, revised significance statements, and flag drawings. Those roles and responsibilities outlined in this DAFI pertinent to AFHRA are likewise pertinent to the ANG history office. **Note:** MAJCOM, FOA and DRU history offices may forward their command's organizational emblem requests by mail to AFHRA/RSO, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

3.6.1.1. When submitting a request for an emblem or to digitize or modify an approved emblem that no longer meets standards, organizations include the following in the package:

3.6.1.1.1. A memorandum from the organization commander explaining (or justifying) the requested action(s), including what is to appear in the scroll(s). (See sample at [Attachment 2](#)).

3.6.1.1.2. For a new organization, or an organization activating again, a copy of the special order activating it. Contact MAJCOM history office or equivalent history office for assistance if needed.

3.6.1.1.3. A color representation of the design proposal in .jpg or other suitable electronic format rendered in accordance with AF heraldry standards. (See [paragraph 3.3](#) or [paragraph 3.4](#), and [paragraph 3.7](#)) In lieu of submitting a locally-prepared design proposal, the organization may request TIOH provide design assistance in developing sketch options, which reflect the unit's mission and functions, for the commander's review and acceptance. Include copies of the unit's mission and functional statements with the emblem request letter.

3.6.1.1.4. A statement of significance of the elements and colors in the design proposal.

3.6.1.2. Ensure that the emblem request package includes the name of a point of contact (name, Defense Switched Network (DSN) phone number, and e-mail address) who can respond to questions during emblem processing.

3.6.1.3. Wing or center history offices review emblem requests for compliance and endorse subordinate organizations' submissions. MAJCOM, FOA and DRU history offices likewise review and endorse subordinate organizations' proposals and document the endorsement in a formal cover letter or e-mail for official submission to AFHRA. (T-1).

3.6.1.3.1. Emblem proposal packages should be devoid of extraneous materials. This includes duplicate copies of the design proposal, internal command staff summary sheets, unit's lineage and honors history, etc.

3.6.1.3.2. When submitted by e-mail to AFHRA, enter a clear title in the subject line of the message, e.g., Emblem Request Package for 1 Fighter Wing.

3.6.1.3.3. MAJCOM, FOA and DRU historians should request electronic delivery or read receipt confirmation on all e-mail sent to the AFHRA which contain official emblem submission requests.

3.6.2. AFHRA performs the following:

3.6.2.1. Notifies the MAJCOM or equivalent history office when it receives the proposal. (See [paragraph 3.6.1.3.3](#)).

3.6.2.2. Reviews and evaluates the proposal for completeness, accuracy, and conformity with this instruction.

3.6.2.3. Submits it to TIOH for registration and artwork, including the line art drawing, color codes and significance statement, embroidery manufacturing drawing (if ordered), finished computer graphic rendition, and (for an establishment) flag drawing.

3.6.2.4. Approves final emblem design from TIOH.

3.6.2.5. E-mails final emblem package to the MAJCOM or equivalent history office that distributes the final emblem package to the unit. This package includes a digital color copy of the emblem, the approval letter, finished line drawing, subdued color rendition, description, including significance, color codes, manufacturer drawing, and flag drawing (if ordered).

3.6.3. Organizations should receive TIOH registered and AFHRA approved emblem package before arranging acquisition of emblem facsimiles. For patches, see guidance in AFI 36-2903 and Controlled Multiple Address Letter No. 18-01, dated 24 September 2018.

3.6.4. Changes in Mission. Organizations may revise their significance statement to accommodate mission modifications. The organizational commander should coordinate the revised significance statement with a request to AFHRA through their local history office and major command history office.

3.6.5. Changes in Designations or Mottos. Organizations can accommodate redesignations and motto changes by revising the existing designation or motto in the scroll(s). To reflect new designations or mottos:

3.6.5.1. Every establishment submits a request for artwork and flag drawing updates in accordance with [paragraph 3.6.1 \(T-1\)](#).

3.6.5.2. Squadrons and flights may change scrolls locally. The organizational commander should coordinate the emblem with revised scroll(s) with the local historian. The historian should forward the color graphics file to AFHRA through their MAJCOM history office for inclusion in the unit's official emblem file.

3.6.6. Do not revise or replace an approved emblem that meets current standards. Reorganizations, redesignations, mission modifications, changes in weapons systems, changes in station, and other such changes, do not justify changing an approved emblem. **(T-1)**. AFHRA may approve changes to an approved emblem under the following conditions:

3.6.6.1. The emblem violates the standards in [paragraph 3.7](#) regarding favorable reflection on the AF, being simple and uncluttered, or having too many elements or colors. A unit with an approved emblem that does not conform to standards submits a package requesting its modification to meet current heraldic standards.

3.6.6.1.1. Units should preserve the design elements and colors as closely as possible to maintain the lineage and tradition of the organization. Units should not introduce new design elements or colors into the emblem.

3.6.6.1.2. Units requesting to change a Chief of Staff of the United States AF (CSAF)-approved emblem on the basis of new factors or information not available during the CSAF's 1991-1994 heraldry review, or to change an emblem that meets AF heraldry standards, submit the request to AFHRA with MAJCOM history office and the MAJCOM commander or deputy commander endorsement. AFHRA forwards its recommendation to AF/HO, which makes the final determination **(T-1)**.

3.6.6.2. An organization that has had more than one emblem may request to return to its first emblem (i.e., its historical emblem).

3.6.6.2.1. The MAJCOM history office and major command commander or deputy commander endorses the request to return to the historical emblem. (See [paragraph 3.6.6.1.2](#)).

3.6.6.2.2. Do not change elements of the historical emblem except to comply with [paragraph 3.7.5](#).

3.6.6.2.3. Place the historical emblem within the parameters of a shield (See [paragraph 3.3](#)) or disc (See [paragraph 3.4](#)), as appropriate.

3.7. Heraldic Standards.

3.7.1. Emblem designs and mottoes should reflect favorably on the United States AF. Emblems should be original, distinctive, dignified, in good taste and be non-controversial. Designs should embody an environment of dignity, respect, and inclusivity for all.

3.7.2. Organizations without an approved emblem may submit their own design proposal or request design assistance from TIOH (See [paragraph 3.6.1.1.3](#)). Organizations should work with their local history office designing or inquiring about an approved emblem. Seeking assistance early helps avoid delays in emblem processing.

3.7.3. Follow these design element instructions, keeping in mind the purpose of DAF heraldry as stated in [paragraph 3.1](#).

3.7.3.1. Use accepted heraldic symbols or stylized elements.

3.7.3.2. Keep emblem design uncluttered and as simple as possible. A simple, clean design is more identifiable from a distance and easier to reproduce as a patch, letterhead, or other rendition.

3.7.3.2.1. Do not use more than one complex design element, i.e., a group of symbols commonly accepted as one object or system. Use of more than one complex element generally makes a design appear busy and cluttered.

3.7.3.2.2. Overlay of symbols on top of one another is not recommended.

3.7.3.3. Place all symbols and elements within the parameters of the disc or shield.

3.7.3.4. Do not exceed three elements (See definition of element in [Attachment 1](#)).

3.7.3.5. Do not duplicate the AF symbol, existing emblems, occupational badges (or other types of badges). Do not depict flag symbols of any kind (includes bunting). Support organizations may incorporate into their own emblems one element common to their parent organization.

3.7.3.6. Do not include symbols or caricatures associated with foreign nations, extremist groups, racial or gender stereotypes, games of chance, or a specific geographical location. If a globe element depicts landmasses, ensure the landmasses are unrecognizable unless North America is prominently displayed at the center. A globe element may not depict both gridlines and landmasses.

3.7.3.7. Do not depict numbers (**Exception:** Numbered AF emblems and USSF emblems - see [Attachment 6](#)), letters, words, codes, symbols of a gruesome or morbid nature, gambling devices, cartoon-like characters, recognizable type aircraft, or specific equipment. (T-1).

3.7.3.8. Do not violate trademark or copyright laws. (T-0).

3.7.3.9. Do not include very small detail features and accent lines. This makes it difficult to reproduce or embroider on small emblem reproductions. (T-1).

3.7.3.10. Face directional elements to the bearer's right side (dexter), which in heraldry is the position of honor. (See [Figure 3.1](#) and [Figure 3.2](#)).

3.7.4. A motto should be original. The motto should be a simple phrase of meaningful words reflecting the vision or heritage of the organization. A unit may adopt a nickname as a motto, if in good taste.

3.7.4.1. Do not use functional words in the motto that repeat the organization's designation (e.g., "communication," "communicator," or "comm." for a communications squadron).

3.7.4.2. Do not use punctuation such as dashes, dots, commas, exclamation marks or quotation marks, symbols or icons in the motto. Units may use apostrophes for possessive words.

3.7.4.3. Do not use acronyms, abbreviations, or numerals.

3.7.4.4. Mottos should be in English, but if in a foreign language, provide an English translation. The originating organization is solely and completely responsible for the accuracy of the translation.

3.7.5. Follow these instructions about colors:

3.7.5.1. Do not use metallic colors, glitz, highlights, dilution, shading, gradual blending, or other special effects.

3.7.5.2. Do not use more than six colors. Black and white count as colors.

3.7.5.3. Use the official AF colors: ultramarine blue/reflex blue and AF yellow.

3.7.5.4. AF establishments use AF yellow on the border of a shield to contrast with the ultramarine blue/reflex blue background of organizational flags.

3.7.5.5. For an AF establishment's scroll, use a white field (background), edged in AF yellow, with ultramarine/reflex blue lettering (this satisfies requirement of [paragraph 3.7.5.3](#)).

3.7.5.6. For a unit's scroll, use any color as long as the emblem meets the following criteria: overall design has six or fewer colors; border of disc and scroll is not white; border of disc and scroll is the same color as text letters on the scroll; and chosen color scheme provides contrast (one light color, one dark color) for easy readability of scroll text.

3.7.6. Title 10 USC § 4594, *Furnishing of Heraldic Services*, authorizes the Secretary of the Army to furnish heraldic services to all military departments and other branches of the federal government. TIOH, located at Fort Belvoir, VA, holds the responsibility for standardizing heraldic designs. They mandate correct sizes, colors, manufacturing needs, and refinement of all design elements. Organizations obtain all emblem artwork and drawings from TIOH.

3.7.7. The AF Uniform Office advises on the subduing of emblems. TIOH follows that guidance in the subdued colors provided in the final emblem package.

3.7.8. When ordering guidons, flags, or patches, follow current AF guidance provided by the AF Clothing and Textile Office. It is responsible for specifications and technical details on the manufacture and procurement of emblems for wear as uniform patches and for organizational flags and unit guidons.

3.7.9. For additional background on emblem submission, designs, and colors, consult *The Guide to Air Force Heraldry* at <https://www.afhra.af.mil/Portals/16/documents/Organizational-Records/AFD-130506-005.pdf> or contact the applicable local history office.

3.8. Paper Emblem Files. Paper emblem files at the AFHRA are the ultimate authority in determining what constitutes authentic official organizational emblems. The AFHRA maintains these documents even after digitization or transfer to another organization.

Table 3.1. Organizational Emblems.

If the echelon is	and it is	then the authorized emblem is:
1. an establishment	not echelon organization assigned to a wing	a distinctive symbolic emblem of its own on the AF shield.
2. a group	assigned to a wing with a different number	a distinctive symbolic emblem of its own on the AF shield.
3. a group	assigned to a like-numbered wing or named wing or equivalent	that of the parent establishment with the group's own designation in the scroll.
4. a squadron, constituted numbered flight, or unit of a comparable level (see note)	N/A	a distinctive symbolic emblem of its own on a disc.
5. a nonunit like a headquarters, a named activity, a detachment, operating location, squadron section, commander's support staff, standard operating element, a directorate, division, office, branch, section, or other nonunit	part of an establishment	that of the establishment of which it is a part.
<p>Note: Unusual organizations where organization level is not apparent, require evidence of organizational status when requesting approval of an emblem. AFI 38-101 defines organizational terms.</p>		

Figure 3.1. Shield Design Format and Example of Emblem for Groups and above (All Flag Bearing Organizations).



Note: element faces bearer's right

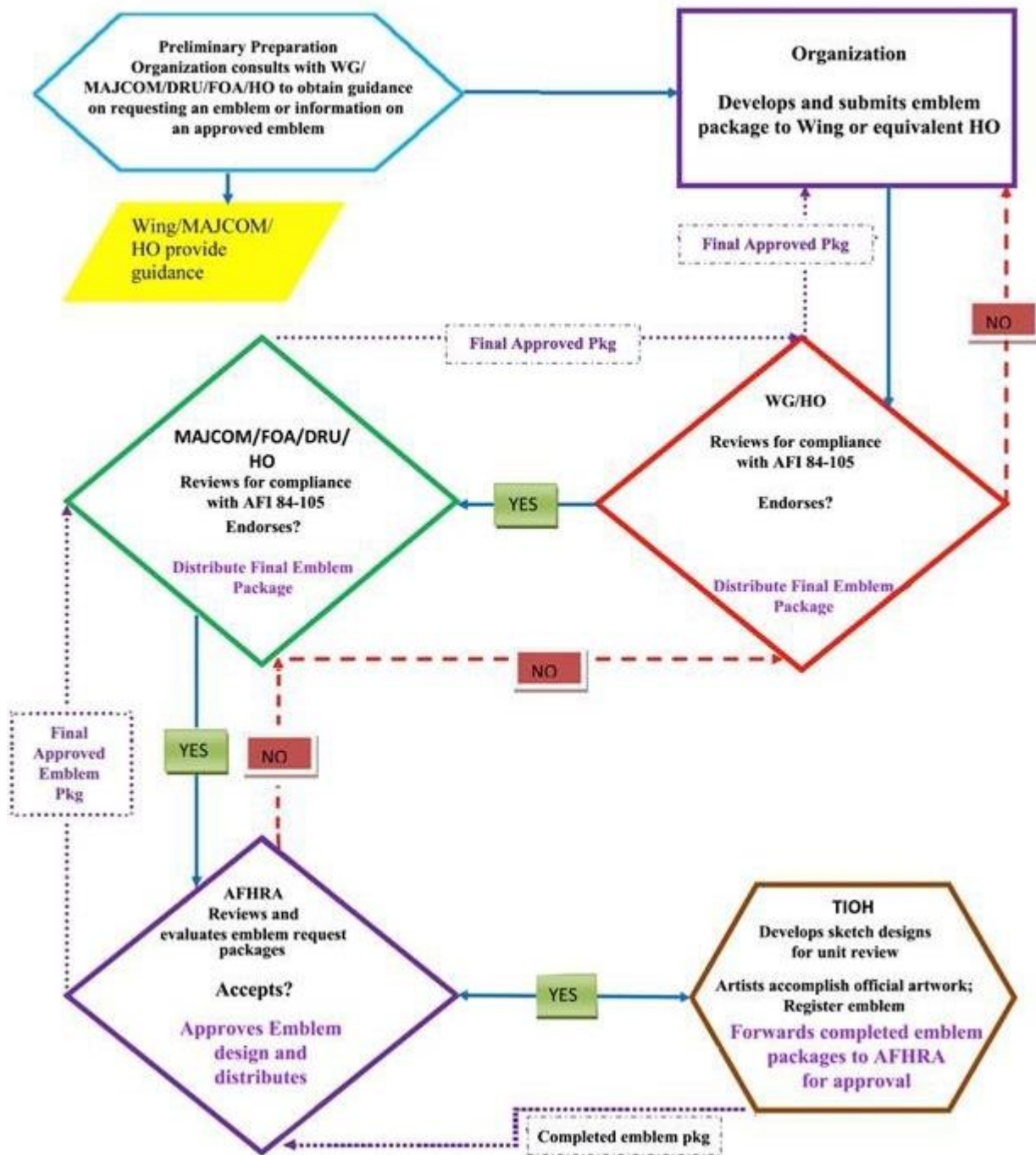
Figure 3.2. Disc Design Format and Sample Emblem for Squadrons and Equivalents.



For a unit's scroll (s), use any color as long as the overall design has six or fewer colors and the border of the disc and scroll (s) are the same color as the letters on the scroll.



Figure 3.3. Flow Chart for Emblems.



Chapter 4

AF ORGANIZATION STATUS CHANGE REPORT

4.1. Preparation. The manpower, organization and resources staff at each major command, field command, SAF/AAR, and those FOAs and DRUs that publish their own administrative orders pertaining to unit changes, prepare the DAF Organization Status Change Report and submits it electronically to AFHRA/RSO on the last day of each month (afhra.rs@us.af.mil). Continue reporting during emergency conditions. **Note:** In the absence of e-mail capability, send the AF Organization Status Change Report to AFHRA/RSO, 600 Chennault Circle, Maxwell AFB, AL 36112-6424

4.2. Format. The DAF Organizational Status Change Report shows each change in unit status affecting units and their detachments, provisional units and their detachments, and named activities. Prepare as shown in **Attachment 3** and **Attachment 4** with appropriate security classification. List changes in unit status for activations, inactivations, designations, redesignations, assignments, and station changes of units or detachments. When prompted by the inactivation or redesignation of parent units, detachments do not need to list the inactivation or redesignation.

Chapter 5

CONFIRMATION AND PUBLICATION OF USAF AERIAL VICTORY CREDITS

5.1. Authority for Confirming USAF Aerial Victory Credit Awards. The AFHRA confirms awards of USAF aerial victory credits from authoritative sources (See [Attachment 5](#) for examples of documents supporting the award of aerial victory credits).

5.1.1. The following documents help validate the award of a USAF aerial victory credit:

5.1.1.1. An official order awarding credit.

5.1.1.2. A victory credit board report from the time showing award of a credit.

5.1.2. Mention of an aerial victory credit in unit histories is not sufficient to verify an award. The unit history may support other sources to help verify an award.

5.1.3. The AF can remove an aerial victory credit from an official list if there is overwhelming evidence of an error in the original confirmation. AFHRA/DR or AF/HO can appoint a board of review to review and confirm the evidence.

5.2. Validation Procedures. Units should forward all aerial victory credit claims to AFHRA/RSO. When AFHRA receives a claim, a historian will:

5.2.1. Research the latest official listing of aerial victory credits to determine if there is a difference between the claim and the record.

5.2.2. Search the files of past aerial victory credit claims for any past research on the subject.

5.2.3. Check any previous official aerial victory credit listings published by the AFHRA or its predecessors that might mention claim.

5.2.4. Search the aerial victory credit sources and notes maintained at AFHRA.

5.2.5. Search the histories of the individual's squadron and group or wing and the supporting documents for any mention of an aerial victory credit award.

5.2.6. Contact other repositories, particularly the National Archives and Records Administration, the Library of Congress, and the Pentagon Library.

5.3. Revising the Official Aerial Victory Credit Lists. If research uncovers sufficient evidence to add or change the official aerial victory credit lists, AFHRA summarizes the evidence with supporting documentation. The lead historian, AFHRA/RSO, and AFHRA/DR review the evidence and authorize the addition or change to the aerial victory credit list.

5.3.1. For particularly controversial cases, AFHRA/DR may ask AF/HO to call a board to review the evidence and make a ruling. The board should consist of a representative from the AFHRA who is familiar with the case, at least one rated officer familiar with air combat, and other individuals essential to an impartial, informed decision.

5.3.2. A board may authorize the removal of an aerial victory credit because of an error in the original confirmation process. AFHRA/DR or AF/HO appoints the board.

5.3.3. The claimant may appeal an adverse decision to the AF Board for the Correction of Military Records.

5.4. Publication of Aerial Victory Credit Lists. The AFHRA publishes official lists of aerial victory credits, updating them periodically, as needed.

5.4.1. In instances of recent combat with aerial encounters resulting in the award of new aerial victory credits, AFHRA may publish only the date of the victory, the victor's aircraft type, the type of aircraft shot down, and the victor's unit. AFHRA may not publish the name of the individual awarded the aerial victory credit until ten years following the date of the aerial victory credit.

5.4.1.1. In certain cases, AFHRA may publish the name of the individual in less than ten years; for example, if open sources disclose the name of the individual.

5.4.1.2. Each individual may give permission to publish his or her name in the aerial victory credit lists in less than ten years.

5.4.2. Publication may be on the AFHRA Homepage and by the AF History and Museums Program.

5.4.3. AFHRA publishes the only officially confirmed lists of USAF aerial victory credits.

5.5. Remotely Piloted Vehicles Aerial Victories. Pilots of remotely piloted vehicles, who are on the ground, might receive credit for shooting down enemy aircraft. There should be sufficient documentation to confirm the aerial victory credit. AFHRA maintains a separate category for remotely piloted vehicle aerial victories.

WALTER A. GRUDZINSKAS
Director, AF History and Museums Policies and
Programs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 84-1, *History and Heritage Management*, AFPM2020-01 19 June 2020

AFPD 38-1, *Manpower and Organization*, 2 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 36-2903, *Dress and Personal Appearance of AF Personnel*, 7 February 2020

AFI 34-1201, *Protocol*, 18 August 2020

18 United States Code (USC) §704, *Military Medals or Decorations*

32 CFR Part 507, *Manufacture and Sale of Decorations, Medals, Badges, Insignia, Commercial Use of Heraldic Designs and Heraldic Quality Control Program*, current edition

DAFI 84-103, *Department of the AF Heritage Program*, 12 May 2021

10 USC §7594, *Furnishing of Heraldic Services*

Air Force Life Cycle Management Center Memorandum: *Controlled Multiple Address Letter (CMQL) No. 18-01 – Operational Camouflage Pattern (OCP) Tactical Flag, Name and USAF Tapes, Organizational Patches, Occupational Badges, Skill Badges, Identification Badges and Rank Insignia*, 24 September 2018

AFD-130506-005, *Guide to Air Force Heraldry*, January 2013

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AF/HO—AF History and Museums Policies and Programs

AF/A1MO—Headquarters AF Directorate of Manpower, Organization and Resources

AFB—AF Base

AFHRA—AF Historical Research Agency

AFHRA/DR—AFHRA Director

AFHRA/RSO—AFHRA Research Division

AFI—AF Instruction

AFPD—AF Policy Directive

ANG—Air National Guard

CSAF—Chief of Staff of the AF

DAF—Department of the AF

DRU—Directing Reporting Unit

DSN—Defense Switched Network

FIELDCOM—Field Command

FOA—Field Operating Agency

HO—History Office

MAJCOM—Major Command

NGB/HO—National Guard Bureau Historian

NMUSAF—National Museum of the United States Air Force

OPR—Office of Primary Responsibility

SAF/AAR—Headquarters United States AF Resources Directorate

TIOH—The (Army) Institute of Heraldry

USAF—United States AF

USC—United States Code

USSF—United States Space Force

WOP—Movement made without personnel

WOPE—Movement made without personnel and equipment

Terms

AF Colors—AF yellow signifies the excellence required of AF personnel; AF (ultramarine/reflex) blue signifies the sky as the primary theater for AF operations.

AF Reserve—Unless otherwise specified, refers to unit selected assigned reservists, Individual Mobilization Augmentee, Individual Ready Reserve, Standby Reserve, and the Retired Reserve.

Air National Guard—The federally recognized militia of each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

USAF and USSF Organizations—Establishments, units, and nonunits (See AFI 38-101).

Bestowal of Honors—In 1954, to perpetuate the histories and honors of the World War II combat groups, an ad hoc committee recommended to the AF that the histories and honors of the combat groups be bestowed upon the similarly designated combat wings. Although contrary to a longstanding policy against transferring history and honors from one organization to another, the Department of the AF bestowed on each combat wing the history and honors of its similarly designated combat group.

Conferred—Honors of a provisional organization that the associated permanent organization may display as its own.

Constituted—Describes an organization that has been authorized and designated as a new unit in a DAF/A1M letter. A permanent unit must be constituted before it is activated.

Detachment—Part of a unit that is separated geographically from its parent unit and that is not a unit for organizational purposes.

Disc—Shape on which the heraldic devices, symbols, or elements of a unit emblem are displayed (See [Figure 3.2](#)). The disc of today originated with a roundel, which consisted of a white five-pointed star in a blue circle, with a red disc in the center of the star. The roundel was displayed unofficially on early USA Signal Corps airplanes, adopted officially in 1917 for airplanes, and later evolved into the national star and bar aircraft marking of today. The US AF adopted the disc in the early 1950s as the official shape for squadron emblems.

Element—In emblem design, a symbol or group of symbols, that is commonly accepted as one object or system, such as a constellation of multiple stars or formation of multiple aircraft, portraying a single characteristic, trait, or concept.

Emblem—An officially approved symbolic design portraying the distinctive history, mission, and general function of an organization. It is an important, abiding element of the organization's heritage.

Establishment—An organizational entity consisting of a headquarters unit and its subordinate units.

Expeditionary—A provisional unit or establishment for an operational deployment, either independently or as part of a task force.

Flag Drawing—A blueprint of the organizational flag, with the lettering for the motto or establishment designation on the scroll. The manufacturer of the organizational flag requires a flag drawing from the organization, even if the only change is in the lettering on the scroll.

Force Structure—The composition of Department of Defense organizations, both military and civilian, comprising and supporting the defense of the United States according to the National Defense Authorization Acts of current and applicable previous years, and defines the organizational hierarchy through which authorities exercise leadership.

Functional Image—Any non-heraldic design symbol locally designed and displayed. People refer to these as logos, morale or Friday patches.

Guidon—A pennant for organizational use on ceremonial occasions, primarily by squadrons and flights. Guidons are ultramarine blue wool and nylon, nylon, or polyester bunting, swallow-tailed, 1 foot 8 inches tall by 2 feet 3 inches wide to end of the swallowtail, and forked 10 inches. The AF yellow American Eagle, facing the pole, design appears on the front of the guidon and on the reverse side as if printed through. Above the design is the designation of the parent unit; below it is the designation of the organization. The organization may use authorized abbreviations. When the number of the organization and the parent organization are the same, the lower line indicates only the alphabetical portion of the subordinate organization designation. Numerals and lettering are yellow, from 1 3/4 to 3-1/2 inches tall, and in varying widths. Lettering and numerals appear on both sides of the guidon, reading from left to right on both sides.

Heraldry—The emblem in full color, motto, designation, scroll(s), and shield (of an establishment) or disc (of a unit).

Heritage—Those traditions embodied in the history, lineage, honors, and heraldry of an organization.

Honors—Official recognition documenting an organization's participation in combat or meritorious achievement. They appear as service, campaign, Armed Forces Expeditionary, and decoration streamers affixed to the organizational flag of an establishment or to the guidon of a unit. Order flags, guidons, and streamers through official supply channels.

Independent Group—A group that has the same functions as a wing but its scope and size do not warrant wing designation and associated overhead costs.

Lineage—The unique, official, traceable record of organizational actions peculiar to each USAF and USSF organization and to no other organization.

Lineage & Honors History—A statement that identifies the lineage, accrued honors, assignments, stations, and emblem of an organization. It may include a list of commanders and a list of aircraft, missiles, or both. If the organization is an establishment, the lineage and honors history may also identify component organizations. Lineage and honors histories for combat or support organizations that participated in significant USAF and USSF operations may also contain narrative summaries of operations.

Logos—See definition for “Functional Images,” above.

Major Force Provider—A permanent organization that contributes most of the personnel and resources to a supported expeditionary organization.

Motto—Part of the heraldry of an organization. It expresses in a word or short phrase the organization's goals, ideals, or principles.

Nonunit—According to AFI 38-101, an organizational entity that is not constituted by Headquarters Air Force as a unit. Examples of nonunits include named activities, detachments, operating locations, squadron sections, commander's support staff, and USAF or USSF elements.

Organizational Flag—Only organizations with a headquarters, (i.e., an establishment) have authorization for an organizational flag. The official designation must include the word “Headquarters,” for example, “Headquarters, 1st Wing.” The flag is rayon or synthetic substitute material, ultramarine blue field, 3 feet by 4 feet, trimmed on three edges with a fringe of yellow rayon 2 ½ inches wide. The shield contains the approved, official organizational emblem.

Patch—A term used to refer to the cloth depiction of a design that can be affixed to a uniform; governed by AFI 36-2903.

Permanent Organization—A permanent organization is constituted by a DAF/A1M letter; HAF retains control of organizational actions of activation, inactivation, and redesignation. When a permanent organization is inactivated or disbanded, it may be activated again, thus continuing its lineage and retaining all accrued history and honors. The term also applies to a non-constituted organization created by a MAJCOM or FIELDCOM, but over which HAF has taken control of organizational actions applying to it, including units with four-digit numerical designations that were active on or after 30 April 1991 (four-digit units active before that time are not permanent organizations but were temporary organizations and cannot be activated again).

Provisional Organization—An organization with a finite existence, usually created by a major command, direct reporting unit, or field operating agency for a temporary purpose. Upon inactivation, a provisional organization ceases to exist, and its lineage ends permanently, accrued history, and honors (**Exception:** see the term “Rainbow” below).

Rainbow—A permanent organization converted temporarily to a provisional status by AF/A1MO.

Regular AF—The Regular AF is the component of the AF that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the Regular AF.

Shield—Shape on which the heraldic devices, symbols, or elements of an establishment’s emblem are displayed (See **Figure 3.1**). This shape derives from the shield of the AF Seal the Department of the AF adopted in 1947. The AF requires establishments to use this type shield to display their distinctive emblems on organizational flags and emblems. Patches for uniforms using this shield shape were phased in during late 1940s and early 1950s as the US Army AFs shield was phased out.

Subdued—A term used to describe a patch converted to colors officially prescribed by the AF Uniform Office. Examples include operational camouflage pattern, woodland and desert. (See AFI 36-2903 and Controlled Multiple Address Letter 18-01.)

Supported—A short-lived expeditionary organization with most personnel and other resources drawn from a single permanent organization, known as the major force provider.

Unit—For the purposes of this instruction, a USAF or USSF organization constituted by HAF or, for provisional units only, designated by a MAJCOM, FIELDCOM, FOA or DRU. A unit is either named or numbered.

Attachment 2

SAMPLE FORMAT FOR COMMANDER'S SIGNED EMBLEM REQUEST LETTER

Figure A2.1. Sample Format for Commander's Signed Emblem Request Letter.

Date
MEMORANDUM FOR Wing or Center/HO MAJCOM/HO HQ AFHRA/RSO IN TURN
FROM: 9 ARS/CC
SUBJECT: Request Approval for Organizational Emblem
<ol style="list-style-type: none"> 1. Request approval of an official emblem for the 9th Air Refueling Squadron. As a newly constituted and activated unit, the 9 ARS does not have a current approved emblem. 2. Please accept the attached color representation of our proposed emblem, and statement of significance for official processing. To the best of my knowledge the proposed design, in total and in part, is original and does not violate any copyright. 3. Request display of our unit designation "9TH AIR REFUELING SQ" in the lower scroll. (If applicable, provide motto information and, if in a foreign language, its English translation.) 4. The point of contact for coordinating this emblem request is (name, DSN phone number, and e-mail address).
Commander's Signature Block
<p>Attachments:</p> <ol style="list-style-type: none"> 1. Special Order 2. Emblem Proposal 3. Statement of Significance

Attachment 3

SAMPLE FORMAT FOR THE AF ORGANIZATION STATUS CHANGE REPORT

Figure A3.1. Sample Format for the USAF and USSF Organization Status Change Report.

AS OF (last day of the month)
 FROM (Command, FOA, or DRU)
 TO: HQ AFHRA/RSO Date Submitted: _____
 600 CHENNAULT CIRCLE
 MAXWELL AFB AL 36112-6424

Section I. Activation or Inactivation

Designation	Assignment	Location	Action	Date	Authority
-------------	------------	----------	--------	------	-----------

Section II. Redesignation

Former Designation	New Designation	Action	Date	Authority
--------------------	-----------------	--------	------	-----------

Section III. Station Change

Designation	Action	From	To	Departed	Arrived	Authority
-------------	--------	------	----	----------	---------	-----------

Section IV. Reassignment

Designation	Action	From	To	Date	Authority
-------------	--------	------	----	------	-----------

Section V. Remarks

Section VI. Source Data (List of Attachments)

Attachment 4**HOW TO PREPARE THE USAF AND USSF ORGANIZATION STATUS CHANGE REPORT****Figure A4.1. How to Prepare the AF Organization Status Change Report.**

Note: Do not use codes; use standard abbreviations as necessary.

Section I. Activation or Inactivation:

Designation. Enter the designation (including any parenthetical portion) of the unit, detachment, or named activity.

Assignment.

a. Activation actions:

(1) For units, enter the designation of the parent establishment to which the reported unit is assigned.

(2) For detachments and named activities, enter the designation of the unit of which the reported unit is a part.

b. Inactivation actions:

(1) For units, enter the designation of the parent establishment to which the reported unit is assigned as of the date of inactivation.

(2) For detachments and named activities, enter the designation of the unit of which the reported unit was a part as of the date of inactivation.

Location. Enter the location name of the unit, detachment, or named activity being reported. The location is the officially designated AF installation as listed in the USAF Program (bases, units, and Priorities Document) (PD), or the "city" code for a public or private building, and so on.

Action. Enter the type of action (designation, activated, or inactivated).

Date. Enter the effective date of the action being reported.

Authority. Cite the directives that authorized and implemented the action being reported.

Section II. Redesignation:

Former Designation. Enter the designation, including any parenthetical portion of the unit, detachment, or named activity, before redesignation.

New Designation. Enter the designation, including any parenthetical portion of the unit, detachment, or named activity, following its redesignation.

Action. Enter "Redesignated."

Date. Enter the effective date of the redesignation.

Authority. Cite the directives that authorized and implemented the redesignation.

Section III. Station Change: A station change involves the physical relocation of a unit, detachment, or named activity. Report temporary rotational station changes if the headquarters (command) element moved for a period of 30 or more days.

Designation. Enter the designation (including any parenthetical portion) of the unit, detachment, or named activity being reported.

Action. Enter the type of action causing the information to be reported. Enter a permanent station change as "Station Change." Enter a deployment of 30 or more days that includes a change for the headquarters (command) element of a unit or detachment as "Station Change -- Temporary."

From. As appropriate for the movement

a. Of a single unit or detachment: Enter the name of the installation or city from which it moved. (A named activity always follows the unit of which it is a part.)

b. Of an entire establishment, with components: Enter the name of the installations or cities from which it moved, by:

(1) The establishment's headquarters.

(2) Each establishment component (assigned unit).

To. As appropriate for the movement:

a. Of a single unit or detachment: Enter name of installation or city to which it moved.

b. Of an entire establishment, with components: Enter the name of the installations or the city or cities to which it moved, by:

(1) The establishment's headquarters.

(2) Each establishment component (assigned unit).

Departed. When a unit or detachment moved with its personnel and equipment, enter the date the unit or detachment left its former station. Be precise. If the unit moved in increments, the departure date is the date on which more than 50 percent of the total unit strength has departed. When a movement is made without personnel (WOP) or without personnel and equipment (WOPE), put the appropriate acronym after the date. Example: 1 Aug 1992 (WOPE).

Arrived. When a unit or detachment moves with its personnel and equipment, enter the date of departure of the unit or detachment from its former station. Be precise. If the unit moved in increments, the arrival date is the date that more than 50 percent of the total unit strength has arrived. When the unit or detachment moves WOP or WOPE, the arrival date is the same as the departure date from the former station.

Authority. Cite the directives that authorized and implemented the movement.

Section IV. Reassignment: A reassignment involves the transfer of a unit from one parent establishment to another. Detachments, being integral parts of units, are never reassigned from the units of which they are a part.

Designation. Enter the designation (including any parenthetical portion) of the unit being reported.

Action. Enter "Reassigned."

From. As appropriate for the action being reported, for reassignment of:

a. A single unit:

(1) Intra-Command. Enter the designation of the parent establishment before reassignment.

(2) Inter-command. The losing command enters the designation of the parent establishment to which the unit was assigned before reassignment. The gaining command enters the designation of the losing command.

b. An entire establishment, with components:

(1) Intra-command. Enter the designation of the parent establishment to which the reassigned establishment was assigned before reassignment.

(2) Inter-command. The losing command enters the designation of the parent establishment to which the reassigned establishment was assigned before reassignment. Also list each assigned unit of the reassigned establishment. The gaining command enters the designation of the losing command.

To. As appropriate for the action being reported, for reassignment of:

a. A single unit:

(1) Intra-command. Enter the designation of the new parent establishment which the unit is assigned.

(2) Inter-command. The gaining command enters the designation of the new parent establishment to which the unit is assigned. The losing command enters the designation of the gaining command.

b. An entire establishment, with components:

(1) Intra-command. Enter the designation of the new parent establishment to which the reassigned establishment is assigned.

(2) Inter-command. The gaining command enters the designation of the new parent establishment to which the reassigned establishment is assigned. Also list each assigned unit of the reassigned establishment. The losing command enters the designation of the gaining command.

Date. Enter the effective date of the reassignment.

Authority. Cite the directives authorizing and implementing the reassignment.

Section V. Remarks: In this section, report any actions not appropriate for other report sections. For example, explain any information not known at the time of the last report. Use this section to report any redesignation or inactivation of an installation on which AF units and detachments are located or to announce the downgrading or declassification of a classified order or report.

Section VI. Source Data: In this section, list the administrative orders (including movement orders) cited as authority for actions reported in Section I through IV. Attach one copy of each cited order to the report. You don't need to include DAF numbered letters cited as authority.

Attachment 5**SAMPLES OF DOCUMENTS SUPPORTING AERIAL VICTORY CREDIT AWARDS****Figure A5.1. Sample Aerial Victory Credit Claim Statement.**

<p>AERIAL VICTORY CREDIT CLAIM STATEMENT</p> <p>RANK AND NAME: DATE AND TIME: MSN #/CALL SIGN: LOCATION: TYPE OF BANDIT:</p> <p>NARRATIVE: -</p> <p>ENGAGEMENT DEPICTION: (drawing)</p> <p>Signature typed name and rank aircraft type and crew position weapon used</p>
--

Figure A5.2. Sample Aerial Victory Credit Witness Statement.

<p>AERIAL VICTORY CREDIT WITNESS STATEMENT</p> <p>RANK AND NAME: DATE AND TIME: MSN#/CALLSIGN: LOCATION: TYPE OF BANDIT:</p> <p>NARRATIVE: -</p> <p>ENGAGEMENT DEPICTION: (drawing)</p> <p>Signature typed name and rank (aircraft type) pilot</p>
--

Figure A5.3. Sample Aerial Victory Credit Board Report.

<p>AERIAL VICTORY CREDIT BOARD REPORT</p> <p>Organization:</p> <p>Date:</p> <p>Place of meeting:</p> <p>Members:</p> <p>Chairman: (Rank, name, organization/office)</p> <p>Senior Rated Officer:</p> <p>Senior Rated Officer:</p> <p>Intel Rep:</p> <p>Advisor:</p> <p>Findings: The board reviewed the claims of Operation xxxxx for the period xxxx and unanimously agreed to award the following credits: (Ideally, claimant’s rank, name, unit, call sign, aircraft type, tail number, and date should be given, along with weapon used and type of enemy aircraft.)</p> <p>The board reviewed the following claims of Operation xxxx for the period xxxx and decided not to award credits for them:</p> <p>Remarks (include reason or reasons why credit not awarded):</p> <p>Signatures of Members:</p>
--

Figure A5.4. Sample Order Awarding Aerial Victory Credits.

XXTH AIR AND SPACE EXPEDITIONARY TASK FORCE, (COMMAND) UNIT XXXX BOX XXX APO XX XXXXX	
SPECIAL ORDER GF-XXX	XX MONTH YEAR
<p>1. (RANK) (FIRST NAME, MIDDLE INITIAL, LAST NAME), USAF, (number and designation of squadron), Pilot of (type aircraft), is credited with destroying 1 (type enemy aircraft) in aerial combat on (day, month, year). Authority: (XXth Air and Space Expeditionary Task Force Commander for Aerial Victory Credits Review Board (day, month, year)).</p> <p>2. (RANK) (FIRST NAME, MIDDLE INITIAL, LAST NAME), USAF, (number and designation of squadron), Pilot of (type aircraft), is credited with destroying 1 (type enemy aircraft) in aerial combat on (day, month, year). Authority: (XXth Air and Space Expeditionary Task Force Commander for Aerial Victory Credits Review Board (day, month, year)).</p>	
Signature of Commander typed name and rank, USAF	
DISTRIBUTION: 2-XX ASETF/CC/A1/A3/HO 2-(WG)/CC/DP/OG/HO 2-(command)/CC/A3/HO 2-AFHRA/RSO	

Attachment 6

USSF VARIATIONS FROM USAF HERALDRY STANDARDS AND PROCEDURES

A6.1. Emblem Processing.

A6.1.1. Designated heraldry representatives coordinate emblem requests directly with TIOH until such time as AFHRA has the manpower resources available to support USSF heraldry requests. Until AFHRA assumes full oversight of USSF heraldry requests, the appropriate FIELDKOM history office forwards copies of final emblem packages to AFHRA as the record copy, along with any additional changes to official unit heraldry such as revised significance statements.

A6.1.2. Upon full assumption of USSF heraldry oversight by AFHRA, USSF heraldry requests will be processed in accordance with the process outlined in section 3.6 of this instruction.

Table A6.1. Organization Nomenclature of USSF Units.

USSF Echelon	USAF Echelon Equivalent
Field Command	Major Command
Delta	Wing, Group
Garrison, Space Base Delta	Air Base Wing
Squadron	Squadron, Flight

A6.1.3. Deltas, garrisons and squadrons develop design proposals in accordance with USSF design standards (see [paragraph A6.2](#)). Units consult and coordinate their proposals with the appropriate FIELDKOM history office. FIELDKOM history offices assist units in preparing a statement of significance of the elements and colors in the design proposal.

A6.1.4. FIELDKOM history offices submit official emblem request packages through history channels to TIOH for final registration and artwork, including line art drawing, color codes and significance statement, embroidery manufacturing drawing, finished computer graphic rendition, and (for FIELDKOM and deltas) flag drawing.

A6.2. USSF Heraldic Standards.

A6.2.1. Follow these instructions about color:

A6.2.1.1. Use only USSF approved heraldry colors. Contact the appropriate FIELDKOM history office for approved color palette and color usage guidelines.

A6.2.1.2. The border of unit and establishment emblems must use the following colors: Space Operations Command-Platinum; Space Systems Command-Gold; Space Training and Readiness Command-Cannes Blue.

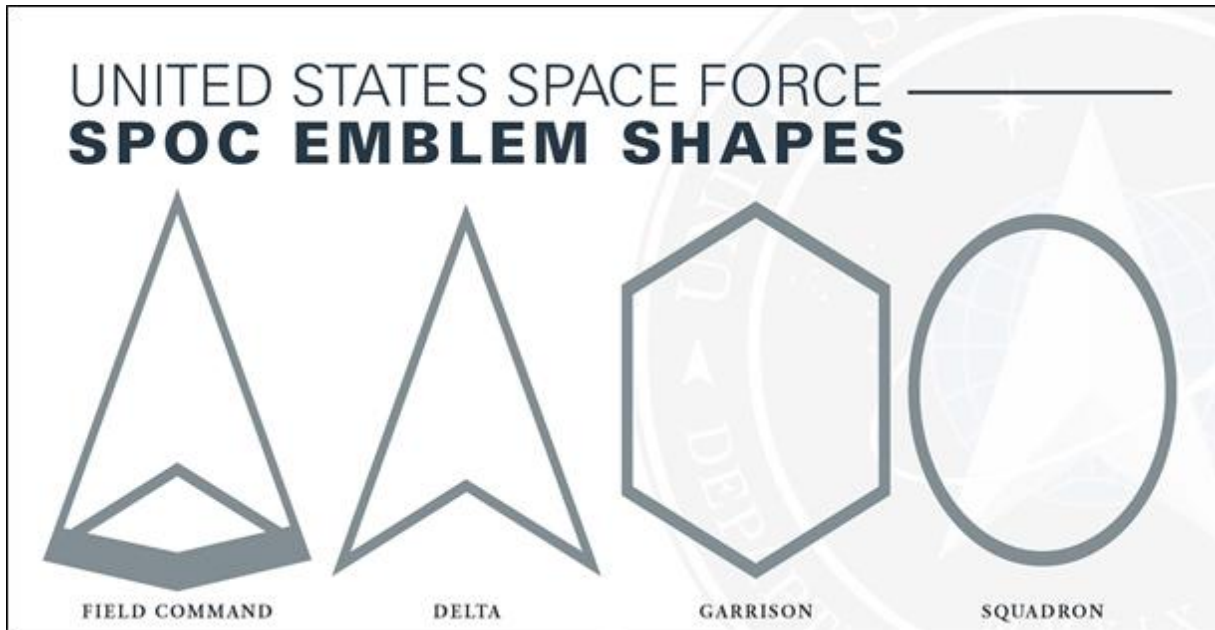
A6.2.2. Follow these instructions about design:

A6.2.2.1. Adhere to the design standards outlined in section 3.7 of this instruction except for the following:

A6.2.2.2. Do not include a motto, words, or any letters.

A6.2.2.3. Depict numbers (if used) in Arabic or Roman numeral format.

Figure A6.1. Approved USSF Emblem Shapes.



Attachment 7

**CONTROLLED MULTIPLE ADDRESS LETTERS (CAML) NO. 18-01 CONCERNING
OPERATIONAL CAMOUFLAGE PATTERN**

A7.1. Controlled Multiple Address Letters (CAML) No. 18-01 Concerning Operational Camouflage Pattern.

Figure A7.1. Controlled Multiple Address Letters (CAML) No. 18-01 Concerning Operational Camouflage Pattern.



DEPARTMENT OF THE AIR FORCE
AIR FORCE LIFE CYCLE MANAGEMENT CENTER/WNU
311th HUMAN SYSTEMS WING
700 ROBBINS AVENUE
PHILADELPHIA, PA 19111-5096

24 September 2018

MEMORANDUM FOR: Major Commands-Continental United States and Overseas
Numbered Air Forces
Air Logistics Centers (ALCs)
Air Force Bases (AFBs)
National Guard Bureau
Air Force Reserve (AFR) and Air National Guard (ANG) Bases
Army Air Force Exchange Service (AAFES)

ATTENTION: Chief of Supply/ALC Director of Distribution

FROM: AFLCMC/WNU Aircrew Performance-PA (AFCTO)

SUBJECT: Controlled Multiple Address Letters (CMAL) No. 18-01 - Operational Camouflage Pattern (OCP) Tactical Flag, Name and USAF Tapes, Organizational Patches, Occupational Badges, Skill Badges, Identification Badges and Rank Insignia

AUTHORITY: AFI 23-101, AFI 84-105, AFI 36-2903, AFMAN 33-326, AFMAN 33-361

Transition to the OCP uniform on the above subject items have an optional wear date of **1 October 2018** and a **mandatory** wear date of **1 April 2021**.

1. Air Force OCP accoutrements will be embroidered using the following color criteria: Spice Brown (67196), Bagby Green (67204), Olive Drab (67133) and Black (67138) per the official manufacturing drawing approved by The Institute of Heraldry (TIOH).
2. U.S. Tactical Flag, Name/USAF Tapes and Rank Insignia are mandatory wear items on the OCP uniform and can be purchased from AAFES Military Clothing Stores and/or an authorized vendor. Per AFI 84-105, dated 27 April 2017, ***"Organizations should obtain patches only from certified vendors to ensure quality reproduction."*** Units may use the following authorized manufacturers for local purchase of subject items by CONUS requisitions as follows:
 - a. Action Embroidery Corp., 1315 West Brooks St, Ontario, CA 91762, POC is Mr. Ira Newman at ijnewman@actionemb.com or 1-800-638-7223.
 - b. AB Emblem/Conrad Industries, 22 AB Emblem Drive, Weaverville, NC 28787, POC is Ms. Pam Worley, pam@conradembroidery.com or 1-800-353-4836.
 - c. Hallmark Emblem Inc., 2401 N Tampa Street, Tampa, FL 33602, POC is Mr. Scott DeLarco at scott@hallmarkemblems.com or 813-223-5427.
 - d. Ira Green Inc., 177 Georgia Avenue, Providence, RI 02905, POC is Mr. Michael McAllister at mmcallister@iragreen.com or 401-680-7904.

e. The Supply Room Inc., 230 Supply Room Road, Oxford, AL 36203, POC is Mr. Arthur Hathorn at artjr@smail.net or 256-835-7699.

f. Vanguard Military Equipment Corp., 1172 Azalea Garden Road, Norfolk, VA 23502. East Coast unit POC is Ms. Sharell Rutherford at srutherford@vanguardmil.com or 1-800-221-1264. 2440 Impala Drive, Carlsbad, CA 92010. West Coast unit POC is Mr. Michael Silva at mike@vanguardmil.com or 1-800-433-1334.

3. **Tactical Flag.** The size of the Air Force OCP Tactical Flag will be 3-1/4" length by 1-13/16" width and is worn on the right shoulder. The color of the Air Force OCP Tactical Flag is Spice Brown (67196), Bagby Green (67204); assigned National Stock Number is 8455-01-675-0282.

4. Name and USAF Tapes.

a. The OCP Name and USAF Tapes will be worn on the front of the OCP Uniform coat. The Name Tape will be worn on the upper right and the USAF Tape will be worn on the upper left. The Name Tape will also be worn on the back of the patrol cap. The color of Name and USAF Tapes will be Spice Brown (67196) embroidered on OCP material.

b. ANG and AFR personnel can purchase their OCP Name and USAF Tapes from the Kentucky Logistics Operations Center (KYLOC) <https://kyloc.com>

c. Air Force Active Duty personnel can purchase their OCP Name and USAF Tapes from AAFES https://www.shopmyexchange.com/browse/military/air-force-uniforms/_/N-104764 and/or an authorized vendor.

5. Organizational Patches.

a. Air Force constituted organizational entities (establishments and units) as defined in AFI 38-101, *Air Force Organization*, (e.g. HAF, MAJCOMs, Air Force Component Commands, NAFs, FOAs, DRUs, Wings, Groups, Squadrons) are required to have organizational patches designed and worn by Airmen assigned to those units.

b. Air Force Non-Unit organization entities (entity not constituted as a unit) as defined in AFI 38-101, *Air Force Organization*, (e.g. Directorates, Air Force Elements, Detachments, Commanders Support Staff) are not required and are considered optional.

Note: *This policy does not apply to Airmen assigned or deployed to Joint or Sister Service organizations. While assigned or deployed to these units, Airmen are authorized to wear the respective Joint or Service organizational patches or badges.*

1) Current unit of assignment OCP patches will be worn on the left sleeve. All Patches must be subdued using Spice Brown (67196), Bagby Green (67204), Olive Drab (67133) and Black (67138) per TIOH manufacturing drawing. If authorized by the applicable HAF Director, MAJCOM, FOA and DRU Commanders, Non-Unit organization entities OCP patches may be worn on the left sleeve as a unit of assignment/organizational patch. The patch must meet the specifications contained in this CMAL.

Organization Patches Configuration Example

If Assigned to:	Right Sleeve	Left Sleeve
HAF	HAF	Directorate
MAJCOM	MAJCOM	Directorate
NAF	MAJCOM	NAF
FOA	FOA	Directorate
DRU	DRU	Directorate
Wing	MAJCOM	Wing
Group	MAJCOM	Group
Squadron	MAJCOM	Squadron

2) Constituted organizational entities organizational patch development or color conversion submission schedule will coincide in order of base locations identified on HAF OCP rollout plan. Units do not have to submit a request for conversion, required information will be provided to the AFHRA and TIOH by HAF/AIPA. The manufacturing priority list has been set by the Headquarters Air Force Military Force Management Policy Directorate, AF/AIP. Organizational patches will be developed and approved by TIOH in order to ensure the highest degree of quality assurance. TIOH will work only through the appointed MAJCOM POCs, not individual units. The MAJCOM POC will notify units with the name of the manufacturer who can provide the most responsive support once their emblem is approved. Alternate manufacturing and procurement methods are not authorized.

3) Funding for all constituted organizational emblems, color conversion, and development has already been funded by Headquarters Air Force. Through this initial transition units are not required to have a MIPR for their development or conversion requests. However, after the development or conversion, the unit is responsible for funding and/or providing patches to their Airmen accordingly.

4) Non-Unit organizational entities that are permitted to wear Non-Unit organization patches must procure and fund the patch design, color conversion and development by approved vendors using the Air Force color criteria of Spice Brown (67196), Bagby Green (67204), Olive Drab (67133) and Black (67138).

6. Occupational and Skill Badges. Will be worn IAW AFI 36-2903. Occupational and Skill Badges will be Spice Brown (67196) embroidered on OCP material per the official TIOH manufacturing drawing.

7. Identification Badges. Will be worn IAW AFI 36-2903. Identification Badges are Spice Brown (67196), Bagby Green (67204), Olive Drab (67133) and Black (67138) embroidered on OCP material per the official TIOH manufacturing drawing.

8. Rank Insignia. Will be worn IAW AFI 36-2903. OCP Rank insignia embroidered colors are Spice Brown (67196), Khaki (67193) and Black (67138) and manufactured IAW TIOH manufacturing drawing as follows:

- a. General Officer: General, Lieutenant General, Major General and Brigadier General are Spice Brown embroidered on OCP material.

4

b. Officer: Colonel, Major, Captain and Second Lieutenant are Spice Brown (67196) embroidered on OCP material. Lieutenant Colonel and First Lieutenant are Black (67138) embroidered on OCP material.

c. Enlisted: All Enlisted Rank Insignia is Spice Brown (67196) embroidery with a Khaki (67193) embroidered border on OCP material.

d. The following instructions apply for overseas requisitions requesting Air Force OCP Rank Insignias:

(1) Purchases can be made through your local AAFES
<https://www.shopmyexchange.com/browse/military/air-force-uniforms/> /N-104764 or through one of the authorized manufacturers noted above in paragraph 2(a-f).

(2) Air Force Reserve and Air National Guard can purchase Operational Camouflage Pattern Rank Insignias through KYLOC <https://kyloc.com>

(3) Air Force Active Duty service members scheduled for deployment can purchase through their Installation Military Clothing Sales.

(4) Air Force Enlisted Active Duty and Officers can purchase Operational Camouflage Pattern Rank Insignias through AAFES if it is a minimum of ten and under at:
<https://www.shopmyexchange.com/browse/military/air-force-uniforms/> /N104764
If a bulk order is required use one of the authorized manufacturers noted above in paragraph 2(a-f).



SANDEE WISE
Inventory Manager Specialist
Supervisor, AFLCMC/WNU Aircrew

Performance

cc: HAF A1PA
HQ AFMC/A4/10/A4RM
AFLCMC/WNU