

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



SPACE FORCE INSTRUCTION 84-105

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History

**ORGANIZATIONAL LINEAGE,
HONORS AND HERALDRY**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This Space Force instruction implements Department of the Air Force (DAF) Policy Directive (DAFPD) 84-1, *Department of the Air Force History and Heritage Management*. It provides guidance and procedures for Space Force heraldry policy, emblem design, heraldic standards, and determining and disseminating organizational heritage information including lineage, honors, heraldry, and organizational actions. This instruction applies to all civilian employees and uniformed members of the United States Space Force (USSF). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 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 instruction to the office of primary responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through appropriate functional chain of command and Space Force Director of Staff. 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 delta/unit level requirements in this instruction are identified with a tier (T-0, T-1, T-2, T-3) number following the compliance statement. See DAF 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 with the attachments in this instruction is mandatory.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Air Force History and Museums Policies and Programs (AF/HO). Provides policy and guidance on Department of the Air Force organizational lineage, honors, and heraldry (emblems).

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. AFHRA approves Space Force organizational emblems, verifies unit honors, collects organizational data, tabulates and reports heritage scores of selected organizations. AFHRA also prepares the monthly consolidated USSF Organization Status Change Report.

1.3. History Offices at Field Commands (FLDCOMs) and Deltas. FLDCOM and delta history offices are the primary points of contact for heraldry proposals. They advise on the historical aspects of organizational actions affecting the lineage and honors of units and establishments. Staffs at USSF FLDCOMs, Field Operating Agencies (FOA), and Direct Reporting Units (DRU) without an assigned historian, to include component field commands (C-FLDCOMs), process heraldry proposals and consult on changes affecting organizational lineage directly with AFHRA. Deltas without assigned historians will work through their FLDCOM history offices to ensure that AFHRA receives documentation and orders concerning the award of unit honors. 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. Field Historians. Historians assigned to Space Force organizations maintain knowledge of the contents of this instruction and advise their commanders and staffs on its standards and procedures. Field historians will provide the documentation necessary for AFHRA to compile and maintain accurate and complete lineage, honors, and heraldry data on their organizations and documentation to confirm award honors. (T-1)

1.5. Manpower and Organization Staff at FLDCOMs, FOAs, DRUs, and Headquarters Air Force Resources Directorate (SAF/AMR). Coordinate proposed organizational actions affecting units and establishments with their respective history offices. FLDCOMs, SAF/AMR, and those Space Force DRUs publishing their own administrative orders on unit changes must submit an organization status change report to AFHRA/OH by the last day of each month. (T-1) These organizations ensure that AFHRA/OH is on distribution for all special orders and movement orders affecting organization changes.

1.6. Space Force Manpower, Organization, and Resources Directorate (SF/S1M). SF/S1M is responsible for policy and guidance related to organizational actions for the Space Force. SF/S1M coordinates organizational change proposals affecting the lineage and honors of units and establishments with AF/HO. SF/S1M sends copies of the final authorization instruments to AFHRA/OH.

Chapter 2

ORGANIZATIONAL LINEAGE AND HONORS

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

2.1.1. AFHRA determines official lineage and honors data for USSF organizations. AFHRA compiles and issues lineage and honors histories upon the activation of inactive organizations with previous records of active service (first priority) and when requested by a FLDCOM (second priority). AFHRA limits Priority 2 update requests to unit lineage and honors that are over five years old. **(T-1)**

2.1.2. A current organization may have existed with a different number, designation, echelon, or all three; however, 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.

2.1.3. 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. For example, US Space Forces Space (USSPACEFOR-SPACE) does not lineally descend from Fourteenth Air Force (14 AF) although USSPACEFOR-SPACE now performs the space function once performed by 14 AF. Fourteenth Air Force remains a United States Air Force (USAF) organization.

2.2. Permanent and provisional organizations.

2.2.1. Permanent organizations. A permanent organization is an organization constituted by the DAF. Only permanent organizations have lineage. 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.

2.2.1.1. SF/S1M may convert permanent organizations to provisional status and may convert them back to permanent status by publishing a DAF letter.

2.2.1.2. The USSF may not transfer honors from one permanent organization to another except in the case of conferred honors.

2.2.2. Provisional Organizations. Provisional organizations are by nature temporary. The Space Force uses two kinds of provisional organizations: traditional and combat.

2.2.2.1. Traditional provisional organizations. This kind of provisional organization is established in support of non-contingency short-term purposes. The lineage of a traditional provisional organization terminates upon inactivation. Honors are not conferrable. The USSF will not revive this kind of provisional organization once inactivated.

2.2.2.2. Combat provisional organizations. The Space Force uses combat provisional organizations to provide capabilities to the joint force through steady state or contingency operations and exercises. There are two types of combat provisional organizations: major force provider and shared force provider.

2.2.2.3. A major force provider provisional organization is a combat organization that draws the preponderance of its forces or command element from a single active permanent organization. A major force provisional 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. To accomplish conferral, the combat provisional 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 aligned permanent organization)." These types of provisional organizations are often employed in place.

2.2.2.4. A shared force provider provisional organization is a combat organization that draws its forces from multiple active permanent organizations. It does not have an identifiable major force provider. The lineage of this type of provisional organization terminates upon inactivation. Honors are not conferrable. The USSF will not revive this type of provisional organization once inactivated.

2.2.2.5. The DAF also uses a "rainbow" provisional organization. This type of organization is a permanent unit that the DAF has redesignated and converted to provisional status. A rainbow organization's lineage continues, and it retains its honors just as if it were in permanent status. The USSF does not normally use rainbow provisional organizations.

2.2.2.6. Space Force combat provisional organizations include the space mission task force (SMTF), the combat delta, the combat squadron, and the combat detachment (CDET). These organizations were defined as provisional by Chief of Space Operations memorandum *Nomenclatures and Numbering of Permanent United States Space Force Deltas, Squadrons, and Provisional Combat Units*, dated 6 September 2024.

2.2.2.7. Space Mission Task Forces (SMTF):

2.2.2.7.1. Major force provider. A space mission task force that draws the preponderance of its forces or command element from a single component field command or other similar organization is a major force provisional organization and, upon inactivation, may have its honors conferred on the permanent component field command or other similar organization identified as the major force provider. For example, US Space Forces Central activates SMTF 3 as a major force provisional unit. Upon inactivation of SMTF 3, any honors earned may be conferred on US Space Forces Central. (See Section 2.2.2.3, for the required conferral statement).

2.2.2.7.2. Shared force provider. A space mission task force that does not have an identifiable major force provider and is activated by a component field command and formed from multiple active permanent organizations is a shared force provider organization. Its lineage and honors terminate upon inactivation. Honors are not conferrable.

2.2.2.8. Combat Deltas:

2.2.2.8.1. Major force provider. A combat delta that draws the preponderance of its forces or command element from a single force generation delta is a major force provisional unit and, upon inactivation, may have its honors conferred on the permanent force generation delta identified as the major force provider. For example, a command activates Combat Delta 31-1. Upon inactivation of this provisional unit, any honors it earns may be conferred on Mission Delta 31. (See [paragraph 2.2.2.3](#), for the required conferral statement).

2.2.2.8.2. Shared force provider. A combat delta that does not have an identifiable major force provider and is activated by a component field command and formed from multiple active permanent force generation deltas is a shared force provisional organization. Its lineage and honors terminate upon inactivation. Honors are not conferrable. For example, Space Forces Central activates Combat Delta 3-1. Upon inactivation of the Combat Delta 3-1, any honors earned by Combat Delta 3-1 would not be conferred on any equivalent organization.

2.2.2.9. Combat Squadrons:

2.2.2.9.1. Major force provider. A combat squadron that draws the preponderance of its forces or command element from a single force generation squadron is a major force provisional unit. Upon inactivation, it may have its honors conferred. For example, a combat squadron activated with the 16th Electromagnetic Warfare Squadron (EWS) as the major force provider and assigned to Space Delta 3 would be designated Combat Squadron 3-16. Upon inactivation, any honors earned by Combat Squadron 3-16 may be conferred upon the 16th Electromagnetic Warfare Squadron. (See [paragraph 2.2.2.3](#) for the required conferral statement).

2.2.2.9.2. Shared force provider. A combat squadron activated by a component field command and formed from multiple permanent squadrons is a shared force provisional unit. This type of provisional organization will not have its honors conferred upon inactivation because it has no identifiable single major force provider. When a combat squadron of this type is inactivated, its lineage and honors terminate.

2.2.2.10. Combat Detachments:

2.2.2.10.1. Major force provider. A combat detachment that draws the preponderance of its forces from a single standard detachment may have any honors earned conferred to the standard detachment to which it is aligned. For the parent squadron to receive honors in addition to the combat detachment, any award orders must include both organizations as recipients.

2.2.2.10.2. Shared force provider. This type of combat detachment is activated by a component field command and formed from multiple organizations. Because there is no identifiable single aligned detachment, this type of provisional organization will, upon inactivation, not have its honors conferred. When a combat detachment of this type is inactivated, its lineage and honors terminate. For example, Space Forces Central activates CDET 3-1. Upon inactivation of CDET 3-1, its lineage and honors cease to exist.

2.2.2.10.3. The Space Force uses the term detachment to refer to its smallest combat unit of action. In some cases, it may refer to a detachment of a permanent unit.

Table 2.1. Combat Provisional Organizations and Conferral of Honors.

| Provisional Organization | Force Provider Type | Lineage and Honors |
|--------------------------|-----------------------|---|
| space mission task force | major force provider | Lineage terminates upon inactivation. Honors may be conferred on permanent component field command that provided preponderance of forces. |
| space mission task force | shared force provider | Lineage terminates upon inactivation. Honors are not conferrable. |
| combat delta | major force provider | Lineage terminates upon inactivation. Honors may be conferred on permanent delta that provided preponderance of forces. |
| combat delta | shared force provider | Lineage terminates upon inactivation. Honors are not conferrable. |
| combat squadron | major force provider | Lineage terminates upon inactivation. Honors may be conferred on permanent squadron that provided preponderance of forces. |
| combat squadron | shared force provider | Lineage terminates upon inactivation. Honors are not conferrable. |
| combat detachment | major force provider | Lineage terminates upon inactivation. Honors may only be conferred on the standard detachment that provided preponderance of forces. |
| combat detachment | shared force provider | Lineage terminates upon inactivation. Honors are not conferrable. |

2.3. Ceremonial Honors. To recognize the contributions of military space capabilities to various campaigns in history prior to the establishment of the Space Force, the Secretary of the Air Force approved the display of campaign streamers on the USSF Ceremonial Flag. These campaign streamers are for recognition only and do not confer official campaign credit to the United States Space Force.

2.4. Lineage and honors issues not covered in this instruction. These issues will be decided on a case-by-case basis by AF/HO, and this instruction will be updated as the USSF force presentation construct continues to evolve.

Chapter 3

UNITED STATES SPACE FORCE HERALDRY

3.1. Purpose and Overview of Heraldry. Space Force organizational heraldry serves to showcase and build space heritage and to strengthen warfighting culture, esprit de corps, and Guardian identity through enduring symbols. Emblems and mottoes should be original, distinctive, dignified, in good taste, and reflect favorably on the Space Force. As the program manager, AFHRA is the final authority in determining whether a specific proposed design meets heraldic standards.

3.2. Eligibility for Official Emblems and Mottoes. Constituted organizations (establishments and units) as defined in AFI 38-101, *Manpower and Organization*, and as documented by publication of an official DAF letter, may have organizational emblems and mottoes, although these are not mandatory. If a constituted organization uses or displays an emblem in any format or manner, it must be an official design approved by AFHRA and registered with The Institute of Heraldry (TIOH). A constituted organization is eligible for a motto and must register its approved motto with AFHRA before using or displaying it. (T-1)

3.2.1. A constituted organization that uses a functional image in place of its approved organizational emblem violates **paragraph 3.2**. Such images include unapproved emblem designs, logos, and morale patches.

3.2.2. Non-constituted organizations, referred to as nonunits, are not entitled to official organizational emblems. Directorates, detachments (traditional and combat), Space Force elements, operating locations, sections, functional divisions, and named activities are examples of non-constituted organizations (see AFI 38-101, 25.1.3).

3.2.3. A traditional provisional organization is not authorized an official emblem.

3.2.4. A major force provider provisional organization is not authorized an official 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. For example, a combat squadron derived from the 16 EWS would use the same emblem as the 16 EWS.

3.2.5. A combat squadron or combat detachment of this type may display its parent unit's approved emblem with a red border to denote its operations in support of US Space Forces Space while in the commit phase of the Space Force Generation (SPAFORGEN) cycle. Organizations will contact their assigned history office for information on changing their emblem border color. The border color change is temporary and does not constitute a change of official heraldry.

3.2.6. A shared force provider provisional organization, formed from multiple permanent organizations, is not authorized an official emblem. As a provisional organization, its lineage and honors cease to exist when it is inactivated, and a future unit, even with the same name, cannot claim that lineage or honors.

3.2.7. In no case should DAF historians become involved in the design of functional images, nonunit images, morale patches, or provide approval of their use and display.

3.2.8. DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, governs the insignia and patches for cadets at the United States Air Force Academy and the United States Air Force Academy Preparatory School.

3.2.9. For information concerning authorization of morale patches, see Space Force Guidance Memorandum (SPFGM) 2024-36-01, Space Force Guidance Memorandum Establishing Dress and Personal Appearance.

3.3. Standardized Heraldry For Establishments. Display emblems of establishments, i.e., headquarters organizations (centers, deltas, field commands, component field commands) on the delta, hexagon, or field command shape, as appropriate. (See **Table 3.2** 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 **DAFI 90-1201, Protocol**.)

3.3.2. Eligible organizations will be added to TIOH official flag drawings.

3.4. Standardized Heraldry for Units. Units (squadrons or comparable constituted units) use an oval to display their emblems. (See **Table 3.2** and **Figure 3.1**.)

3.4.1. Squadrons use a guidon instead of a flag.

3.4.2. Do not display organizational emblems on guidons. (See definition of guidon in **Attachment 1**, and 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. (T-1) Title 18, United States Code (USC), Section 704, *Military Medals or Decorations*, and Title 32, Code of Federal Regulations (CFR), 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. Title 10, USC § 4594, *Furnishing of Heraldic Services*, authorizes the Secretary of the Army to furnish heraldic services to all military departments and other branches of the federal government. TIOH, located at Fort Belvoir, Virginia, holds the responsibility for standardizing heraldic designs. They mandate correct sizes, colors, manufacturing needs, and refinement of all design elements.

3.5.2. The Air Force & 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 & 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 AFHRA. For more details on licensing requirements and procedures, refer to www.trademark.af.mil.

3.5.3. 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.

3.5.4. 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 in accordance with DAFI 84-103, *Department of the Air Force Heritage Program*. (T-1) 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. (T-3)

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

3.6. Processing Heraldry Requests.

3.6.1. Commanders of Space Force organizations submit requests by email through history channels (delta or FLDCOM history offices) for AFHRA final approval of heraldry actions involving emblems, mottoes, or revised significance statements. Commanders of component field commands and other organizations not assigned to a field command should submit requests by email directly to AFHRA. (T-1)

3.6.1.1. USAF units on Space Force installations submit all emblem requests through their Servicing Major Command history office, Air Force Materiel Command History Office (AFMC/HO). USSF field command and delta history offices will not prepare emblem submission packages nor make determinations as to whether USAF emblem designs meet USAF standards. However, the local USSF history office will provide appropriate unit contact information to AFMC/HO. (T-1)

3.6.1.2. USAF historians who receive requests for heraldic support from a USSF organization that resides on an Air Force Base will forward such requests to the appropriate USSF FLDCOM or delta history office for action. USAF historians will not prepare emblem submission packages nor make determinations as to whether USSF emblem designs meet USSF standards. (T-1)

3.6.1.3. 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. (T-0)

3.6.1.4. 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:

3.6.1.4.1. A memorandum from the organization commander explaining (or justifying) the requested action(s). (See sample at [Attachment 2](#).)

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

3.6.1.4.3. A color representation of the design proposal in .jpg or other suitable electronic format rendered that meets USSF heraldry standards. If available, include a vector file (Adobe Illustrator). In lieu of submitting a locally prepared design proposal, the organization may request TIOH provide design assistance in developing sketch options that 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.

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

3.6.1.5. Ensure that the emblem request package includes the name of a point of contact (name, phone number, and email address) who can respond to questions during emblem processing.

3.6.1.6. FLDCOM and delta history offices review emblem requests for compliance and endorse subordinate organization submissions. Field commands then forward the proposal and document the endorsement in a formal cover letter or email for submission to AFHRA. Organizations not assigned to a FLDCOM will work directly with AFHRA. (T-1)

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

3.6.1.6.2. When submitted by email to AFHRA, emblem packages should be sent to afhra.rs@us.af.mil with a clear title in the subject line of the message, e.g., Emblem Request Package for Space Base Delta 1. Historians should request electronic delivery or read receipt confirmation on all emails sent to AFHRA which contain official emblem submission requests.

3.6.2. AFHRA performs the following:

3.6.2.1. Notifies the FLDCOM or equivalent history office when it receives the proposal. (See **paragraph 3.7.1.6.2** regarding read receipt confirmation.)

3.6.2.2. Reviews and evaluates the proposal for completeness, accuracy, and conformity with this instruction. AFHRA returns with comments any noncompliant and incomplete unit emblem request packages to appropriate FLDCOM history office or directly to the organization if it is not assigned to a FLDCOM.

3.6.2.3. Submits emblem requests to TIOH for registration and final rendering of artwork, including the line art drawing, color codes and significance statement, finished computer graphic rendition, patch manufacturing drawing, and (for an establishment) flag drawing.

3.6.2.4. Emails project sketch received from TIOH to the FLDCOM history office or to the organization to ensure the design meets commander's intent.

3.6.2.5. Facilitates necessary design changes with TIOH to meet commander's intent.

3.6.2.6. Approves final emblem design from TIOH.

3.6.2.7. Emails final emblem package to the FLDCOM or equivalent history office which distributes the final emblem package to the unit. AFHRA will email final emblem package directly to organizations not assigned to a FLDCOM (such as direct reporting units). This package includes a digital color copy of the emblem, the approval letter, finished line drawing, description (including significance and color codes), manufacturer drawing, and flag drawing (if authorized).

3.6.3. All organizations must wait to receive their AFHRA-approved emblem package before arranging acquisition of emblem facsimiles (signage, patches, etc). Units must procure approved emblem patches from manufacturers certified by TIOH. Only certified manufacturers have met quality benchmarks established by TIOH, use TIOH-approved polyvinyl chloride (PVC) formulas and molds, and have been certified by TIOH to produce PVC unit patches. Using TIOH certified manufacturers ensures a consistent match of the official USSF heraldry color palette and ensures emblem designs and colors meet the design specifications. Certified manufacturers produce patches in the United States, rather than outsourcing to other countries, and therefore meet the requirements of the Buy American Act. Organizations that purchase heraldic items from manufacturers not approved by TIOH are in violation of federal law (Title 32, CFR, Part 507, Subpart B 507.6).

3.6.4. Changes in mission. Organizations may revise their significance statement to accommodate mission modifications. The organization commander should coordinate the revised significance statement with a request to AFHRA through their field command and delta history office (if one is assigned).

3.6.5. Changes in designations. If a field command or component field command is redesignated, it must submit a request for updated artwork and flag drawings to AFHRA, through its history office, if appropriate. Because delta and squadron emblems do not include unit designations, deltas and squadrons are not authorized to make any changes to their official approved emblem when redesignated.

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. AFHRA may approve changes to an approved emblem under the following conditions:

3.6.6.1. The emblem violates the standards in **paragraph 3.8** regarding favorable reflection on the USSF, being simple and uncluttered, or having too many elements or colors. A unit with an approved emblem that does not conform to standards submits a package requesting its modification to meet current heraldic standards.

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

3.6.6.1.2. Units requesting to change an emblem that meets USSF heraldry standards should submit the request with justification to AFHRA, with FLDCOM history office and the FLDCOM commander or deputy commander endorsement. Field commands and component field commands seeking a revision to their approved emblem forward the request directly to AFHRA. Upon reviewing any request, AFHRA forwards its recommendation to AF/HO, which makes a recommendation to the Vice Chief of Space Operations (VCSO) for a 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 in [Attachment 1](#)).

3.6.6.2.1. The FLDCOM history office and field command commander or deputy commander endorses the request to return to the historical emblem. A return to the historical emblem is permanent. Do not change elements of the historical emblem except to comply with [paragraph 3.10](#).

3.6.6.2.2. Place the historical emblem design within the perimeter border of the appropriate USSF emblem shape. (See paragraphs [3.4](#) and [3.5](#).)

3.7. Heraldic Standards.

3.7.1. Emblem designs and mottoes should reflect favorably on the United States Space Force. They should be original, distinctive, dignified, and in good taste.

3.7.1.1. USSF commanders submitting requests for emblem processing and approval should acknowledge that their 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. They will also attest in their request memo that the proposed design has been reviewed and reflects favorably on the United States Space Force (See [Attachment 2](#)) ([T-1](#))

3.7.2. Organizations without an approved emblem or with an emblem needing modification may submit a design proposal or request design assistance from TIOH. Organizations should inquire with their unit history office regarding the design process or about an approved emblem. Seeking assistance early helps avoid delays in emblem processing.

3.7.3. All proposed designs are subject to change based on PVC manufacturing constraints identified by TIOH during emblem processing.

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

3.7.4.1. Use accepted heraldic symbols or stylized elements.

3.7.4.2. Keep emblem designs uncluttered and simple. A simple, clean design is more identifiable from a distance and easier to reproduce across all media. AFHRA is the authority for determining if a design is cluttered.

3.7.4.3. Place all symbols and elements within the perimeter of the emblem shape.

3.7.4.4. Proposed designs may include up to four elements. (See Terms in [Attachment 1](#)).

3.7.4.5. Proposed designs may include up to two complex design elements. The use of multiple complex elements draws precedent from the Space Force's official seal, which displays two constellations. (See Terms in [Attachment 1](#).)

3.7.4.6. Proposed designs will not duplicate the USSF logo, existing emblems, occupational badges, or other types of badges. Do not depict flag symbols of any kind (including bunting). (**T-1**)

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

3.7.4.8. Globe elements included in proposed designs will not depict both gridlines and landmasses. If a globe depicts landmasses, North America must be prominently displayed. Proposed designs will not include maps, globes, or landmasses depicting specific geographical locations. (**T-1**)

3.7.4.9. Proposed designs may include mythological creatures, provided they are in good taste, reflect favorably on the USSF, and do not violate any third party's intellectual property rights.

3.7.4.10. Proposed designs will not depict letters, words, or codes (except as in paragraph [3.7.4.15](#) and [3.7.4.16](#)). (**T-1**)

3.7.4.11. Proposed designs will not include gruesome or morbid symbols or acts, gambling devices, or cartoon-like characters (see Terms in [Attachment 1](#)). They will not include symbols or caricatures associated with foreign nations, extremist groups, or racial or gender stereotypes. (**T-1**)

3.7.4.12. Proposed designs will not include specific spacecraft, specific launch vehicles, or other specific equipment. Specific items of equipment are prohibited because equipment and missions change over time. (**T-1**)

3.7.4.13. Emblem design proposals may include very small detail features and accent lines, provided they can be manufactured. Fine lines and small details are difficult to achieve due to PVC manufacturing techniques and small detail features may need to be enlarged or removed in the final design. TIOH, in conjunction with certified manufacturers, will make the final determination on the inclusion of fine lines and details in an emblem design.

3.7.4.14. Elements within proposed designs may face any direction, recognizing the omnidirectional nature of operations in the space domain.

3.7.4.15. Named units (e.g., Space Warfare Analysis Center, or SWAC) and establishments (e.g., National Space Intelligence Center, or NSIC) may include their official short unit abbreviation as part of their proposed design. Field commands and component field commands may not use short unit abbreviations since their official unit designations are displayed below their emblems.

3.7.4.16. Proposed designs will only depict numbers (if used) in Arabic or Roman numeral format. Numbers will represent unit designation only. Numbers are not counted as an element within the design. (**T-1**)

3.8. Mottoes:

- 3.8.1. A motto should be original; 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.
- 3.8.2. A motto should not exceed 45 characters and spaces.
- 3.8.3. A motto should be in English; if in a foreign language, provide an English translation to AFHRA. The originating organization is solely and completely responsible for the accuracy of the translation.

3.9. USSF Colors.

- 3.9.1. Proposed designs will only use the official USSF heraldry color palette developed by TIOH (see **Figure 32**). (T-0)
- 3.9.2. Proposed designs will not use metallic colors, glitz, highlights, dilution, shading, gradual blending, or other special effects. (T-1)
- 3.9.3. Newly constituted and activated field commands will identify a unique field command border color as part of their emblem design process. (T-1)
- 3.9.4. All component field commands, and other units not assigned to a field command will use the border color Silver Gray to reflect their status as organizations reporting to the Chief of Space Operations. (T-1) **Note:** US Space Forces Space has an approved exception to policy to use a red border.
- 3.9.5. Establishment (field command and delta-level) and unit (squadron-level) emblems must use the following border colors:

Table 3.1. Unique Border Colors.

| | |
|--|---------------|
| Space Operations Command | Steel |
| Space Systems Command | Golden Yellow |
| Space Training and Readiness Command | Cannes Blue |
| Space Futures Command | Bottle Green |
| Component field commands and units not assigned to a field command | Silver Gray |

- 3.9.6. Proposed designs will not exceed a maximum of six colors. The unique field command border color will not be counted as one of these six unless it is used in the design itself. (T-1)
- 3.9.7. If a unit transfers to a different field command, it will submit a request to the new FLDCOM to have its official emblem modified to change the border color. Once approved by AFHRA and processed through TIOH, it may then procure new patches from an authorized vendor. If the official emblem design incorporates the border color, the unit may also change the associated color within the modified design to the new border color. (T-1)

3.9.8. The lettering for the name of the field command or component field command entered within the diamond area (upper scroll) of a command emblem will be the same color as the unique border color provided sufficient contrast is created with the background. In cases where sufficient contrast is not obtained, the text will be either Silver Gray or White. The lettering of the lower scroll will be the same color as the base color of the emblem. (T-1)

3.9.9. Organizations obtain all emblem artwork and drawings from TIOH through AFHRA.

3.9.9.1. When ordering guidons or flags, 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 organizational flags and unit guidons.

3.9.9.2. 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 offices.

3.9.9.3. Physical emblem files. Physical emblem files maintained at AFHRA are the ultimate authority in determining what constitutes authentic official organizational emblems. AFHRA maintains these documents even after digitization.

Figure 3.1. Approved USSF Emblem Formats.

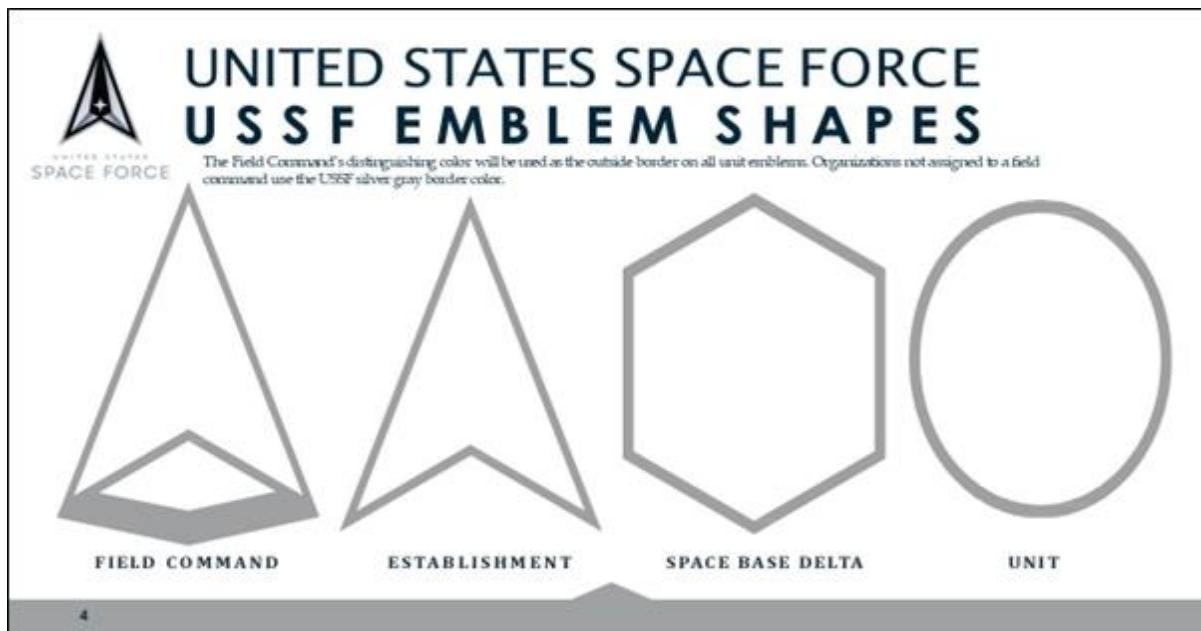


Figure 3.2. Approved USSF Colors.



| PVC COLOR CONVERSION CHART | | | | | | | |
|----------------------------|-----------|------|--------|----------------|-----------|------|--------|
| Color Name | Code | PMS | Hex | Color Name | Code | PMS | Hex |
| BLACK | PAN 67138 | N/A | 000000 | CANNES BLUE | PBV 67171 | 2193 | 000ED9 |
| SMOKE | PDA 67201 | 425 | 53575A | VM BLUE #2 | PBY 67174 | 301 | 004907 |
| STEEL | PCY 67199 | 430 | 7B868C | SPACE BLUE | PDO 67207 | 2188 | 004089 |
| SILVER GRAY | PAM 67137 | 422 | 9EA1A2 | OLD GLORY BLUE | PCC 67178 | 280 | 002169 |
| WHITE | PA 67101 | N/A | FFFFFF | FLAG BLUE | PY 67124 | 289 | 0A2240 |
| MC WHITE | PAO 67139 | 600 | FOEA9B | MIDNIGHT BLUE | PZ 67125 | 639 | 00263A |
| GOLDEN YELLOW | PD 67104 | 123 | FFC629 | PURPLE | PP 67115 | 2617 | 490E67 |
| YELLOW | PH 67108 | 137 | FFA400 | BOTTLE GREEN | PCQ 67191 | 343 | 005540 |
| OLD GLORY RED | PBF 67158 | 187 | AA1B2C | BAGBY GREEN | PDD 67204 | 392 | 827905 |
| BRICK RED | PN 67113 | 188 | 79242F | OLIVE DRAB | PAH 67133 | 5815 | 564F24 |
| SKY BLUE | PQ 67118 | 5445 | B7C7D3 | SPICE BROWN | PCV 67198 | 168 | 75391C |
| BRITTANY BLUE | PT 67119 | 551 | A2C6D3 | TAN 499 | N/A | 2326 | A19071 |
| OLD CHINA BLUE | PBT 67169 | 646 | 5B8984 | | | | |

Table 3.2. Organizational Emblems.

| Organization | Echelon | Emblem |
|---|------------------------------------|---|
| field command | establishment | A unique emblem on the field command shape. |
| component field command* | establishment | A unique emblem on the field command shape. |
| delta | establishment | A unique emblem on the delta shape. |
| organization constituted as a headquarters not identified above. | establishment | A unique emblem on the delta shape. |
| space base delta | establishment | A unique emblem on the hexagon shape. |
| squadron | unit | A unique emblem on the oval shape. |
| named unit | unit | A unique emblem on the oval shape. |
| A nonunit as determined by AFI 38-101 (examples include: a named activity, detachment, operating location, Space Force element, directorate, division, or branch) | Not authorized an official emblem. | Not authorized an official emblem. |
| <p>Notes: Unusual organizations, where organization level is not apparent, require evidence of organizational status when requesting approval of an emblem. AFI 38-101 defines organizational terms.</p> <p>*Any subordinate unit that serves as a service component to a subordinate unified command will use their unique emblem on the field command shape.</p> | | |

Chapter 4

SPACE FORCE MONTHLY ORGANIZATION STATUS CHANGE REPORTS

4.1. Preparation. The manpower, organization and resources staff at each field command, SAF/AAR, 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 submit 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 email 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.

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

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

DAFPD 84-1, *Department of the Air Force History and Heritage Management*, 25 July 2021

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

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

AFMAN 33-326, *Preparing Official Communications*, 31 July 2019

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

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

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

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 Feb 2024

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

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

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

AFI 84-103, *Department of the Air Force Heritage Program*, 11 May 2021

10 USC §7594, *Furnishing of Heraldic Services*

SPFGM 2024-36-01, *Space Force Guidance Memorandum Establishing Dress and Personal Appearance*, 4 Dec 24.

Prescribed Forms

None

None

Adopted Forms

DAF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AF—Air Force

AFB—AF Base

AFHRA—AF Historical Research Agency

AFI—AF Instruction

AFPD—AF Policy Directive

CDET—Combat Detachment

C-FLDCOM—Component field command
CFR—Code of Federal Regulations
DAF—Department of the Air Force
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DRU—Direct Reporting Unit
DSN—Defense Switched Network
EWS—Electromagnetic Warfare Squadron
FLDCOM—Field Command
FOA—Field Operating Agency
HO—History Office
NMUSAF—National Museum of the United States Air Force
NSIC—National Space Intelligence Center
OPR—Office of Primary Responsibility
PVC—Polyvinyl Chloride
SMTF—Space Mission Task Force
SPAFORGEN—Space Force Generation
SpFGM—Space Force Guidance Memorandum
SWAC—Space Warfare Analysis Center
TIOH—The (Army) Institute of Heraldry
US—United States
USAF—United States Air Force
USC—United States Code
USSF—United States Space Force
VCSO—Vice Chief of Space Operations

Office Symbols

AF/HO—Air Force History and Museums Policies and Programs Office
AFHRA/DR—AFHRA Director
AFHRA/OH—Organizational History Division
AFMC/HO—Air Force Materiel Command History Office
SAF/AAR—Office of the Administrative Assistant to the Secretary of the Air Force Resources Directorate

SF/S1—Space Force Deputy Chief of Space Operations for Human Capital

SF/S1M—Space Force Manpower, Organization, and Resources Directorate.

USSPACEFOR-SPACE—United States Space Forces Space

14 AF—Fourteenth Air Force

Terms

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

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.

Combat—A USSF provisional unit or establishment that may be either deployed or employed in place.

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. For USSF heraldry purposes: a constellation, a delta with contrail, and the globe and orbit are not considered complex elements.

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 letter. A permanent unit must be constituted before it is activated.

Delta—The shape whose earliest known use in the DAF was in 1940 and which came to represent missiles, launch vehicles, and space. It is a cornerstone of the Space Force’s cultural icons.

Detachment—A detachment has two meanings in the Space Force. It may mean part of a unit that is separated geographically from its parent unit and therefore is not a unit for organizational purposes. It may also represent the smallest unit of action that can be deployed as a combat provisional organization.

Element—In emblem design, a symbol or group of symbols that is commonly accepted as one object or system, such as a globe or a constellation of multiple stars 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 a permanent, constituted 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).

Flag Drawing—A blueprint of the organizational flag, with the lettering for the establishment designation on the scroll. The manufacturer of the organizational flag requires a flag drawing from the organization.

Functional Image—Any non-heraldic design symbol locally designed and displayed. People refer to these as logos, morale patches, or Friday patches. See DAFI 36-2903.

Gambling Devices—Items routinely associated with games of chance or associated with betting (e.g., 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 and detachments. See guidance in DAFI 90-1201, *Protocol*.

Heraldic items—All items worn on the uniform to indicate unit, skill, branch, award, or identification and for which a design has been established by TIOH on an official drawing. (Title 32, CFR, Part 507, 507.3.)

Heraldry—The emblem in full color depicted on a delta, hexagon, or oval (see [Figure 3.1](#)).

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.

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 permanent USSF organization and to no other organization.

Lineage & Honors History—A statement that identifies the lineage, accrued honors, assignments, stations, and emblem of an organization. For FLDCOMS and C-FLDCOMs the statement will also include lists of commanders and summary 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 combat organization.

Morbid—Relating to death and 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 the DAF as a unit. Examples of nonunits include named activities, detachments, operating locations, squadron sections, commander's support staff, and Space Force elements.

Organizational Flag—Only organizations with a headquarters (i.e., establishments) have authorization for an organizational flag. The flag is rayon or synthetic substitute material, black field, 3 feet by 4 feet, trimmed on three edges with a fringe made of rayon 2 ½ inches wide in the assigned border color for the pertinent FLDCOM or C-FLDCOM. The delta or hexagon element of the flag contains the approved, official organizational emblem.

Patch—A term used to refer to the PVC depiction of an official emblem design that can be affixed to a uniform. DAFI 36-2903 governs patches. Wear of uniform patches is governed by SF/S1, Space Force Deputy Chief of Space Operations For Human Capital.

Permanent Organization—A permanent organization is constituted by a DAF letter; DAF 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.

Provisional Organization—An organization with a finite existence, usually created by a field command or component field command for a temporary purpose. Upon inactivation, a provisional organization ceases to exist. A provisional organization has no permanent lineage, honors, or heraldry.

Rainbow—a permanent organization converted temporarily to a provisional status by the DAF. .

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

Shared Force Provider—A type of combat provisional organization that utilizes personnel and resources from multiple permanent organizations, none of which are predominant.

Unit—For the purposes of this instruction, a USSF organization constituted by the DAF, or, for provisional units only, designated by a FLDCOM or C-FLDCOM. 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 Delta/HO | |
| FLDCOM/HO | |
| HQ AFHRA/OH IN TURN | |
| FROM: 25 SRS/CC | |
| SUBJECT: Request Approval for Organizational Emblem | |
| <p>1. Request approval of an official emblem for the 25th Space Range Squadron (SRS). As a newly constituted and activated unit, the 25 SRS does not have a current approved emblem.</p> <p>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. In addition, prior to submission, a review was conducted, and the design proposal was found acceptable to represent the unit and to reflect favorably upon the United States Space Force.</p> <p>3. The point of contact for coordinating this emblem request is (name, DSN phone number, and email address).</p> | |
| Commander's Signature Block | |
| Attachments: | |
| <ul style="list-style-type: none">1. Special Order2. Emblem Proposal3. Statement of Significance | |

Attachment 3**SAMPLE FORMAT FOR THE USSF ORGANIZATION STATUS CHANGE REPORT****Figure A3.1. Sample Format for the USSF Organization Status Change Report.**

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

Section I. Activation or Inactivation

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

Section II. Redesignation

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

Section III. Station Change

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

Section IV. Reassignment

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

Section V. Remarks**Section VI. Source Data (List of Attachments)**

Attachment 4**HOW TO PREPARE THE USSF ORGANIZATION STATUS CHANGE REPORT****Figure A4.1. How to Prepare the USSF 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 USSF installation as listed in the USSF Program (bases, units, and Priorities Document) (PD), or the “city” code for a public or private building, and so on.

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

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

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

Section II. Redesignation:

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

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

Action. Enter "Redesignated."

Date. Enter the effective date of the redesignation.

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

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

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

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

From. As appropriate for the movement

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

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

(1) The establishment's headquarters.

(2) Each establishment component (assigned unit).

To. As appropriate for the movement:

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

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

- (1) The establishment's headquarters.
- (2) Each establishment component (assigned unit).

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

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

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

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

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

Action. Enter "Reassigned."

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

- a. A single unit:
 - (1) Intra-Command. Enter the designation of the parent establishment before reassignment.
 - (2) Inter-command. The losing command enters the designation of the parent establishment to which the unit was assigned before reassignment. The gaining command enters the designation of the losing command.
- b. An entire establishment, with components:
 - (1) Intra-command. Enter the designation of the parent establishment to which the reassigned establishment was assigned before reassignment.

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

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

a. A single unit:

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

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

b. An entire establishment, with components:

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

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

Date. Enter the effective date of the reassignment.

Authority. Cite the directives authorizing and implementing the reassignment.

Section V. Remarks: In this section, report any actions not appropriate for other report sections. For example, explain any information not known at the time of the last report. Use this section to report any redesignation or inactivation of an installation on which USSF 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.