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DEPARTMENTS OF THE ARMY
AND THE AIR FORCE
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DECORATIONS, AWARDS, AND HONORS

MANUFACTURE, SALE, WEARING, AND QUALITY CONTROL OF HERALDIC ITEMS

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CHAPTER 1

MANUFACTURE, SALE, AND WEARING OF DECORATIONS, MEDALS, BADGES, AND INSIGNIA

1-1. Purpose. This chapter prescribes the Departments of the Army and the Air Force policy governing the manufacture, sale, reproduction, possession, and wearing of military decorations, medals, badges, and insignia.

1-2. 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 title 18, United States Code, section 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 title 18, United States Code, section 701.

1-3. Authority to manufacture. Certificates of authority to manufacture articles listed in paragraph 1-5 will be granted in accordance with chapter 2 by The Institute of Heraldry, U.S. Army, a class II activity under the jurisdiction of The Adjutant General.

a. All articles must be manufactured in accordance with specifications prescribed or authorized by the Departments of the Army and the Air Force.

b. The certificate of authority is valid only for the individual, firm, or corporation indicated. Any change in name or address is to be reported within 15 days to The Institute of Heraldry, U.S. Army. Failure to report such a change of name or address may result in revocation of the Certificate of Authority.

1-4. Authority to sell. No certificate of authority is required to sell articles listed in paragraph 1-5; however, sellers are responsible to sell only those articles which have been manufactured in conformance with Government specifications by certified manufacturers with the use of Government loaned tools and bearing hallmarks assigned by The Institute of Heraldry, U.S. Army.

1-5. Articles authorized for manufacture and sale. *a.* The articles listed in (1) through (10)

below are authorized for manufacture and sale.

(1) All authorized insignia.

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

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

(4) Identification badges.

(5) Distinguished unit badges, fourrageres, and the Orange Lanyard.

(6) Lapel buttons.

(7) Miniature replicas of decorations and service medals, including miniature ribbons.

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

(9) Ribbons pertaining to decorations and service medals.

(10) Rosettes.

b. Variations from the prescribed specifications, forms, and sizes of articles listed in (1) through (10) above are not permitted without prior approval, in writing, of The Institute of Heraldry, U.S. Army.

1-6. Articles not authorized for manufacture and sale. *a.* Manufacture and/or sale of decorations and service medals other than miniatures is prohibited.

b. The incorporation of designs or likenesses of decorations, service medals, badges (except as specified in paragraph 1-7), and service ribbons in articles manufactured for public sale is prohibited.

1-7. Authorization for incorporation of designs or likenesses of approved designs in commercial articles. *a.* Designs or likenesses of insignia and specified badges (i.e., combat, special skill, and qualification badges) may be incorporated in articles manufactured for public sale only after permission has been granted.

(1) *Designs approved for use of the Army.*

Permission is given in writing by The Institute of Heraldry, U.S. Army.

(2) *Designs approved for use of the Air Force.* Permission is given in writing by USAF Military Personnel Center, Randolph Air Force Base, Tex. 78148.

Note. Except as authorized in writing by the Departments of Army and Air Force, the incorporation of designs or likenesses of official Army/Air Force items in commercial articles is prohibited.

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.

1-8. Violations and penalties. A certificate of authority to manufacture will be revoked by the Institute of Heraldry, U.S. Army, 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 he signed in order to receive a certificate. Issuance of a certificate of authority to manufacture will be refused upon proof of a violation of these regulations by the applicant. Such violations are subject also to the penalties prescribed in the acts of Congress (para 1-2). A repetition or continuation of violations after official notice thereof will be deemed prima facie evidence of intentional violation.

1-9. Government contracts and agreements. The provisions of this regulation do not affect contracts for manufacture and sale to the U.S. Government.

1-10. Possession and wearing. a. The wearing of any decoration, service medal, badge, service ribbon, lapel button, or insignia prescribed or authorized by the Departments of the Army and the Air Force by any person not properly authorized to wear such device or their use to misrepresent the identification or status of the person by whom worn is prohibited. Any person who offends against this provision is subject to punishment as prescribed in statutes referred to in paragraph 1-2.

b. Mere possession by a person of any of the articles prescribed in paragraph 1-2 (except identification cards) is authorized provided such possession is not used to defraud or misrepresent the identification or status of the individual concerned.

c. Articles specified in paragraph 1-2 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 of the Secretary of the Army or the Secretary of the Air Force.

1-11. Reproductions. a. The photographing, printing, or in any other manner making or executing any engraving, photograph, print, or impression in the likeness of any decoration, service medal, badge, service ribbon, lapel button, insignia, or other device or the colorable imitation thereof of a design prescribed by the Secretary of the Army or Air Force for use by members of the Army or Air Force is authorized provided such reproduction does not bring discredit upon the military service, and further, 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 Department of the Army or Air Force decoration, service medal, badge, service ribbon, lapel button, insignia, or other device (except the honorable service lapel button) is prohibited without prior approval in writing of the Secretary of the Army or Air Force except when used to illustrate a particular article which is offered for sale.

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



CHAPTER 2

HERALDIC QUALITY CONTROL SYSTEM POLICY

2-1. Purpose. This chapter 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.

2-2. Definitions. *a. Controlled heraldic items.* Those authorized items of symbolism listed in paragraph 2-5 and worn on the uniform or civilian clothing by Army and Air Force personnel.

b. Commercial sources. For the purposes of this regulation the Army-Air Force Exchange Service or any outlet other than the Army-Air Force Clothing Sales Stores, is considered a commercial source.

2-3. Responsibility. *a.* The Institute of Heraldry, U.S. Army, is responsible for the implementation of the Heraldic Item Quality Control System policies. It will issue Certificates of Authority to those manufacturers of heraldic items engaged in the manufacture of quality controlled items, defined in paragraph 2-2*a*, who have been determined capable, and who have agreed to manufacture such controlled items in accordance with applicable specifications or purchase descriptions. The certificate will be supplemented by documentation showing the specific heraldic items which the manufacturer is authorized to produce. A Certificate of Authority may be revoked or suspended under the procedures prescribed in paragraph 2-6.

b. All Army and Air Force service personnel who wear quality controlled heraldic items which were purchased from commercial sources will be responsible for insuring 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 that the item was produced in accordance with specifications. Any heraldic item currently in the possession of individuals may be worn if it is of the quality and design covered in specifications, until it is unserviceable or until the basic design is changed. A list of certified manufacturers will be furnished the Army and Air

Force Exchange Service, and upon request, the Army and Air Force commanders.

c. Commanding officers will insure that only those heraldic items which are of quality and design covered in specifications and which have been produced by certified manufacturers are worn by personnel under their command.

2-4. Phaseout period of current heraldic items. The Army-Air Force Exchange Service may continue to sell insignia and other heraldic items, provided they are of the design and quality specified in Government specifications, which may be in stock or procured prior to the dates, as announced by The Institute of Heraldry, U.S. Army, on which Government tools are available for use by manufacturers. After Government tools are available to the manufacturers, all heraldic items must be manufactured with the use of these tools. The use of the word "tools" includes dies, hubs, cartoons, specifications, and purchase descriptions as applicable.

2-5. Controlled heraldic items. The following is a list of items controlled under this system:

a. Those items listed in paragraph 1-5.

b. Distinctive items for infantrymen (prescribed in AR 670-5).

c. Service flags (prescribed in AR 840-15/AFR 900-5).

d. Service lapel buttons (prescribed in AR 840-15/AFR 900-5).

2-6. Procedures for processing complaints of alleged breach of policies. *a. General.* The Institute of Heraldry, U.S. Army, is responsible for monitoring the performance of manufacturers who have been issued Certificates of Authority under the provisions of paragraph 2-3.

b. Purpose. This paragraph establishes procedures for revocation or suspension of Certificates of Authority for breach of quality control policies by manufacturers. As used in this paragraph, the term "quality control policies" includes the obligations of a manufacturer under his "Agreement to Manufacture" and the quality control provisions of this regulation and other applicable Army directives.

c. Initial processing.

(1) Complaints and reports of an alleged breach of quality control policies will be forwarded to the Commanding Officer, The Institute of Heraldry (hereinafter referred to as Commanding Officer).

(2) The Commanding Officer 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 Commanding Officer for review. If he determines that a possible breach of quality control policies has occurred, he will follow the procedures outlined below.

d. Voluntary performance. The Commanding Officer will transmit a registered letter to the manufacturer advising him of the detailed allegations of breach and requesting assurances of voluntary compliance with quality control policies.

e. Refusal to perform.

(1) If the manufacturer fails to reply within a reasonable time to the letter authorized by *d* above, or refuses to give adequate assurances that his future performance will conform to quality control policies, or indicates by subsequent conduct that his breach is continuous or repetitive, or disputes the allegations of breach, the Commanding Officer 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.

f. 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 of—

(1) The specific allegations against him.

(2) The directive of the Commanding Officer requiring the holding of a public hearing on the allegations.

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

(4) The ultimate authority of the Commanding Officer to suspend or revoke the certificate of authority should the record developed at the hearing so warrant.

(5) The manufacturer's 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 his case.

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

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

g. Public hearing by examiner.

(1) At the time, date, and place designated in accordance with *f*(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 a 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 concerning each allegation.

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

h. Action by Commanding Officer.

(1) The Commanding Officer 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 all prescribed procedures have been completed, the Commanding Officer may revoke or suspend the certificate of authority. In this event he will—

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

(b) Inform the Army and Air Force Exchange Service of his action.

i. *Reinstatement of certificate of authority.* The Commanding Officer may, upon receipt of adequate assurances that the manufacturer will comply with quality control policies, reinstate a certificate of authority which has been suspended or revoked.

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