

18 February 2009

MEMORANDUM FOR ANG Units

FROM: NGB/PAH

SUBJECT: Instructions for Air Force Emblem Packets

1. An Air National Guard unit desiring an official unit emblem must send an e-mail to the undersigned at david.p.anderson2@us.army.mil with three attachments: a cover letter, a jpeg copy of the proposed emblem, and the significance statement. By working together, we will ensure that the package is submitted for coordination up the chain only once. After Mr Anderson has evaluated the unit's emblem submission and any problems with the design have been remedied, submit the package up the chain for coordination. The cover letter, signed by the unit commander, requests the desired emblem and lists a point of contact (POC) for emblem design changes and funding issues with telephone number (Commercial & DSN), fax number (Commercial & DSN), and e-mail address. All emblems submitted to NGB-PAH must conform to AFI 84-105, "Organizational Lineage, Honors and Heraldry." Pay particular attention to Chapter 3 and the enclosed checklist.

2. Definition of an element: an element is an item in the disc or shield and can be counted in several ways. For example, if you have four stars near the top of the disc, that is a grouping and counts as one element. If you have four stars in the disc, one in each quadrant, that constitutes four elements, not a grouping. If you have a measuring compass similar to the Civil Engineer symbol and a set of wings, you have two elements, the compass and the wings. However, if you say in the significance statement that "the winged compass represents Civil Engineer support provided for the success of the flying mission," the winged compass counts as one element.

2. The emblem package along with the cover letter must be routed through the unit's *entire* chain of command. If your unit is a flight, then the squadron/CC, group/CC, wing/CC, and TAG/ESSO must coordinate on the package before it is sent to NGB.

3. The emblem package must be submitted electronically to NGB/PAH. The package must contain a .pdf copy of the cover letter endorsed all the way up the chain of command (See attachment 1); one jpeg copy of the emblem (See

attachment 2); one .pdf copy of the significance statement (See attachment 3); a .pdf copy of DD Form 448, Military Interdepartmental Purchase Request (MIPR) (See attachment 4). The MIPR must contain the name, phone number (Commercial & DSN), fax number (Commercial & DSN) and e-mail address of a POC authorized to make fiscal changes during the process. Contact Mr. David Anderson, NGB/PAH for the current cost for emblem designs approved. The MIPR must be from the unit ordering the emblem, not the parent unit. The signed copy of the MIPR should be addressed to:

The Institute of Heraldry, U.S. Army
9325 Gunston Road, Room S.112
Fort Belvoir, VA 22060-5579

4. Once approved at NGB/PAH, the packet is forwarded to the Air Force Historical Research Agency, Organizational History Branch (AFHRA/RSO), Maxwell AFB, AL and then to The Institute of Heraldry at Ft Belvoir, VA for the original artwork and the flag drawing blueprints. The entire process will take approximately 6 to 8 weeks.
5. Direct any questions/comments to the undersigned.

Mr. David P. Anderson, Air National Guard History Program
Telephone: DSN 327-2669 or (703) 607-2669
Fax: DSN 327-3686
E-Mail: david.p.anderson2@us.army.mil

5 Attachments

1. Sample cover letter
2. Sample unit emblem
3. Sample significance statement
4. Sample DD Form 448 (MIPR)
5. Checklist