

18 July 2015

MEMORANDUM FOR ANG Units

FROM: ANG History Office (NGB/HO)

SUBJECT: Instructions for Air Force Emblem Packets

1. An Air National Guard unit desiring an official unit emblem must work with the ANG History Office to prepare a design that will meet the standards of AFI 84-105, *Organizational Lineage, Honors, and Heraldry*. By working together, we will ensure that the package is submitted for coordination up the chain only once.

Please email staff historian Andrew Wackerfuss (andrew.wackerfuss.civ@mail.mil) with the proposed design and significance statement. Dr. Wackerfuss will evaluate the proposed design, and work with the unit POC to correct any design problems before submission up the chain for coordination.

Emblem designs must conform to AFI 84-105. Pay particular attention to Chapter 3, “Air Force Heraldry,” particularly 3.7, “Heraldric Standards.” You can use the enclosed checklist as a worksheet while you design.

Definition of an element: an element is an item in the disc or shield. You are allowed only three, but can combine multiple items into a single element. For example, if you have four stars near the top of the disc, that group counts as just one element. If you have four stars in the disc but each is in a different quadrant, they count as four separate elements. 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, it can also count as a single element “winged compass”—in this case, make sure that the symbols are visually unified, and that you describe them as one element in the significance statement (“the winged compass represents Civil Engineer support provided for the flying mission”).

2. When we have a design that will pass inspection under AFI 84-105, the unit will prepare the full application package. The emblem package consists of:

- a. Cover letter (pdf., see attachment 1):
The letter requests the desired emblem and must be signed by the unit commander. It lists a point of contact (POC) for emblem design changes and funding issues, and must include the telephone number (Commercial & DSN), fax number (Commercial & DSN), and e-mail address for the POC.
 - b. Emblem design (jpg., see attachment 2)
 - c. Significance statement (See attachment 3)
 - d. 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. 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
 - The MIPR must contain a Business Purchase Number (BPN), which can be written in box 9.
 - Amount: Dr. Wackerfuss will provide the current fiscal year's fee schedule from TIOH, and help you determine which of five options to choose.
3. 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 the ANG History Office.

4. The emblem package must be submitted electronically to the ANG History Office. The package must contain all four elements given above. Please keep them as separate files.
5. The ANG History Office will forward the package to the Air Force Historical Research Agency, Organizational History Branch (AFHRA/RSO), Maxwell AFB, AL for approval. AFHRA will forward the package to The Institute of Heraldry (TIOH) at Ft Belvoir, VA for the original artwork and the flag drawing blueprints.
6. Once approved at AFHRA and forwarded to TIOH, the entire process will take approximately 6 to 8 weeks.

Please direct any questions/comments to the undersigned.

Dr. Andrew Wackerfuss, Air National Guard History Office
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E-Mail: andrew.wackerfuss.civ@mail.mil

5 Attachments

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