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**Army Regulation 672-8
AFR 900-7**

S/S by 5 April 1996

Decorations, Awards, and Honors

**Manufacture, Sale,
Wear, and Quality
Control of Heraldic
Items**

**Departments of the Army,
and the Air Force
Washington, DC
25 October 1989**

SUMMARY of CHANGE

AR 672-8/AFR 900-7

Manufacture, Sale, Wear, and Quality Control of Heraldic Items

This revision--

- o Establishes responsibility for authorizing the incorporation of insignia designs in commercial articles (para 2-5).
- o Adds procedures for processing a request to use Army insignia in advertisement or promotional materials (para 2-6).
- o Clarifies insignia items that are controlled heraldic items (para 3-2).
- o Defines the certification process for heraldic items (para 3-3).

Decorations, Awards, and Honors

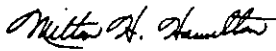
Manufacture, Sale, Wear, and Quality Control of Heraldic Items

This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

By Order of the Secretary of the Air Force:

LARRY D. WELCH
General, United States Air Force
Chief of Staff

Official:

WILLIAM O. NATIONS
Colonel, USAF
Director of Information Management and
Administration

Summary. This regulation prescribes Department of the Army and Department of the Air Force policy governing the manufacture, sale, reproduction, possession, and wearing of military decorations, medals, badges, and insignia.

Applicability. This regulation applies to the Active Army, Active Air Force, Army National Guard, Air National Guard, United States Army Reserve, United States Air Force Reserve, and Army and Air Force retirees.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the Office of the Deputy Chief of Staff for Personnel, ATTN: DAPE-ZXM, WASH DC 20310-0300. Coordinate all Air Force supplements with the Headquarters, Air Force Military Personnel Center, Recognition Programs Branch (HQ AFMPC/DPMASA), Randolph Air Force Base, Texas 78150-6001, prior to submission to DAPE-ZXM for final approval.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel,

Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Director, Institute of Heraldry, Bldg 15, Cameron Station, Alexandria, VA 22304-5050.

Distribution:

- a. *Army:* Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 3668, intended for command level B for Active Army, ARNG, and USAR.
- b. *Air Force:* Distribution is F for Active Air Force, Air National Guard, and United States Air Force Reserve.

Contents (Listed by paragraph number)

Chapter 1

Introduction

- Purpose • 1-1
- References • 1-2
- Explanation of abbreviations and terms • 1-3
- Responsibilities • 1-4
- Statutory authority • 1-5

Chapter 2

Manufacture and Sale of Decorations, Badges, and Insignia

- Authority to manufacture • 2-1
- Authority to sell • 2-2
- Articles authorized for manufacture and sale • 2-3
- Articles not authorized for manufacture and sale • 2-4
- Incorporation of designs or likenesses of approved designs in commercial articles • 2-5
- Reproduction of designs • 2-6
- Possession and wearing • 2-7

Chapter 3

Heraldic Quality Control System

- General • 3-1
- Controlled heraldic items • 3-2
- Certification of heraldic items • 3-3
- Violations and penalties • 3-4
- Procurement and wear of heraldic items • 3-5
- Processing complaints of alleged breach of policies • 3-6

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes the Department of the Army and the Air Force policy governing the manufacture, sale, reproduction, possession, and wearing of military decorations, medals, badges, and insignia. It also establishes the Heraldic Item Quality Control System to improve the appearance of the Army and Air Force by controlling the quality of heraldic items purchased from commercial sources.

1-2. References

Related publications are listed below. (A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.)

- a. AFR 35-10, Dress and Personal Appearance of Air Force Personnel.
- b. AR 360-5, Public Information.
- c. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
- d. AR 840-10, Heraldic Activities, Flags, Guidons, Streamers, Tabards and Automobile Plates.
- e. AFR 900-3, Department of the Air Force Seal, Organizational Emblems, Use and Display of Flags, Guidons, Streamers, and Automobile and Aircraft Plates.

1-3. Explanation of abbreviations and terms

Explanation of abbreviations and terms are listed below.

- a. *Abbreviations.*
 - (1) AFB—Air Force Base.
 - (2) DA—Department of the Army.
 - (3) DCSPER—Deputy Chief of Staff for Personnel.
 - (4) DPSC—Defense Personnel Support Center.
 - (5) DUI—distinctive unit insignia.
 - (6) ROTC—Reserve Officers' Training Corps.
 - (7) SSI—shoulder sleeve insignia.
 - (8) TIOH—The Institute of Heraldry.
 - (9) USAF—United States Air Force.
- b. *Terms.*
 - (1) *Cartoon.* A drawing, six times actual size, showing placement of stitches, color of yarn and number of stitches.
 - (2) *Certificate of Authority to Manufacture.* A certificate assigning manufacturers a hallmark and authorizing manufacture of heraldic items.
 - (3) *Hallmark.* A distinguishing mark consisting of a letter and numbers assigned to certified manufacturers for use in identifying manufacturers of insignia.
 - (4) *Heraldic items.* All items worn on the uniform to indicate unit, skill, branch, award or identification and a design has been established by TIOH on an official drawing.
 - (5) *Letter of Agreement.* A form signed by manufacturers before certification, stating that the manufacturer agrees to produce heraldic items in accordance with specific requirements.
 - (6) *Letter of Authorization.* A letter issued by TIOH that authorizes the manufacture of a specific heraldic item after quality assurance inspection of a preproduction sample.
 - (7) *Tools.* Hubs, dies, cartoons, and drawings used in the manufacture of heraldic items.

1-4. Responsibilities

- a. *Deputy Chief of Staff for Personnel (DCSPER), Army.* The DCSPER has staff responsibility for heraldic activities in the Army.
- b. *The Director, The Institute of Heraldry (TIOH).* The Director, TIOH, will—
 - (1) Monitor the overall operation of the Heraldic Control Program.
 - (2) Authorize the use of insignia designs in commercial items.
 - (3) Certify insignia manufacturers.
 - (4) Inspect the quality of heraldic items.

c. *The Director, Headquarters, Air Force Military Personnel Center, Recognition Programs Branch (HQ, AFMPC/DPMASA), Randolph Air Force Base, Texas 78150-6001.* The Director has staff responsibility for heraldic activities in the Air Force.

d. *Commander, Air Force Military Personnel Center.* The Commander, Air Force Military Personnel Center, Randolph Air Force Base, TX, is responsible for granting permission for the incorporation of certain Air Force designs in commercial items.

e. *Commander, USAF Historical Research Center (USAFRC/RI).* The Commander, USAFRC/RI, Maxwell AFB, AL, is responsible for granting permission for use of the Air Force seal, coat of arms, and crest.

f. *Commanders.* Commanders are responsible for purchasing heraldic items that have been produced by manufacturers certified by TIOH. Commanders will ensure that only those heraldic items that are of quality and design covered in the specifications and that have been produced by certified manufacturers are worn by personnel under their command.

1-5. Statutory authority

a. The wear, manufacture, and sale of military decorations, medals, badges, their components and appurtenances, or colorable imitations of them, are governed by section 704, title 18, United States Code (18 USC 704).

b. The manufacture, sale, possession, and reproduction of badges, identification cards, insignia, or other designs, prescribed by the head of a U.S. department or agency, or colorable imitations of them, are governed by 18 USC 701.

c. The statutory provisions are codified in the Code of Federal Regulations (32 CFR 507).

Chapter 2

Manufacture and Sale of Decorations, Badges, and Insignia

2-1. Authority to manufacture

a. A certificate of authority to manufacture heraldic articles may be granted by the Institute of Heraldry.

(1) Certificates of authority will be issued only to those manufacturers who have the manufacturing capability and who have agreed to manufacture heraldic items according to applicable specifications or purchase descriptions.

(2) The certificate of authority is valid only for the individual, firm, or corporation indicated.

(3) A hallmark will be assigned to each certified manufacturer. All insignia manufactured will bear the manufacturer's hallmark.

b. A certificate of authority may be revoked or suspended under the procedures prescribed in chapter 3.

c. Manufacturers will submit a preproduction sample to TIOH of each item under the Heraldic Quality Control Program before production. A letter of authorization to manufacture specific items will be issued to the manufacturer if the "sample" meets quality assurance standards.

d. A list of certified manufacturers will be furnished to the Army and Air Force Exchange Service and, upon request, to Army and Air Force commanders.

2-2. Authority to sell

No certificate of authority is required to sell articles listed in paragraph 2-3; however, sellers are responsible to sell only those articles that have been manufactured in conformance with Government specifications by certified manufacturers with the use of Government-loaned tools and that bear hallmarks assigned by TIOH.

2-3. Articles authorized for manufacture and sale

a. The articles listed below are authorized for manufacture and sale when made in accordance with approved specifications or drawings.

- (1) All authorized insignia (AR 670-1 and AFR 35-10).

(2) Appurtenances and devices for decorations, medals, and ribbons such as oak leaf clusters, service stars, arrowheads, V-devices, and clasps.

(3) Combat, special skill, and qualification badges and bars.

(4) Identification badges.

(5) Fourrageres and lanyards.

(6) Lapel buttons.

(7) Miniature replicas of decorations, service medals, and ribbons, except for the Medal of Honor.

(8) Replicas of decorations and service medals for grave markers. Replicas are to be at least twice the size prescribed for decorations and service medals.

(9) Service ribbons for decorations, service medals, and unit awards.

(10) Rosettes.

b. Variations from the prescribed specifications for the items listed above are not permitted without prior approval, in writing, by TIOH.

2-4. Articles not authorized for manufacture or sale

The following articles are not authorized for manufacture and sale, except under contract with DPSC:

a. Manufacture and/or sale of decorations and service medals other than miniatures.

b. Service flags (prescribed in AR 840-10 or AFR 900-3).

c. Service ribbon for the Medal of Honor.

d. Articles for public sale that incorporate designs or likenesses of decorations, service medals, and service ribbons.

e. Articles for public sale that incorporate designs or likenesses of designs of insignia listed in paragraph 2-3, except when authorized by the Service concerned.

2-5. Incorporation of designs or likenesses of approved designs in commercial articles

The policy of the DA and the Department of the Air Force is to restrict the use of military designs for the needs or the benefit of personnel of their Services.

a. Except as authorized in writing by the DA or the Department of the Air Force, as applicable, the manufacture of commercial articles incorporating designs or likenesses of official Army/Air Force heraldic items is prohibited. However, certain designs or likenesses of insignia such as badges or organizational insignia may be incorporated in articles manufactured for sale provided that permission has been granted as specified below.

(1) *Designs approved for use of the Army.* The Institute of Heraldry, Building 15, Cameron Station, Alexandria, VA 22304-5050, is responsible for granting permission for the incorporation of certain Army designs in articles manufactured for sale. Commanders of units authorized an SSI or a DUI may authorize the reproduction of the SSI or DUI on commercial articles such as shirts, tie tacks, cups, or plaques. Such permission will be in writing. Authorization for incorporation of designs or likenesses in commercial items will be granted only to those manufacturers who agree to offer these items for sale only to Army and Air Force Exchange Service and outlets that sell primarily to military personnel and their dependents.

(2) *Designs approved for use of the Air Force.* Headquarters, Air Force Military Personnel Center, Recognition Programs Branch (HQ AFMPC/DPMASC), Randolph AFB, TX 78150-6001, is responsible for granting permission for the incorporation of certain Air Force designs for articles manufactured for sale. The Commander, Air Force Historical Research Center, AFHRC/RI, Maxwell AFB, AL 36112-6678, is responsible for granting permission for the incorporation of the coat of arms, crest, and seal when use is not specified in AFR 900-3, chapter 1. Use of organizational emblems will be in accordance with AFR 900-3, chapter 2. Such permission will be in writing. Authorization for incorporation of designs or likenesses in commercial items will be granted only to those manufacturers who agree to offer these items for sale only to the Army and Air Force Exchange Service, or to those outlets that sell primarily to military personnel and their dependents.

b. In the case of the Honorable Service Lapel Button, a general exception is made to permit the incorporation of that design in articles manufactured for public sale provided that such articles are not suitable for wear as lapel buttons or pins.

2-6. Reproduction of designs

a. The photographing, printing, or, in any manner making or executing any engraving, photograph, print, or impression in the likeness of any decoration, service medal, service ribbon, badge, lapel button, insignia, or other device, or the colorable imitation thereof, of a design prescribed by the Secretary of the Army or the Secretary of the Air Force for use by members of the Army or the Air Force is authorized provided that such reproduction does not bring discredit upon the military service and is not used to defraud or to misrepresent the identification or status of an individual, organization, society, or other group of persons.

b. The use for advertising purposes of any engraving, photograph, print, or impression of the likeness of any DA or Department of the Air Force decoration, service medal, service ribbon, badge, lapel button, insignia, or other device (except the Honorable Service Lapel Button) is prohibited without prior approval, in writing, by the Secretary of the Army or the Secretary of the Air Force except when used to illustrate a particular article that is offered for sale. Request for use of Army insignia in advertisements or promotional materials will be processed through public affairs channels in accordance with AR 360-5, paragraph 3-37.

c. The reproduction in any manner of the likeness of any identification card prescribed by DA or Department of the Air Force is prohibited without prior approval in writing by the Secretary of the Army or Secretary of the Air Force.

2-7. Possession and wearing

a. The wearing of any decoration, service medal, badge, service ribbon, lapel button, or insignia prescribed or authorized by the DA and the Department of the Air Force by any person not properly authorized to wear such device, or the use of any decoration, service medal, badge, service ribbon, lapel button, or insignia to misrepresent the identification or status of the person by whom such is worn is prohibited. Any person who violates this provision is subject to punishment as prescribed in the statutes referred to in paragraph 1-5.

b. Mere possession by a person of any of the articles prescribed in paragraph 2 (except identification cards) is authorized provided that such possession is not used to defraud or misrepresent the identification or status of the individual concerned.

c. Articles specified in paragraph 2, or any distinctive parts (including suspension ribbons and service ribbons) or colorable imitations thereof, will not be used by any organization, society, or other group of persons without prior approval in writing by the Secretary of the Army or the Secretary of the Air Force.

Chapter 3 Heraldic Quality Control System

3-1. General

The heraldic quality control program provides a method of ensuring that insignia items are manufactured with tools and specifications provided by TIOH.

3-2. Controlled heraldic items

The articles listed in paragraph 2-3 are controlled heraldic items and will be manufactured in accordance with Government specifications using Government-furnished tools or cartoons. Tools and cartoons are not provided to manufacturers for the items below. However, manufacture will be in accordance with the Government-furnished drawing.

a. Shoulder loop insignia, ROTC, U.S. Army.

b. Institutional SSI, ROTC, U.S. Army.

c. Background trimming/flashes, U.S. Army.

d. U.S. Air Force organizational emblems for other than major commands.

e. Hand-embroidered bullion insignia.

3-3. Certification of heraldic items

A letter of certification to manufacture each heraldic item except those listed in paragraphs 3-2b through 3-2e will be provided to the manufacturer upon submission of a preproduction sample. Manufacture and sale of these items is not authorized until the manufacturer receives a certification letter from TIOH.

3-4. Violations and penalties

A certificate of authority to manufacture will be revoked by TIOH upon intentional violation by the holder thereof of any of the provisions of this regulation, or as a result of not complying with the agreement signed by the manufacturer in order to receive a certificate. Such violations are also subject to penalties prescribed in the Acts of Congress (para 1-5). A repetition or continuation of violations after official notice thereof will be deemed prima facie evidence of intentional violation.

3-5. Procurement and wear of heraldic items

a. The provisions of this regulation do not apply to contracts awarded by the Defense Personnel Support Center for manufacture and sale to the U.S. Government.

b. All Army and Air Force service personnel who wear quality controlled heraldic items that were purchased from commercial sources will be responsible for ensuring that the item was produced by a certified manufacturer. Items manufactured by certified manufacturers will be identified by a hallmark and/or a certificate label certifying the item was produced in accordance with specifications.

c. Commanders will ensure that only those heraldic items that are of quality and design covered in the specifications and that have been produced by certified manufacturers are worn by personnel under their command. Controlled heraldic items will be procured only from manufacturers certified by TIOH. Commanders procuring controlled heraldic items, when authorized by local procurement procedures, may forward a sample insignia to TIOH for quality assurance inspection if the commander feels the quality does not meet standards.

3-6. Processing complaints of alleged breach of policies

TIOH may revoke or suspend the certificate of authority to manufacture if there are breaches of quality control policies by the manufacturers. As used in this paragraph, the term quality control policies include the obligation of a manufacturer under his or her "Agreement to Manufacture," the quality control provisions of this regulation, and other applicable instructions provided by TIOH.

a. Initial processing.

(1) Complaints and reports of an alleged breach of quality control policies will be forwarded to the Director, The Institute of Heraldry, Bldg 15, Cameron Station, Alexandria, VA 22304-5050 (hereinafter referred to as Director).

(2) The Director may direct that an informal investigation of the complaint or report be conducted.

(3) If such investigation is initiated, it will be the duty of the investigator to ascertain the facts in an impartial manner. Upon conclusion of the investigation, the investigator will submit a report to the appointing authority containing a summarized record of the investigation together with such findings and recommendations as may be appropriate and warranted by the facts.

(4) The report of investigation will be forwarded to the Director for review. If it is determined that a possible breach of quality control policies has occurred, the Director will follow the procedures outlined below.

b. Voluntary performance. The Director will transmit a registered letter to the manufacturer advising of the detailed allegations of breach and requesting assurances of voluntary compliance with

quality control policies. No further action is taken if the manufacturer voluntarily complies with the quality control policies; however, any further reoccurrence of the same breach will be considered refusal to perform.

c. Refusal to perform.

(1) If the manufacturer fails to reply within a reasonable time to the letter authorized by paragraph b above, or refuses to give adequate assurances that future performance will conform to quality control policies, or indicates by subsequent conduct that the breach is continuous or repetitive, or disputes the allegations of breach, the Director will direct that a public hearing be conducted on the allegations.

(2) A hearing examiner will be appointed by appropriate orders. The examiner may be either a commissioned officer or a civilian employee above the grade of GS-7.

(3) The specific written allegations, together with other pertinent material, will be transmitted to the hearing examiner for introduction as evidence at the hearing.

(4) Manufacturers may be suspended for failure to return a loaned tool without referral to a hearing specified above; however, the manufacturer will be advised, in writing, that tools are overdue and suspension will take effect if not returned within the specified time.

d. Notification to the manufacturer by examiner. Within a 7-day period following the receipt by the examiner of the allegations and other pertinent material, the examiner will transmit a registered letter of notification to the manufacturer informing him or her of the

(1) Specific allegations.

(2) Directive of the Director requiring the holding of a public hearing on the allegations.

(3) Examiner's decision to hold the public hearing at a specific time, date, and place that will be not earlier than 30 days from the date of the letter of notification.

(4) Ultimate authority of the Director to suspend or revoke the certificate of authority should the record developed at the hearing so warrant.

(5) Right to—

(a) A full and fair public hearing.

(b) Be represented by counsel at the hearing.

(c) Request a change in the date, time, or place of the hearing for purposes of having reasonable time in which to prepare the case.

(d) Submit evidence and present witnesses in his or her own behalf.

(e) Obtain, upon written request filed before the commencement of the hearing, at no cost, a verbatim transcript of the proceedings.

e. Public hearing by examiner.

(1) At the time, date, and place designated in accordance with d(3) above, the examiner will conduct the public hearing.

(a) A verbatim record of the proceedings will be maintained.

(b) All previous material received by the examiner will be introduced into evidence and made part of the record.

(c) The Government may be represented by counsel at the hearing.

(2) Subsequent to the conclusion of the hearing, the examiner will make specific findings on the record before him or her concerning each allegation.

(3) The complete record of the case will be forwarded to the Director.

f. Action by the Director.

(1) The Director will review the record of the hearing and either approve or disapprove the findings.

(2) Upon arrival of a finding of breach of quality control policies, the manufacturer will be so advised.

(3) After review of the findings, the certificate of authority may be revoked or suspended. If the certificate of authority is revoked or suspended, the Director will—

(a) Notify the manufacturer of the revocation or suspension.

(b) Remove the manufacturer from the list of certified manufacturers.



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