Emblem Design Checklist

1. ***Cover letter***: <mark>See Attachment 1.</mark> If trying to change an already approved unit emblem, the cover letter must contain strong justification as to why the current or previous emblems cannot be used. Changes to mission normally do not qualify emblem changes. Mission changes should be reflected in the rewritten significance statement. If the unit is newly activated, the special orders activating the unit must also be in the package.

	YES	***NO***
a. Is the letter on unit letterhead?	_____	_____
b. Is the letter addressed to each unit commander up the chain of command, the Wing/HO, the TAG/ESSO, NGB/PAI-H, and AFHRA/RSO?	_____	_____
c. Does the letter contain a POC for emblem changes and funding issues, including DSN phone & fax, commercial phone & fax, and e-mail address?	_____	_____
d. Did the unit commander sign the letter?	_____	_____
e. If attempting to change an emblem, does letter contain strong justification?	_____	_____

2. ***Proposed unit emblem***: <mark>See Attachment 2.</mark>

    a. Flights/Squadrons

	YES	NO
1. Is the emblem on a round disc with the unit designation in the bottom scroll and the unit motto in the top scroll?	_____	_____
2. Are the borders of the disc and the scroll(s) the same color as the letters in the scroll(s)?	_____	_____
3. Are there no more than six colors, including black and white?	_____	_____

	YES	*NO*

4. Are there no more than three elements in the disc? See emblem instructions for element definition.   _____   _____

5. Is there any writing inside the disc?   _____   _____

6. Are there any cartoon characters, Cartoonish elements, or representations of gambling or a game of chance in the disc?   _____   _____

7. Has another unit's emblem been copied?   _____   _____

8. Is the emblem's design simple and in good taste?   _____   _____

9. Are there less than 31 characters and spaces in each scroll?   _____   _____

b. Groups/Wings:

1.   If the group is assigned to a wing or equivalent organization, is it using the parent organization's emblem? (Must)   _____   _____

2. Is the emblem on a shield with the unit designation or the unit motto in the scroll?   _____   _____

3. Is the border of the shield and scroll Air Force yellow?   _____   _____

4. Is the background of the scroll white?   _____   _____

5. Is the lettering in the scroll ultramarine/ reflex blue?   _____   _____

6. Are there no more than six colors, including black and white?   _____   _____

7. Are there no more than three elements in the shield? See emblem instructions for element definition.   _____   _____

	YES	**_NO_**

8. Is there any writing inside the shield?   _____   _____

9. Are there any cartoon characters, cartoonish elements, or representations of gambling or a game of chance in the shield?   _____   _____

10. Has another unit's emblem been copied?   _____   _____

11. Is the emblem's design simple and in good taste?   _____   _____

12. Are there <mark>less than</mark> 37 characters and spaces in the scroll?   _____   _____

3. ***Significance Statement***: <mark>See Attachment 3.</mark>

a. Is the statement "Ultramarine/reflex blue represents the sky, the primary theater of Air Force operations." in the statement?   _____   _____

b. Is the statement "Air Force yellow represents the sun and the excellence required of Air Force personnel." in the statement?   _____   _____

c. Is each of the maximum of three elements identified and described/defined in the statement?   _____   _____

d. If the unit has an official motto, is it explained in the statement?   _____   _____

e. If the official unit motto is in a foreign language, is the English translation contained in the statement?   _____   _____

4. ***The DD Form 448 (MIPR)***: <mark>See Attachment 4.</mark>

a. Has the current cost been verified with NGB/PAI-H?   _____   _____

b. Is the attached DD Form 448 the original? <mark>(No copies allowed)</mark>   _____   _____

	YES	*NO*
c. Is the financial POC listed with DSN phone & fax, commercial phone & fax, and e-mail address?	_____	_____
d. Is the expiration date for the funds within the current fiscal year?	_____	_____
e. Are all of the <mark>REQUIRED</mark> blocks filled in?	_____	_____