

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC



AFI84-105_AFGM2018-02

4 June 2018

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: AF/HO
1190 Air Force Pentagon
Washington, DC 20330-1190

SUBJECT: Air Force Guidance Memorandum to Air Force Instruction AFI84-105,
Organizational Lineage, Honors, and Heraldry.

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately implements a change to Air Force Instruction 84-105, *Organizational Lineage, Honors, and Heraldry*. Compliance with this memorandum is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails, in accordance with Air Force Instruction 33-360, *Publications and Forms Management*.

This memorandum supports the Chief of Staff of the Air Force's initiative to have decision-making conducted at the lowest appropriate level. It also restores a previous paragraph that provides emblem guidance to commanders at every level.

This memorandum becomes void after one year has elapsed from the date of this memorandum, upon incorporation by interim change to, or rewrite of Air Force Instruction 84-105, whichever is earlier.

WALTER A. GRUDZINSKAS
Director, Air Force History Office

Attachments:
Attachment 1

AFI84-105_AFGM2018-01
Attachment 1

Section 3.2., Eligibility for Official Emblems and Mottoes.

(Insert) 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 AFHRA. A constituted organization must also register its motto with AFHRA before using or displaying it.

Section 3.6., Processing Heraldry Requests

(Replace) 3.6.6.1.2. Any request to change a CSAF-approved emblem, or to change an emblem that otherwise meets Air Force heraldry standards (except for formatting—disk or shield), will be submitted to the AFHRA through the MAJCOM/HO with MAJCOM/CC or CV endorsement. AFHRA will forward its recommendation to AF/HO, which will make a final determination. If AF/HO does not approve the request to change the emblem, the package will be forwarded to the Headquarters Air Force Director of Staff (HAF/DS) for a final decision.

Section 3.7., Heraldic Standards

(Replace) 3.7.4.2. Do not use punctuation such as dashes, dots, commas, exclamation marks or quotation marks, symbols, or icons in the motto. Apostrophes for possessive words are permitted.

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

AIR FORCE INSTRUCTION 84-105

27 APRIL 2017



History

**ORGANIZATIONAL LINEAGE,
HONORS AND HERALDRY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 84-1, *Historical Information, Property, and Art*. This publication applies to all USAF and Air Force Reserve Command (AFRC) units. The Air National Guard (ANG) maintains its own lineage, honors, and heraldry program. It provides guidance and procedures for determining and disseminating organizational heritage information, including lineage, honors, heraldry, organization actions, and aerial victory credits. Ensure all records created as a result of processes prescribed in this Instruction are maintained in accordance with Air Force manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS). This publication may be supplemented at any level; however, route all direct supplements to the office of primary responsibility (OPR) for this publication for coordination prior to certification and approval. Users should send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through major commands (MAJCOM) and Air Force Historical Research Agency (AFHRA), 600 Chennault Cir, Maxwell AFB, AL 36112-6424. MAJCOMs, field operating agencies (FOA) and direct reporting units (DRU) must send one copy of each supplement to AF/HO and AFHRA/RSO; other organizations send one copy of each supplement to their next higher headquarters. The Air Force History and Museums Policies and Programs (AF/HO), in coordination with the Headquarters USAF Directorate of Manpower, Organization and Resources, Organization Division (HQ USAF/A1MO), must approve all MAJCOM supplements. The authorities to waive wing/unit level requirements in this publication are identified with a Tier [T-0, T-1, T-2, T-3] number following the compliance statement. Waiver requests must come from commanders (or civilian directors) of the affected unit seeking relief

from compliance through the command chain up to the appropriate tier approval authority publications approval authority if non-tiered, see AFI 33-360, table on waiver authority, page 11.

SUMMARY OF CHANGES

Tiering has been added to this AFI, along with compliance statement wording changes suggested by the Air Force Compliance Statement Review. The process by which existing, approved emblem may be changed has been revised. In addition, wording in this document has been refined.

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Chapter 1

RESPONSIBILITIES

1.1. Air Force History and Museums Policies and Programs (AF/HO). Sets out guidance on United States Air Force (USAF) organizational lineage, honors, and emblems (heraldry). Convenes board of review, if needed, to confirm or change aerial victory credit awards.

1.2. Air Force Historical Research Agency (AFHRA). AFHRA is a Field Operating Agency reporting to AF/HO. AFHRA is the Air Force's central repository of historical information. The Director (AFHRA/DR), working through the Organization 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 and related assessments, and prepares the monthly consolidated Air Force Organization Status Change Report (AFOSCR). Additionally, AFHRA confirms USAF aerial victory credit awards and publishes corrected lists as needed. For other responsibilities of this agency, see AFMD 30, *Air Force Historical Research Agency*.

1.3. History Offices at Major Command, Field Operating Agency (FOA), and Direct Reporting Unit (DRU) Headquarters. Major Command History Offices are the point of contact for all heraldry proposals and 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 will work to collect and include in organizational histories all special orders awarding unit honors, such as the Air Force Outstanding Unit Award and the Air Force Organizational Excellence Award.

1.4. Air Force Field Historians. Historians are knowledgeable about the contents of this instruction and advise their commanders and staffs on its standards and procedures. They also help ensure AFHRA/RSO is provided documentation necessary to compile and maintain accurate and complete lineage and honors data on their organizations and documentation needed to confirm aerial victory credits.

1.5. Manpower, Organization and Resources Staffs at MAJCOMs, FOAs, SAF/AAR, and DRUs. Coordinate proposed organizational actions affecting units and establishments with their History Offices. MAJCOMs, SAF/AAR, and those Air Force FOAs and DRUs that publish their own administrative orders on unit changes must submit the Air Force Organization Status Change Report to AFHRA/RSO on the last day of each month (see [Chapter 4](#)) and 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). Responsible for Air Force organizational guidance and changes. Coordinates organizational change proposals affecting the lineage and honors of units and establishments with AF/HO. Sends copies of the final authorization instruments to AFHRA/RSO.

Chapter 2

ORGANIZATIONAL LINEAGE AND HONORS

2.1. Lineage. Lineage is the unique, official, traceable record of organizational actions peculiar to each Air Force organization; therefore, it is the sole determinant of an organization's rights to history, honors, and emblems. It allows the Air Force to avoid confusing one organization with another.

2.1.1. A current organization may have begun its existence with a different number, designation, echelon, or all three, but lineage traces all changes to its current designation.

2.1.2. Organizations may not use identical function, installation, transfer of personnel, or similarity of designation of other organizations to claim those organizational histories, awards, and emblems. Such relationships to previous organizations and continuity of missions may be explained in history pamphlets, displays, and similar presentations.

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) terminate when the organization is inactivated. They cannot be revived.

2.1.4.2. Permanent organizations that USAF/AIMO converts to provisional status and redesignates as expeditionary may revert to permanent status (see [paragraph 2.2.2.](#) below).

2.1.5. The history, honors, and emblem of one organization may not be permanently transferred to another except that honors earned by "supported" expeditionary organizations may be conferred on aligned major force provider permanent organizations (see [paragraph 2.2.1.](#) below). Conferral allows honors earned by the supported expeditionary organization to be preserved and displayed by the major force provider permanent organization as its own.

2.1.6. The AFHRA is authorized to determine official lineage and honors data for regular Air Force organizations and Air Force Reserve Command organizations but not for the Air National Guard. 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 National Guard Bureau's Air National Guard History Office (NGB/HO) is responsible for Air National Guard organizational histories and Air National Guard lineage and honors matters.

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

2.2.1. Major Force Provider. A 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. Such an expeditionary 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." For example, if a lead organization (e.g., the 1st Fighter Wing) provides the deployed command element and/or the largest portion of the expeditionary organization, the expeditionary organization may be designated and activated with the same number and at the same organizational level (e.g., the 1st Expeditionary Fighter Wing).

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. Honors earned by this type of expeditionary organization may be conferred but only on 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 be conferred on the 4th Civil Engineer Squadron but not on the 4th Mission Support Group or 4th Fighter Wing.

2.2.1.3.1. 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)."

2.2.1.3.2. Wings and groups should be considered on the same organizational level. Squadrons and flights should be considered on the same organizational level.

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 and assigned to, and activated by MAJCOMs as expeditionary organizations (e.g., the 332d Air Expeditionary Group, formerly the 332d Fighter Group). The MAJCOM may activate the expeditionary organization, usually in a forward location, for an indefinite time, and then inactivate it, so that it may later be activated again.

2.2.2.2. The lineage of the rainbow expeditionary organization continues as if it were still a permanent unit; the expeditionary organization may claim and use all honors and history. Upon its reversion to permanent status, its lineage continues and any history and honors earned as a rainbow expeditionary organization remain with it; consequently, conferral of honors is unnecessary.

2.3. Temporary Bestowal of Honors and Emblems. To perpetuate the heritage of World War II combat groups, the history, honors, and emblem of an individual group may be temporarily bestowed 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. Ensure the wing is numerically aligned with the group from which honors are bestowed, as confirmed by AFHRA on the basis of original Department of the Air Force (DAF) letters.

2.3.2. Temporary bestowal becomes effective on activation of the wing. The group must be inactive or active and assigned to the numerically aligned wing. The wing may borrow only history that accrued and honors that were 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 also adopt the emblem of its numerically aligned group, if the lineage of the group antedates that of the wing.

2.4. Heritage Standards. IAW AFPD 38-1, *Organization and Unit Designations*, when making force structure changes, general Air Force policy is to keep active those organizations with the most illustrious heritage. See AFPD 38-1 for information on the heritage standards and procedures for squadrons, groups, and wings.

2.5. Organizational Terminology. In addition to the definitions in [Attachment 1](#), see AFI 38-101, [Chapters 2](#) and 4, for guidance on organizational terminology.

Chapter 3

AIR FORCE HERALDRY

3.1. Purpose of Air Force Heraldry. Organizations need visible, enduring symbols in the form of emblems to promote esprit de corps, morale, and a sense of heritage. Air Force heraldry meets this need only as long as emblems are designed to uniform standards and are not readily changed.

3.2. Eligibility for Official Emblems and Mottoes. Constituted organizations (establishments and units) as defined in AFI 38-101 may have organizational emblems and mottoes, although they are not mandatory.

3.2.1. Examples of non-units not entitled to organizational emblems are detachments, Air Force elements, operating locations, sections, functional divisions, and named activities. (See AFI 38-101).

3.2.2. Air Force Recruiting Service subordinate components (groups and squadrons) use only the emblem approved October 6, 1954, for the Air Force Recruiting Service.

3.2.3. *Provisional* organizations may be authorized to have 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. A major force provided "supported" expeditionary organization is not authorized its own emblem, but 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. A rainbow provisional organization is authorized an official emblem. The organization uses the official emblem approved for it in permanent status or designs and registers a new emblem if one does not exist.

3.2.4. Component Numbered Air Force. In addition to its official emblem, a numbered air force (NAF) functioning as a component numbered air force (C-NAF) under a unified command may design an additional emblem to reflect its component status or geographic area of responsibility. The registration of the official design with TIOH is made directly in coordination with the AFHRA, which retains copies of the official emblem files for reference.

3.2.4.1. The C-NAF emblem does not replace the official NAF emblem, which continues to display the traditional numbered air force designation (for example, First Air Force and Air Forces North) in the scroll below the shield.

3.2.4.2. Both C-NAF and NAF emblems comply with the standards pertaining to emblems listed in [paragraph 3.7](#) in this AFI, except that C-NAF emblems (for example, Air Forces North) may depict specific geographical areas appropriate to their command area of responsibility (AOR). If the C-NAF opts to depict their AOR, this depiction, presumably a map, does not count against the three-element limit. Also, the wording in the scroll is left to the discretion of the C-NAF commander provided the 36-character limit (including spaces) is not exceeded.

3.3. Standardized Heraldry for Establishments. Emblems of establishments, i.e., headquarters organizations, are displayed 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 instead of a flag at the discretion of the wing commander (See AFI 34-1201, *Protocol*).

3.3.2. Wing or independent group designations or motto (if any) are displayed in the scroll beneath the shield. Ensure the chosen scroll wording is consistently depicted 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, always display the establishment's designation in the scroll below the shield.

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

3.4. Standardized Heraldry for Units. Emblems of units (squadrons, flights, or comparable unit) are displayed on discs. (See [Table 3.1.](#) and [Figure 3.2.](#))

3.4.1. A unit with a motto requires two scrolls. Display the unit's motto on a scroll above the disc and the unit's designation in a scroll below 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; generally scrolls are 90, 120, or 150 degree arcs to accommodate these characters.

3.4.4. Squadrons and 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. Images of all organizational emblems are protected by Title 18, United States Code, Section 704 and the Code of Federal Regulations (32 CFR, Part 507).

3.5.1. The commander controls the use of the organization's currently approved emblem. Commercial enterprises may use the symbol only with the commander's permission and after they have entered into a license agreement with the Air Force Trademark Licensing Office. A license agreement is also required for commercial use of all symbols controlled by the AFHRA. For more details on licensing requirements and procedures, see www.trademark.af.mil.

3.5.2. This instruction, other guidance cited in the references section, and the organization's commander determine proper use of the officially approved emblem.

3.5.3. When an organization inactivates, it must include its heraldic file(s) with samples of patches and decals, as well as flags and guidons in its unit heritage box, as defined in AFI 84-103, *USAF Heritage Program*. The box is then sent to the National Museum of the United States Air Force (NMUSAF), Bldg 489, 1100 Spatz Street, Wright-Patterson AFB, OH 45433-7102.

3.5.4. When an organization is scheduled to activate again, the MAJCOM/FOA/DRU/HO should contact the NMUSAF to facilitate release of the unit heritage box for possible use of the flags or guidons at the activation ceremony.

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

3.6. Processing heraldry requests. (See [Figure 3.3](#).)

3.6.1. Organization commanders submit requests by e-mail through Air Force History channels (wing/center historian and MAJCOM historian) for AFHRA final approval of heraldry actions involving emblems, mottoes, revised significance statements, or flag drawings. **Note:** MAJCOM/FOA/DRU/HO 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 modify an approved emblem, include the following in the package:

3.6.1.1.1. A letter signed by 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/HO 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 standard Air Force Heraldry (see [paragraphs 3.3](#), [3.4](#), and [3.7](#)). The scroll(s) need not be filled in. In lieu of submitting a locally-prepared design proposal, the organization may instead request TIOH design assistance in the development of sketch options for the commander's review and acceptance based on mission and functional statements (to be included with the request letter).

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

3.6.1.1.5. DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*, payable to TIOH, the official executive agency for all Department of Defense heraldry.

3.6.1.1.5.1. Inquire with organizational historian or, if necessary, major command historian on current costs.

3.6.1.1.5.2. Include on the MIPR a point of contact (including e-mail address, fax number, and unit address) to receive the resulting DD Form 448-2 (*Acceptance Form*).

3.6.1.1.5.3. Ensure the MIPR accompanies the emblem package for coordination through the organizational historian, major command historian and the AFHRA (**do not send MIPR directly to TIOH**).

3.6.1.2. Ensure the unit correspondence forwarding the proposal names a point of contact (name, phone number, e-mail address and fax number) authorized to approve minor changes during emblem processing.

3.6.1.3. Wing or Center/HOs review emblem requests for compliance with this AFI and endorse subordinate organizations' submissions. MAJCOM/DRU/FOA/HOs likewise review and endorse subordinate organizations' proposals and indicate as such in a formal cover letter or e-mail for official submission to AFHRA.

3.6.1.3.1. Emblem proposal packages should be devoid of extraneous materials (i.e., 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 of the message, e.g., Emblem Request Package for 1 Fighter Wing.

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

3.6.1.4. Air National Guard organizations coordinate heraldic actions through Air National Guard History Office (NGB/HO).

3.6.2. AFHRA does the following:

3.6.2.1. Notifies the MAJCOM/HO 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 AFI.

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 to MAJCOM, FOA, or DRU history office to distribute as needed to units a digital color copy of the emblem, the approval letter, finished line drawing, subdued color rendition, description, including significance, color codes, and manufacturer drawing (if ordered).

3.6.2.6. Mails to the MAJCOM, FOA, or DRU history office to distribute as needed to subordinate units the copies of the large flag drawing (for an establishment).

3.6.3. Organizations must receive the officially TIOH registered and AFHRA approved emblem package before arranging acquisition of patches, signs, decals, award plaques, or other emblem facsimiles. Organizations should obtain patches only from certified vendors to ensure quality reproduction. Request of a patch prototype for review prior to large quantity reproduction is encouraged.

3.6.4. Changes in Mission. Mission modifications are accommodated by revising the significance statement for the organization's approved emblem. A revised significance statement and a request letter signed by the organization commander should be coordinated through the Wing, Center, and MAJCOM/FOA/DRU history channel to AFHRA.

3.6.5. Changes in Designations or Mottoes. Redesignations and motto changes are accommodated by revising the existing designation or motto in the scroll(s). To reflect new designations or mottoes:

3.6.5.1. Every establishment submits a request and MIPR for a new flag drawing in accordance with **paragraph 3.6.1.**

3.6.5.2. Squadrons and flights may change scrolls locally. A color graphics file (.jpg or other suitable electronic format) of emblem with revised scroll(s) and letter signed by the organization commander should be coordinated through the Wing, Center, and MAJCOM or equivalent history channel to AFHRA 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 defined in **paragraph 3.7.** of this AFI. A unit with an approved emblem that falls into this category may have the emblem modified to meet the current heraldic standards.

3.6.6.1.1. To maintain the lineage and tradition of the organization, design elements and colors should be preserved as closely as possible to the previous emblem; no new design elements or colors should be introduced.

3.6.6.1.2. Any waiver request to change a CSAF-approved emblem, or to change an emblem that meets Air Force heraldry standards (except for formatting – disk or shield), will be submitted to AF/HO through the MAJCOM/HO with MAJCOM/CC or CV endorsement. Following Air Staff coordination, the package will be sent to the Assistant Vice Chief of Staff of the Air Force (AF/CVA) for a final decision. (T-1)

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

3.6.6.2.1. The request to return to the historical emblem must be endorsed by the MAJCOM/HO and the MAJCOM/CC or CV (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. below.**

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 must reflect favorably on the United States Air Force; be original, distinctive, dignified, and in good taste; and be non-controversial. (T-1)

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 desiring an emblem or that wish to inquire about an approved emblem, and parent organizations of units scheduled to be activated, should consult their Wing, Center, or MAJCOM history office. Seeking assistance early helps avoid delays.

3.7.3. Follow these design element instructions, keeping in mind the purpose of Air Force 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 much easier to reproduce as a patch, letterhead, or other rendition.

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 Air Force symbol, existing emblems, occupational badges (or other types of badges), or 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, 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 center; a globe element may not depict both gridlines and landmasses).

3.7.3.7. Do not depict numbers (exception: NAF emblems), letters, words, codes, symbols of a morbid nature, gambling devices, cartoon-like characters, assigned aircraft, or specific equipment.

3.7.3.8. Do not violate trademark or copyright laws.

3.7.3.9. Do not include very small detail features and accent lines which would be difficult to reproduce or embroider on small emblem reproductions.

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

3.7.4. A 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 that repeat the organization's designation, e.g., "communication" or "comm." in motto of a communications squadron.

3.7.4.2. Do not use punctuation such as dashes, dots, commas, explanation marks or quotation marks, symbols or icons in the motto. Apostrophes for possessive words are permitted.

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

3.7.4.4. Mottoes in English are preferred, 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, 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 Air Force colors: ultramarine/reflex blue and Air Force yellow.

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

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

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

3.7.6. 10 USC § 4594, approved September 1957, 71 Stat. 589, directs that the Secretary of the Army to furnish heraldic services to all military departments and other branches of the federal government. TIOH, Fort Belvoir, VA is responsible for standardizing heraldic designs for correct sizes, colors, manufacturing needs, and refinement of all design elements. Accordingly, obtain all emblem artwork and drawings from TIOH, as directed by this AFI. (T-0) Local procurement of heraldry artwork and drawings is not authorized.

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

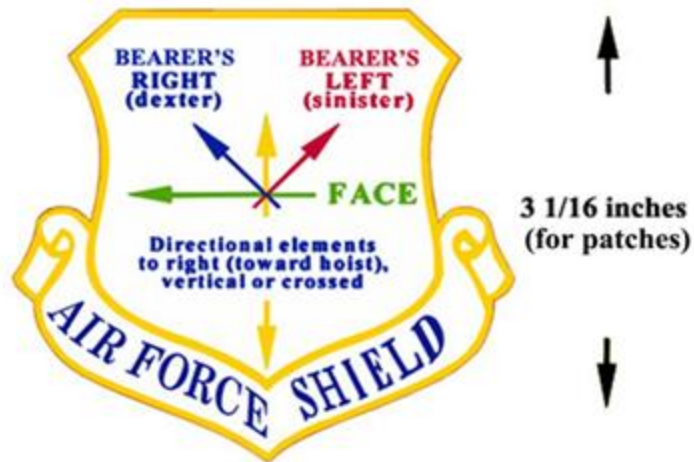
3.7.8. When ordering guidons, flags, or patches, follow current AF guidance provided by the Air Force Clothing and Textile Office (AFCTO). AFCTO is the office of primary responsibility for specifications and technical details on the manufacture and procurement of emblems for wear as uniform patches and for organizational flags and unit guidons.

3.7.9. For additional guidance on emblem submission, designs, and colors, consult *The Guide to Air Force Heraldry* at <http://www.afhra.af.mil> or contact your Wing, Center, or MAJCOM history office.

Table 3.1. Organizational Emblems.

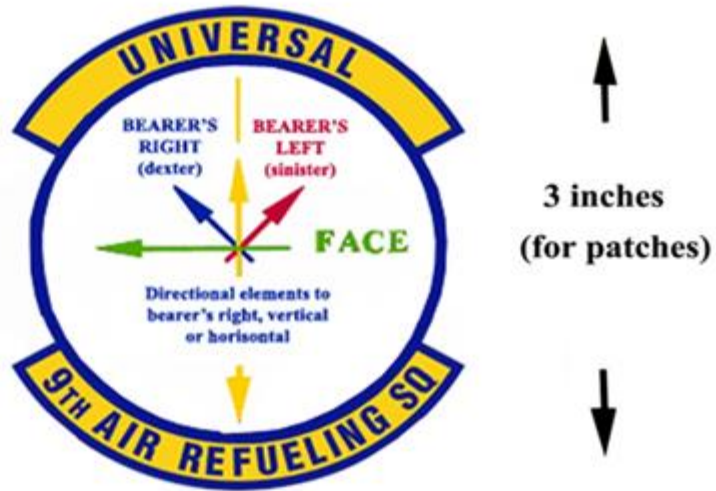
If the echelon is	and it is	then the authorized emblem is:
1. an establishment	not echelon organization assigned to a wing	a distinctive symbolic emblem of its own on the Air Force shield.
2. a group	assigned to a wing with a different number	a distinctive symbolic emblem of its own on the Air Force shield.
3. a group	assigned to a like-numbered wing or named wing/ 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 headquarters or standard operating element as defined in AFI 38-101, <i>Air Force Organization</i>	part of an establishment	that of the parent organization served.
6. a directorate, division, office, branch, section, or other non unit that was not constituted	N/A	none.
NOTE: Unusual organizations not clearly identified as to organizational level require evidence of their organizational status when requesting approval of an emblem.		

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.



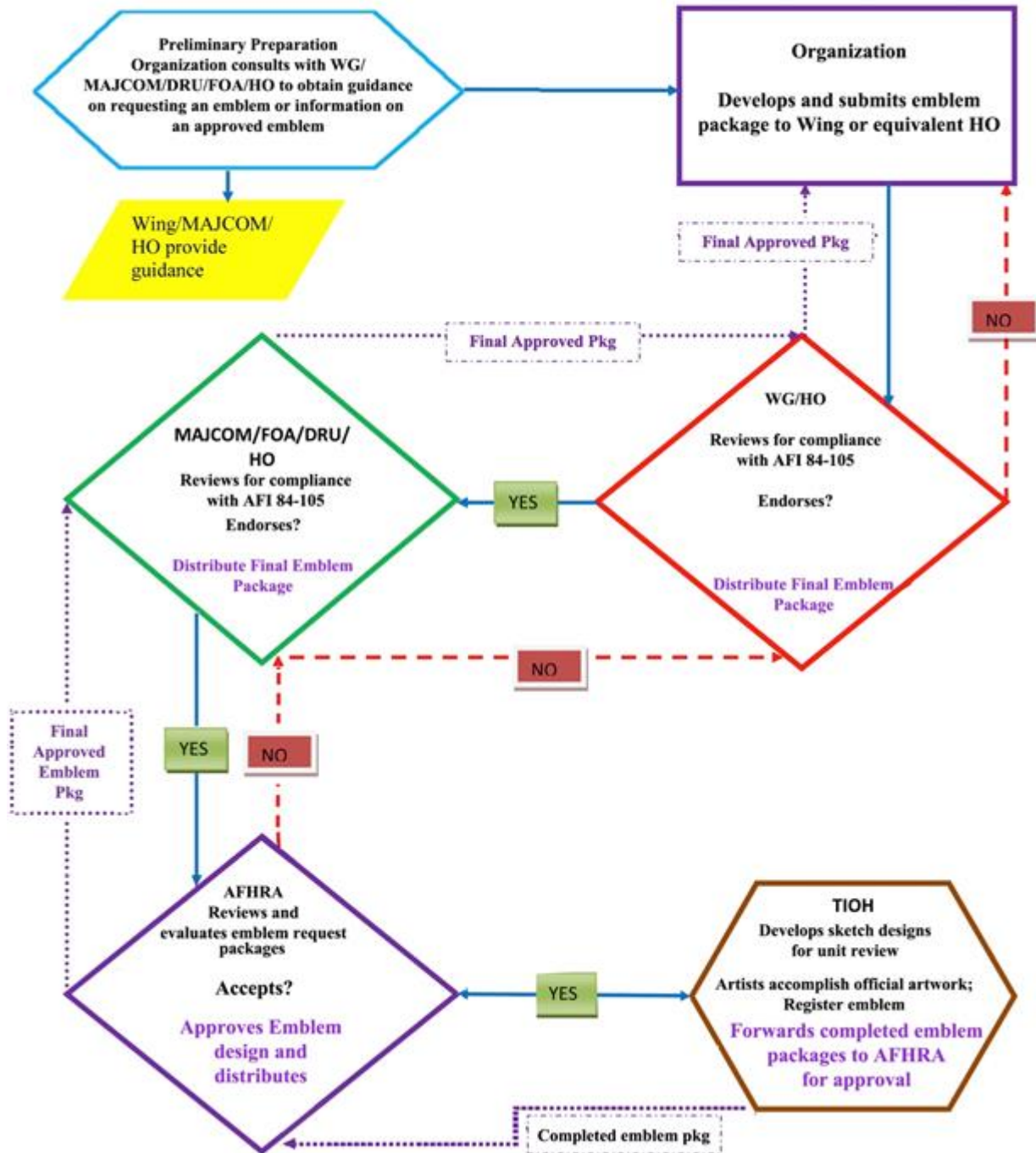
For a unit's scroll (s), use any color as long as the overall design has six or fewer colors and the border of the disc and scroll (s) are the same color as the letters on the scroll.



Sample - actual size

Figure 3.3. Flow Chart for Emblems.

Figure 3.3. Flow Chart for Emblems



Chapter 4

AIR FORCE ORGANIZATION STATUS CHANGE REPORT (AFOSCR)

4.1. Preparation.

4.1.1. The Manpower, Organization and Resources Staff at each MAJCOM, SAF/AAR, and those FOAs and DRUs that publish their own administrative orders pertaining to unit changes, prepares the AFOSCR and submits it electronically to AFHRA/RSO on the last day of each month. Because this report has the C-1 priority designation, continue reporting during emergency conditions. **Note:** In the absence of e-mail capability, send the AFOSCR to AFHRA/RSO, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

4.1.2. AFHRA/RSO enters incoming AFOSCRS into a database to produce a consolidated monthly report available online to MAJCOM, FOA, and DRU manpower, organization and resources directorates.

4.2. Format. The AFOSCR 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.

4.2.1. List changes in unit status for activations, inactivations, designations, redesignations, assignments, and station changes of units or detachments. Don't list the inactivation or redesignation of detachments when these actions are prompted by inactivation or redesignation of parent units.

Chapter 5

CONFIRMATION AND PUBLICATION OF USAF AERIAL VICTORY CREDITS (AVC)

5.1. Authority for Confirming USAF AVC Awards. The AFHRA *confirms* awards of USAF AVCs from authoritative sources. (See [Attachment 5](#) for examples of documents supporting the award of AVCs).

5.1.1. The following documents are considered authority for validating the award of a USAF AVC:

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 AVC in unit histories may be used to buttress other sources but is not sufficient to verify an award.

5.1.3. Removal of an aerial victory credit from an official list may be made only if there is overwhelming evidence of an error in the original confirmation and only if that evidence is reviewed and confirmed by a board as outlined below in [paragraph 5.3.2](#).

5.2. Validation Procedures. All claims of AVC awards should be forwarded to AFHRA/RSO. When AFHRA receives a claim, a historian will:

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

5.2.2. Search the files of past AVC claims to determine if necessary research has already been accomplished.

5.2.3. Check any previous official aerial victory credit listings published by the Air Force Historical Research Agency or its predecessors that might mention the individual in question.

5.2.4. Search the AVC sources and notes maintained at AFHRA.

5.2.5. Search as needed histories of the individual's squadron and group or wing and the supporting documents for any mention of an AVC award.

5.2.6. Contact, if further documentary proof is needed, other repositories, particularly the National Archives and Records Administration, the Library of Congress, and the Pentagon Library.

5.3. Revising the Official AVC Lists. If research uncovers sufficient evidence to add or change the official AVC lists, the AFHRA will summarize the evidence, with supporting documentation. Normally, the Chief, Organization Histories Division (AFHRA/RSO), and the Director (AFHRA/DR) review the evidence and authorize the addition or change to the AVC list.

5.3.1. For particularly controversial cases, AFHRA/DR may ask the Director, Air Force History and Museums Policies and Programs, to call a board of review to consider the evidence and make a ruling.

5.3.1.1. The board of review 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 determined by the Director, Air Force History and Museums Policies and Programs, to be essential to an impartial, informed decision.

5.3.2. In instances where evidence seems to indicate the removal of an AVC, because of an error in the original confirmation process, the decision to remove is made by a board of review appointed by AFHRA/DR or, if appropriate, AF/HO.

5.3.3. If the claimant is not satisfied with the determination of the AFHRA or the Director, Air Force History and Museums Policies and Programs board of review, he or she may appeal to the Air Force Board for the Correction of Military Records.

5.4. Publication of AVC Lists. The Air Force Historical Research Agency publishes official lists of AVCs, updating them periodically, as needed.

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

5.4.1.1. In certain cases, for example when the name of the victor has already been published in open sources, AFHRA may publish the name of the victor in less than ten years.

5.4.1.2. Each victor may give permission to publish his or her name in the AVC lists in less than ten years.

5.4.2. Publication may be on the AFHRA Homepage and by the Air Force History and Museum Program.

5.4.3. AFHRA publishes the only officially confirmed lists of USAF aerial victory credits. Where privately published lists differ from the USAF lists published on the AFHRA Homepage, the USAF lists should be taken as authoritative.

WALTER GRUDZINSKAS, Civ, DAF
Director, Air Force History and Museums Policies
and Programs

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

18 U.S.C. § 704 (Military Medals or Decorations)

10 U.S.C. § 4594 (Furnishing of Heraldic Devices)

Code of Federal Regulations (32 CFR, Part 507), *Manufacture and Sale of Decorations, Medals, Badges, Insignia, Commercial Use of Heraldic Designs and Heraldic Quality Control Program*

DODI 1348.33-M, *Manual of Military Decorations and Awards*, 4 Vols, December 2016

AFPD 84-1, *Historical Information, Property, and Art*, 16 September 2005

AFPD 38-1, *Organization and Unit Designations*, 24 August 2011

AFMD 30, *Air Force Historical Research Agency*, 6 September 2016

AFMAN 33-326, *Preparing Official Communications*, 25 November 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 34-1201, *Protocol*, 25 January 2013

AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 December 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 38-101, *Air Force Organization*, 31 January 2017

AFI 84-101, *Historical Products, Services, and Requirements*, 16 February 2017

AFI 84-102, *Historical Operations in Contingency and War*, 18 November 2015

AFI 84-103, *US Air Force Heritage Program*, 27 May 2015

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

Adopted Forms

DD Form 448, *Military Interdepartmental Purchase Request*, June 1972

DD Form 448-2 (Acceptance Form), July 1971

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009.

Abbreviations and Acronyms

AFB—Air Force Base

AFHRA—Air Force Historical Research Agency

AF/HO—Air Force History and Museums Policies and Programs

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMD—Air Force Mission Directive

AFOSCR—Air Force Organization Status Change Report

AFRC—Air Force Reserve Command

ANG—Air National Guard

AOR—Area of Responsibility

AVC—Aerial Victory Credit

CFR—Code of Federal Regulations

CNAF—Component Numbered Air Force

CSAF—Chief of Staff of the Air Force

DAF—Department of the Air Force

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HO—History Office

MAJCOM—Major Command

MIPR—Military Interdepartmental Purchase Request

NAF—Numbered Air Force

NMUSAF—National Museum of the United States Air Force

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RSO—Organizational History Branch

SAF—Secretary of the Air Force

TIOH—The Institute of Heraldry (US Army)

USA—US Army

USAF—United States Air Force

USAF/A1MO—Organization Division, HQ USAF Directorate of Manpower, Organization and Resources

Terms

Aerial Victory Credits Lists—The officially confirmed lists of aerial victory credits. Information in the lists consists of some or all of the following: Name of the person awarded the credit, his rank, unit, service, serial number (before it became a social security number), number of credits, date, position (pilot, observer, etc.), enemy aircraft type, order number, and identification of the conflict.

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

Air Force Organizations—Establishments and units (see AFI 38-101).

Air Reserve Components—All units, organizations, and members of the Air National Guard and the Air Force Reserve Command.

Air Staff—Offices in HQ USAF below the Secretariat level (under and including the Chief of Staff, USAF).

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 Air Force 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 Air Force bestowed on each combat wing the history and honors of its similarly designated combat group.

Conferred—Honors that a provisional organization has earned and that the associated permanent organization may claim and display as its own.

Constituted—Describes an organization that has been given an official name, or number and name, and placed on the Air Force List to be 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 Air Force 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 caduceus or small constellation, 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—Any organization with a constituted headquarters, at group level or higher.

Expeditionary—A provisional unit or establishment specially designated 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 correctly placed 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.

Functional Image—Any unofficial or nonunit design symbol locally designed and displayed. These are often referred to as logos, morale or Friday patches. In no case should the historian become involved in the design of such images or provide approval of their use and display. An organization that uses a functional image in place of an approved organizational emblem violates [paragraph 3.2.](#) of this AFI.

Guidon—A pennant used by an organization 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 Air Force yellow American Eagle 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, 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.

Lineage—The unique, official, traceable record of organizational actions peculiar to each Air Force 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 Air Force 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.

Morale Patch—See definition for "Functional Images," above. Morale patches (or Friday patches) are not authorized for wear in accordance with AFI 36-2903, paragraph 3.2.1.6.

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

Nonunit—As defined in AFI 38-101, organizational entities that are neither establishments nor units. Within an organization, a staff section is a nonunit. A "headquarters squadron section," despite the words "headquarters" and "squadron" in its name, is neither; it is a staff section. Detachments, functional and alpha flights, operating locations, named activities, and Air Force elements are all nonunits.

Organizational Flag—The organizational flag is authorized only for an organization with a headquarters, i.e. an establishment. 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.

Overseas—All locations, including Alaska and Hawaii, outside the continental United States.

Patch—An informal term used to refer to the cloth depiction of an emblem (either in full color or subdued for camouflage) that can be affixed to a uniform. Governed by AFI 36-2903.

Permanent Organization—A permanent organization is constituted by a War Department or USAF letter; HQ USAF 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, but over which HQ USAF 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 can not be activated again).

Provisional Organization—An organization with a finite existence created, usually, by a MAJCOM, DRU, or FOA for a temporary purpose. When inactivated a provisional organization ceases to exist, losing its lineage, accrued history, and honors (exception: see “Rainbow” below).

Rainbow—A long-term expeditionary organization with personnel and other resources drawn from a multitude of permanent units. It is a permanent organization converted temporarily to a provisional status that can only be accomplished by AF/A1MO.

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 displayed on the Air Force Seal, which the Department of the Air Force adopted in 1947. The Air Force 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 Air Forces shield was phased out.

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 AFI, a military organization constituted by HQ USAF or, for provisional units only, designated by a MAJCOM, FOA or DRU. As opposed to an establishment, a unit is an Air Force organization with no headquarters, such as a named or numbered squadron or flight.

Attachment 2

SAMPLE FORMAT FOR COMMANDER'S SIGNED EMBLEM REQUEST LETTER

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

<p>MEMORANDUM FOR Wing or Center/HODate: (Self-Explanatory) MAJCOM/HO HQ AFHRA/RSO IN TURN</p> <p>FROM: 9 ARS/CC</p> <p>SUBJECT: Request Approval for Organizational Emblem</p> <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, statement of significance, and MIPR for official processing.2. Request display of our unit designation "9TH AIR REFUELING SQ" in the lower scroll. (<i>If applicable, provide motto information and, if in a foreign language, its English translation.</i>)3. The point of contact for coordinating this emblem request is (name, unit address, phone number, fax number and e-mail address). <p>Commander's Signature Block</p> <p>Attachments:</p> <ol style="list-style-type: none">1. Special Order2. Emblem Proposal3. Statement of Significance4. MIPR
--

Attachment 3

**SAMPLE FORMAT FOR THE AIR FORCE ORGANIZATION STATUS CHANGE
REPORT**

Figure A3.1. Sample Format for the Air Force 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 AIR FORCE ORGANIZATION STATUS CHANGE REPORT

Figure A4.1. How to Prepare the Air Force 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 Air Force 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 moved its personnel and equipment, enter the date the unit or detachment arrived at its new 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) Intercommand. 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) Intracommand. Enter the designation of the parent establishment to which the reassigned establishment was assigned before reassignment.

(2) Intercommand. 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) Intracommand. Enter the designation of the new parent establishment which the unit is assigned.

(2) Intercommand. 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) Intracommand. Enter the designation of the new parent establishment to which the reassigned establishment is assigned.

(2) Intercommand. 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 that authorized and implemented 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 Air Force 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. Samples of Documents Supporting Aerial Victory Credit Awards.

1. *SAMPLE AERIAL VICTORY CREDIT CLAIM STATEMENT*

AERIAL VICTORY CREDIT CLAIM STATEMENT

RANK AND NAME:

DATE AND TIME:

MSN #/CALL SIGN:

LOCATION:

TYPE OF BANDIT:

NARRATIVE: - - -

ENGAGEMENT DEPICTION: (drawing)

Signature

typed name and rank

aircraft type and crew position

weapon used

2. *SAMPLE AERIAL VICTORY CREDIT WITNESS STATEMENT*

AERIAL VICTORY CREDIT WITNESS STATEMENT

RANK AND NAME:

DATE AND TIME:

MSN#/CALLSIGN:

LOCATION:

TYPE OF BANDIT:

NARRATIVE: - - -

ENGAGEMENT DEPICTION: (drawing)

Signature

typed name and rank

(aircraft type) pilot

3. SAMPLE AERIAL VICTORY CREDIT BOARD REPORT

AERIAL VICTORY CREDIT BOARD REPORT

Organization:

Date:

Place of meeting:

Members:

Chairman: (Rank, name, organization/office)

Sr Rated Officer:

Sr Rated Officer:

Intel Rep:

Advisor:

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.)

The board reviewed the following claims of Operation xxxxx for the period xxxx and decided not to award credits for them:

Remarks (include reason or reasons why credit not awarded):

Signatures of Members:

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

1. (RANK) (FIRST NAME, MIDDLE INITIAL, LAST NAME), (SOCIAL SECURITY NUMBER), 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)).

2. (RANK) (FIRST NAME, MIDDLE INITIAL, LAST NAME), (SOCIAL SECURITY NUMBER), 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)).

Signature of Commander
typed name and rank, USAF

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