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History

***ORGANIZATIONAL LINEAGE,
HONORS AND HERALDRY***

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 84-1, *History and Heritage Management* and DAFPD 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 Air Force (USAF), Air National Guard (ANG), and Air Force 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. This publication does not apply to the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command to Air Force 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/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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include deletion of United States Space Force (USSF) Heraldry [Attachment 6](#) and references to USSF; revision of Aerial Victory Credit chapter; and editing for accuracy.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. DAF History and Museums Policies and Programs (AF/HO). Sets out guidance on the Air Force (AF) organizational lineage, honors, and emblems (heraldry). Convenes boards 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 (FOA) reporting to AF/HO. AFHRA is the DAF's central repository of historical information. The Director (AFHRA/DR), working through the Organization History Division (AFHRA/OH), implements policies for and determines organizational lineage and honors. Consistent with the standards of The Institute of Heraldry (TIOH), AFHRA/DR approves organizational emblems. AFHRA/OH 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 USAF and USSF Organization Status Change Report. AFHRA/OH maintains and verifies USAF aerial victory credit awards and publishes updated lists as needed. Additionally, the AFHRA provides organizational lineage & honors and heraldry support to the USSF. USSF heraldry standards and procedures are found in Space Force Instruction (SPFI)

84-105, *Organizational Lineage, Honors and Heraldry*.

1.3. History Offices at Major Command (MAJCOM), FOA, and Direct Reporting Unit (DRU) HQ. MAJCOM, 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 a historian process heraldry proposals and consult on changes affecting organizational lineage directly with AFHRA/OH. History offices also work to ensure that AFHRA/OH receives documentation and orders concerning the award of unit honors, decorations, and aerial victory credits. History offices work to collect and include in organizational histories all special orders awarding unit honors, such as the Air and Space Outstanding Unit Award and the Air and Space Organizational Excellence Award.

1.4. Air Force (AF) 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/OH to compile and maintain accurate and complete lineage, honors, and heraldry data on their organizations and documentation to confirm award honors.

1.5. Manpower and Organization Staff at MAJCOM, FOA, Headquarters Air Force Resources Directorate (SAF/AMR), and DRUs. Coordinate proposed organizational actions affecting units and establishments with their respective history offices. MAJCOMs, SAF/AMR, and those AF FOA and DRUs publishing their own administrative orders on unit changes must submit the Organization Status Change Report to AFHRA/OH by the last day of each month. These organizations ensure that AFHRA/OH is on distribution for all special orders and movement orders affecting organization changes.

1.6. Headquarters U.S. Air Force Current Operations Division, Directorate of Manpower, Organization and Resources (AF/A1MC). AF/A1MC is responsible for organizational guidance and changes for the USAF. AF/A1MC coordinates organizational change proposals affecting the lineage and honors of units and establishments with AF/HO. AF/A1MC sends copies of the final authorization instruments to AFHRA/OH.

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 Air and Space Outstanding Unit Award and the Air and Space 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 AF organization. Lineage is the sole determinant of an organization's rights to history, honors, and emblems. Lineage allows the AF to change unit designations and physical locations without the loss of a unit's past record of service and performance.

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. The lineage of a permanent unit begins with the constitution of the unit and continues through activation, inactivation, and redesignation until the organization is disbanded. Reconstitution of a disbanded unit revives its lineage.

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

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

2.1.6. The headquarters of the DAF may convert permanent organizations to provisional status and may convert them back to permanent status. (See rainbow units in [paragraph 2.2.5](#))

2.1.7. The USAF may not transfer honors from one organization to another except in cases of bestowed honors (See [paragraph 2.3](#)) and conferred honors (See [paragraph 2.2.4](#)).

2.1.8. The AFHRA determines official lineage and honors data for regular USAF organizations and Air Force 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 a MAJCOM (second priority). AFHRA limits Priority 2 update requests to unit lineage and honors that are over five years old. The NGB/HO is responsible for ANG organizational histories and ANG lineage and honors matters.

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 provisional and rainbow.

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

2.2.1.1. The temporary expeditionary unit corresponds to the active permanent unit (i.e., the major force provider) 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 may activate the expeditionary organization, which may be in a forward location, for an indefinite time, and then inactivate it, so that it can 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 the 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

UNITED STATES AIR FORCE HERALDRY

3.1. Purpose of AF Heraldry. Organizations need visible, enduring symbols in the form of emblems to promote esprit de corps, morale, and a sense of heritage. AF heraldry meets this need only as long as emblems conform to uniform standards and remain unchanged. AF heraldry policy prohibits the revision or replacement of an approved emblem that meets current heraldic standards. Between 1991-1994 the Chief of Staff of the United States Air Force (CSAF) conducted an extensive heraldry review to simplify, standardize, and stabilize Air Force heraldry. In 2023, the CSAF reaffirmed the heraldry design standards and policy.

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.

3.2.1. Examples of nonunits not entitled to organizational emblems are directorates, detachments, Air Force 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. (See DAFI 36-2903, *Dress and Appearance of Department of the Air Force Personnel*). An organization that uses a functional image in place of an approved organizational emblem violates **paragraph 3.2**.

3.2.2. DAFI 36-2903 governs the insignia and patches for cadets at the United States Air Force Academy and the United States Air Force 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 preponderance 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 Air Force (CNAF). In addition to its official emblem, a Numbered Air Force (NAF) functioning as a CNAF 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 CNAF emblem does not replace the official NAF emblem, which continues to display the traditional NAF designation in the scroll below the shield.

3.2.4.2. Both CNAF and NAF emblems comply with the standards pertaining to emblems in [paragraph 3.7](#) of this DAFI, except that CNAF emblems (for example, Seventh Air Force [Air Forces Korea]) may depict specific geographical areas appropriate to their command area of responsibility. If the CNAF 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 CNAF commander chooses to add wording in the scroll, it must not exceed 36 characters (including spaces).

3.2.5. A constituted organization uses or displays its official emblem approved by AFHRA and registered with TIOH. Organizations may not display unofficial designs. The AFHRA is the approval authority for a unit's motto.

3.3. Standardized Heraldry for Establishments. Display emblems of establishments, i.e., headquarters organizations (centers, groups, wings, NAFs, 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

DAFI 90-1201, *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 official 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 official 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. Display a unit's official designations on the scroll below the disc.

3.4.2. For a unit with a motto, display motto on a same-colored scroll above 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. (**Note:** for patch purposes TIOH removes the ordinal suffixes and reduces characters and spaces to no more than 22.)

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 DAFI 90-1201.)

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. 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 Air Force and Space Force Intellectual Property Management 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 Air Force and Space Force Intellectual Property Management 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 all flags, guidons, and service streamers in its unit heritage box. (See DAFI 84-103, *Department of the Air Force Heritage Program*.) Inactivating organizations send the box to the National Museum of the United States Air Force (NMUSAF), Bldg 489, 1100 Spaatz Street, Wright-Patterson AFB, OH 45433-7102.

3.5.4. When the DAF schedules an organization to activate again, the MAJCOM, 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.

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 Air Force Heraldry Requests. (See [Figure 3.3](#)) (See SPFI 84-105 for USSF requests.)

3.6.1. Commanders of Regular Air Force and Air Force 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. 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/OH, 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 [paragraph 3.7.1](#) and 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 DAF heraldry standards. If available, include a vector file (Adobe® Illustrator®). (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 submission to AFHRA. (T-1)

3.6.1.3.1. Emblem proposal packages should not include extraneous materials, e.g., 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 the AFHRA, emblem packages should be sent to afhra.rs@us.af.mil. 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, patch manufacturing drawing, 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 DAFI 36-2903 and Controlled Multiple Address Letter (CMAL) No. 22-01, Operational Camouflage Pattern (OCP), dated 25 May 2022.

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 Mottoes. Organizations can accommodate redesignations and motto changes 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 for artwork and flag drawing updates in accordance with **paragraph 3.6.1**.

3.6.5.2. Squadrons and flights may change scrolls locally (see *Guide to Air Force Heraldry*, June 2022, Chapter 3, Paragraph 6). 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. For changes to patches, contact The Institute of Heraldry at usarmy.belvoir.hqda.mbx.tioh-webmaster@army.mil.

3.6.6. Organizations may 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. 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 a simple and uncluttered design, 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 Air Force (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, should 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.
- 3.6.6.2. An organization that has had more than one approved emblem may request to return to its historical emblem (See Historical Emblem in Terms).
- 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. A return to the historical emblem is permanent.
- 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 design within the perimeter border of standard shield or disc (See paragraphs [3.3](#) and [3.4](#)), as appropriate.

3.7. Heraldic Standards.

- 3.7.1. Emblem designs and mottoes should reflect favorably on the Air Force. Emblems designs and mottoes should be original, distinctive, dignified, in good taste, do not violate any third party's intellectual property rights, to include but not limited to copyrights or trademarks, and be non-controversial. Emblem designs and mottos should reflect favorably on the USAF. Additionally, the commander should acknowledge that the proposed design, in total and in part, is original and does not violate any third party's intellectual property rights, to include but not limited to copyrights or trademarks (See [Attachment 2](#), Sample Format for Commander's Signed Request Letter.)
- 3.7.2. Organizations without an approved emblem or an emblem needing modification may submit a design proposal or request design assistance from TIOH (See [paragraph 3.6.1.1.3](#)) Organizations should work with their unit 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 AF 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. (See definitions for element and complex element in [Attachment 1](#))
- 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 perimeter 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, Seal, Coat of Arms, Army Air Corps Wings (commonly referred to as the Hap Arnold Wings), other insignia, 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. A generation squadron may incorporate one compliant element from the emblem of its associated operational squadron.

3.7.3.6. Do not include symbols or caricatures associated with foreign nations, extremist groups, racial or gender stereotypes, games of chance, gambling devices, 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:** NAF emblems), letters, words, codes, symbols of a gruesome or morbid nature, 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. Designs should not include very small detail features and accent lines. This makes it difficult to reproduce or embroider on small emblem reproductions.

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 using the English alphabet. 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 and not in violation of a third party's intellectual property rights.

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. Mottoes 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 § 7594, *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 coordinate through AFHRA to obtain all emblem artwork and drawings from TIOH.

3.7.7. The Air Force 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. For questions relating to flags, guidons, and streamers, or to their acquisition, size, construction, or color, refer to DAFI 90-1201 or contact immediate supporting protocol or history office.

3.7.9. When ordering guidons, flags, or patches, follow current DAF guidance provided by the Air Force 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.

3.7.10. 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/GuideAirForceHeraldryJune2022.pdf> or contact the applicable local history office.

3.8. Physical Emblem Files. Physical emblem files at the AFHRA are the ultimate authority for 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 an 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 named activity, a detachment, operating location, squadron section, commander's support staff, Air Force element, directorate, division, office, branch, section, or other nonunit	part of a unit or an establishment	that of the parent organization of which it is a part.
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.		

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



Note: element faces dexter (bearer's right)

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



Note: border of disc, border of scroll(s), and scroll text are the same color; chosen color scheme provides contrast (one light color, one dark color) for easy readability of scroll text

Chapter 4

USAF MONTHLY ORGANIZATION STATUS CHANGE REPORTS

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

4.2. Format. A Monthly Organization 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 all changes in unit status for activations, inactivations, designations, redesignations, assignments, and station changes of units or detachments that occurred within the month.

Chapter 5

USAF AERIAL VICTORY CREDITS

5.1. Authority for awarding USAF Aerial Victory Credit Awards. The Chief of Staff of the Air Force (CSAF) for all actions and, for actions in their theater of operations, the Air Force Service Component Command Commander (AFSCC/CC) are authorized to issue special orders confirming aerial victory credit.

5.2. Aerial Victory Crediting Procedures.

5.2.1. A pilot or crew seeking confirmation of a “kill” will submit a written claim through command channels within 48 hours after the shutdown or as soon as mission allows. **(T-3)**

5.2.2. Enemy Aircraft Claims Evaluation Board. The commander of a combat wing or, when designated by the AFSCC/CC, a separate squadron will establish an Enemy Aircraft Claims Evaluation Board when appropriate. As a minimum, each board will consist of two rated officers, a senior operations officer, and an intelligence officer. The evaluation board should consult the servicing legal office and the wing historian in formulating their report.

5.2.3. The Enemy Aircraft Claims Evaluation Board has 30 days to process the claim, gather and evaluate evidence, and forward a report through the wing commander to the Air Force Service Component Command Director of Operations (AFSCC/A3). **(T-3)** Reports will describe in detail, as clearly as possible, the events and actions surrounding the claim. Note relevant rules of engagement and special instructions the pilot (and crew where applicable) was operating under to ensure claims can be reviewed judiciously and speedily. Include annexes with all aircrew after-action reports, documents, reports, statements, interviews, and other data used in the evaluation.

5.2.4. The AFSCC/A3 will convene an Enemy Aircraft Claims Review Board to promptly review the evidence from the Enemy Aircraft Claims Review Board report. The board should consist of one rated officer familiar with aerial combat, representatives from the AFSCC operations directorate and servicing legal office, the command historian, and other individuals identified by the AFSCC commander as essential to an impartial, informed decision. Following the board, the AFSCC/A3 will make a recommendation to confirm or deny the claim to the AFSCC/CC.

5.2.5. Credit for destroying an enemy aircraft becomes official upon publication of an AFSCC special order.

5.3. Criteria . All claims will meet the following criteria: (1) Any victory must have occurred during a war or conflict in which American forces participated; (2) the aircraft must have belonged to the enemy; (3) the enemy aircraft must have been destroyed as a result of aerial combat or action; and 4) the claim must be substantiated by written testimony or transcribed oral history interviews of one or more aerial or ground observers, video or similar medium, a report that the wreckage of the enemy aircraft was recovered, or some other information that positively confirms the enemy aircraft’s destruction. **(T-1)** An enemy aircraft is considered destroyed if it crashed, exploded, disintegrated, lost a major component vital for flight, caught fire, entered into an altitude

or position from which continued flight was impossible, or if its aircrew ejected/bailed out. Claims may only be substantiated when all criteria listed for the respective category is satisfied. The standard of proof required to satisfy a claim is the “preponderance of the evidence.” A preponderance of the evidence exists when it is more likely than not that the aerial victory occurred as claimed. In addition, the Enemy Aircraft Claims Evaluation and Review Boards will judge claims against one of four categories and their respective criteria listed below. (T-1)

5.3.1. Category 1: Aerial Combat.

5.3.1.1. The victory was gained by a U.S. Air Force pilot and, when applicable, the Combat Systems Officer (CSO) or other qualified aircrew in a manned Air Force aircraft.

5.3.1.2. The victory was won in air-to-air combat against an aircraft that was manned, armed, and could fight back.

5.3.1.3. The pilot, and when applicable the CSO or other qualified aircrew, must have had considerable freedom of decision as to whether they would attack and, once engaged, whether they would continue the action.

5.3.2. Category 2: Aerial Shootdown – Manned Aircraft.

5.3.2.1. The victory was gained by a U.S. Air Force pilot and, when applicable, the Combat Systems Officer (CSO) or other qualified aircrew in a manned Air Force aircraft.

5.3.2.2. The victory was won in air-to-air action against an aircraft that was manned.

5.3.3. Category 3: Aerial Shootdown – Unmanned Aircraft (UA).

5.3.3.1. The victory was gained by a USAF pilot and, when applicable, the Combat Systems Officer (CSO) or other qualified aircrew in a manned Air Force aircraft.

5.3.3.2. The victory was won in aerial action against an unmanned aircraft or other aerial vehicle operated by an enemy military force meeting Department of Defense criteria as Group 3 or higher Unmanned Aircraft System (UAS) as described in the UAS Categorization Chart in Joint Publication 3-30, *Joint Air Operations*.

5.3.4. Category 4: Aerial Shootdown by an Unmanned Aircraft (UA).

5.3.4.1. The victory was gained by a U.S. Air Force pilot and, when applicable the sensor operator or other qualified crew, of a remotely piloted Air Force aircraft designated as Group 3 or higher UAS.

5.3.4.2. The victory was won in aerial action against any manned aircraft or an unmanned aircraft meeting Department of Defense criteria as Group 3 or higher Unmanned Aircraft System (UAS) as described in the UAS Categorization Chart in Joint Publication 3-30, *Joint Air Operations*.

5.4. Records . The AFSCC/A3 will forward a package containing the special order awarding victory credit, the Enemy Aircraft Claims Evaluation Board report, intelligence and after-action reports, endorsements and statements, records, notes, emails, transcripts, evidence, and other materials regardless of medium, classification, or sensitivity considered in awarding the claim to AFHRA/OH for permanent retention. Upon receipt, AFHRA will add names of individuals awarded aerial victory credit to the official roster. AFHRA will maintain separate rosters for each category and conflict.

5.5. Verifying Award of USAF Aerial Victory Credit. AFHRA maintains the DAF's only official roster of aerial victory credits. On request, historians at AFHRA verify claims of individual Aerial Victory Credit from authoritative sources. When AFHRA/OH receives a request relating to award of an aerial victory credit to an individual, a historian will research the latest official listing to determine if an aerial victory credit or record is on file for the individual or the event. AFHRA historians will:

5.5.1. Research the latest official listing of aerial victory credits to determine if an aerial victory credit is on file for the individual or event.

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

5.5.3. Check any previous official aerial victory credit listings published by the AFHRA or its predecessors.

5.5.4. Search the aerial victory credit award source documents and notes maintained at AFHRA.

5.5.5. Search the official Air Force history reports pertaining to the individual's squadron and group or wing and supporting documents for any mention of the individual or event. Mention of an aerial victory credit in official unit histories is not sufficient to verify an award. However, the unit history may support other sources to help verify an award.

5.5.6. Contact other repositories, particularly those of other Services, the National Archives and Records Administration, and the Library of Congress.

5.5.7. The following documents help validate the award of a USAF aerial victory credit: The official order awarding credit, the Enemy Aircraft Claims Evaluation and Review Board reports from the time showing award of a credit, and all available records and material considered by the board and submitted to AFHRA.

5.6. Revising the Official Aerial Victory Credit Rosters . The AFHRA Director is authorized to add, remove, or change an aerial victory credit on an official list when there is overwhelming evidence of an error present in the original aerial victory claim evaluation or review board reports, the official order, or when new information is presented. The specific criteria, theater guidelines, and standard of proof in use at the time and location of the award will be used in determining cases.

5.6.1. For cases without an overwhelming body of evidence or for particularly controversial cases, the AF/HO Director will convene a formal Headquarters Air Force (HAF) Enemy Aircraft Claims Review Board to review the evidence and make a recommendation. The board will be led by a USAF senior historian and consist of a representative from the AFHRA who is familiar with the case, at least one rated officer familiar with air combat, a senior representative of AF/A3, a senior officer from the AFSCC operations directorate, and other individuals AF/HO determines as essential to an impartial, informed decision. Upon receipt of the HAF Review Board's recommendation, the AF/HO Director may decide the case or, at their discretion, refer it to the CSAF.

5.6.2. Guidance for a claimant to appeal an adverse decision to the Air Force Board for the Correction of Military Records is provided in DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*.

5.7. Designation as an American Ace. The CSAF may designate an Airman who has served honorably and has five or more verified Category 1 or Category 2 aerial victory credits (or a combination thereof) as an Ace.

5.7.1. Process. Requests for recognition as an Ace should be sent in writing through the first general officer in the chain of command through administrative command channels to AF/HO.

5.7.2. Validation. AFHRA will research and verify the award of all Category 1 and Category 2 credits per [paragraph 5.5](#) Once the claim is validated, AF/HO will appropriately staff the package for CSAF decision.

5.8. Publication of Aerial Victory Credit Lists . The AFHRA maintains and publishes the only official list of aerial victory credits for each category, war, and conflict, updating them periodically, as needed.

5.8.1. In instances of recent combat with aerial encounters resulting in the award of Aerial Victory Credit, 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 will not publish the name of the individual awarded the aerial victory credit until ten years following the date of the aerial victory credit unless requested in writing by the individual or, in certain cases, when open sources disclosed the name of the individual.

5.8.2. Publication may be on the AFHRA Homepage or other Department of the Air Force websites.

MR. P. ERIC WITT
Director, Air Force History and
Museums Policies and Programs

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

10 USC § 7594, *Furnishing of Heraldic Services*

18 USC § 704, *Military Medals or Decorations*

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

DAFI 36-2903, *Dress and Appearance of Department of the Air Force Personnel*, 13 March 2024

DAFPD 38-1, *Manpower and Organization*, 20 February 2024

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

DAFPD 84-1, *Department of the Air Force History and Heritage Management*, 26 July 2021

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

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFI 90-1201, *Protocol*, 8 October 2024

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFHRA *Guide to Air Force Heraldry*, June 2022

Air Force Life Cycle Management Center Memorandum: *Controlled Multiple Address Letters (CMAL) No. 22-01, Operational Camouflage Pattern (OCP) Tactical Flag, Name and USAF Tapes, Organizational Patches, Occupational Badges, Skill Badges, Identification Badges and Rank Insignia*, 25 May 2022. *Supersedes CMAL No.18-01 and No. 20-01.*

CSAF Memorandum: *CSAF Heraldry Policy*, 24 May 2023

CSAF Message: *Emblem/Patch Approval*, 301115Z Nov 94

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AB—Airman Basic

ASETf—Air and Space Expeditionary Task Force

AF—Air Force

AFB—Air Force Base

AFSCC/A3—Air Force Service Component Command Director of Operations

AFSCC/CC—Air Force Service Component Command commander

AFHRA—Air Force Historical Research Agency

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

ALC—Air Logistics Centers

ANG—Air National Guard

CMAL—Controlled Multiple Address Letter

CNAF—Component Numbered Air Force

CRA—Combat Ready Airman

CSAF—Chief of Staff of the Air Force

CSO—Combat Systems Officer

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFM—Department of the Air Force Manual

DAFPD—Department of the Air Force Program Directive

DRU—Directing Reporting Unit

DSN—Defense Switched Network

FOA—Field Operating Agency

HAF—Headquarters Air Force

HO—History Office

KYLOC—Kentucky Logistics Operations Center

MAJCOM—Major Command

NMUSAF—National Museum of the United States Air Force

NAF—Numbered Air Force

OCP—Operational Camouflage Pattern

PD—Priorities Document

POC—Point of Contact

TIOH—The (Army) Institute of Heraldry

UA—Unmanned Aircraft

UAS—Unmanned Aircraft System

US—United States

USAF—United States Air Force

USC—United States Code

USSF—United States Space Force

WNU—Human Systems Division

WOP—Movement made without personnel

WOPE—Movement made without personnel and equipment

Office Symbols

AF/HO—Department of the Air Force History and Museums Program

AF/A1MC—Headquarters Air Force/Current Operations Division, Directorate of Manpower, Organization and Resources

AFHRA/DR—AFHRA Director

AFHRA/OH—AFHRA Organization History Division

HAF/A3—Headquarters Air Force/Operations Directorate

NGB/HO—National Guard Bureau/Air National Guard History Office

SAF/AMR—Headquarters Air Force Resources Directorate

Terms

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

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

Cartoon-like/Cartoonish—A design that is satirical, caricaturist, comical in nature, or a ludicrously simple or unrealistic portrayal.

Cluttered Design—A busy or overly embellished design containing too many objects or features.

Complex Element—A group of symbols (two or more) that is commonly accepted as one object or system and which portrays a single characteristic, trait, or concept.

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.

Disband/Disbandment—Withdraw the legal authority for a unit. The designation of unit is retired and preserved in historical records. (Shortly before and after WWII, this action was also used to withdraw all personnel from an active organization and simultaneously remove the organization from the Army List. Replaced the term “demobilize.”)

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 USAF 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. A group of symbols is a complex element.

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 (See AFI 38-101).

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. See DAFI 36-2903.

Gambling Devices—Items routinely associated with games of chance or associated with betting (i.e., dice, playing cards, roulette wheels, and slot machines).

Gruesome—An image that inspires horror or revulsion, portrays violence or cruelty, or is associated with death.

Guidon—A pennant for organizational use on ceremonial occasions by squadrons, flights, and by some groups. (See DAFI 90-1201.) 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, 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—For the Air Force: The emblem in full color, motto, designation, scroll(s), and shield (of an establishment) (See [Figure 3.1](#)) or disc (of a unit) (See [Figure 3.2](#)).

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

Historical Emblem—A unit's first officially approved emblem.

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.

Intellectual Property—Intangibles owned and protected by an entity from outside use or implementation without consent.

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

Morbid—Relating to death or disease; unwholesome.

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 Department of the Air Force as a unit. Examples of nonunits include named activities, detachments, operating locations, squadron sections, commander’s support staff, and Air Force 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. DAFI 36-2903 governs patches.

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, 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).

Priority 1—An L&H update due to redesignation of an active unit or activation of a prior inactive unit.

Priority 2—An L&H update by request of a MAJCOM/FLDCOM History Office in support of a special project (e.g., heritage display).

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. A provisional organization has no permanent unit lineage, honors, or heraldry (**Exception:** see the term “Rainbow” below).

Rainbow—A permanent organization converted temporarily to a provisional status by AF/A1MC.

Redesignate—Action that changes the name or number for a unit. When a unit is redesignated, it maintains its lineage, honors, and heritage.

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

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 Air Force Seal the Department of the Air Force 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 Air Forces shield was phased out.

Subdued—A term used to describe a patch converted to colors officially prescribed by the Air Force Uniform Office. Examples include operational camouflage pattern, woodland and desert. (See DAFI 36-2903 and Controlled Multiple Address Letter 22-01.)

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 organization constituted by HAF or, for provisional units only, designated by a MAJCOM, 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, Center/HO MAJCOM/ HO AFHRA/OH 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 third party's intellectual property rights, to include but not limited to copyrights or trademarks. (See Paragraphs 3.7.1. and 4.2.1.3.) 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	
Attachments: <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 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 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)

(3) 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 RELATING TO AERIAL VICTORY CREDIT AWARDS****Figure A5.1. Sample Aerial Victory Credit Research Request.**

<p>AERIAL VICTORY CREDIT RESEARCH REQUEST</p> <p>RANK AND NAME: UNIT OF ASSIGNMENT: DATE AND TIME: MISSION #/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: UNIT OF ASSIGNMENT: DATE AND TIME: MISSION #/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.

AERIAL VICTORY CREDIT BOARD REPORT

Organization:

Date:

Place of Meeting:

Members:

Chairman: (Rank, Name, Organization/Office)

Senior Rated Officer:

Senior Rated Officer:

Intel Rep:

Advisor:

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

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

Signatures of Members:

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

XXTH AIR AND SPACE EXPEDITIONARY TASK FORCE (ASETF),
(COMMAND)
UNIT XXXX BOX XXX APO XX XXXXX

SPECIAL ORDERXX MONTH YEAR
GF-XXX

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 and/or type enemy unmanned aircraft system [UAS]) 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), USAF, (number and designation of squadron), Pilot of (type aircraft), is credited with destroying 1 (type enemy aircraft and/or type enemy UAS) 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

DISTRIBUTION:
2-XX ASETF/CC/A1/A3/HO
2-(WG)/CC/DP/OG/HO
2-(command)/CC/A3/HO
2-AFHRA/OH