

25 April 2003

MEMORANDUM FOR ANG Units

FROM: NGB/PAI-H

SUBJECT: Instructions For Air Force Emblem Packets

1. The unit desiring the emblem sends an e-mail to the undersigned at ANGHistory@NGB.ANG.AF.MIL with three attachments: a cover letter, a copy of the proposed emblem, and the significance statement. I will evaluate your documentation and working together, we will ensure that the package is submitted for coordination up the chain only once. After I have evaluated your emblem submission and you have remedied any problems with the package, 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-PAI-H must conform to AFI 84-105, "Organizational Lineage, Honors and Heraldry," 28 October 2002. 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 packet, along with the cover letter, must be routed through the ***entire*** chain of command. If your unit is a flight, then the squadron/CC, group/CC, wing/HO, wing/CC, and TAG/ESSO must coordinate on the package before it gets to NGB. The address at NGB for the coordinated package is:

NGB/PAI-H
ATTN: AF Emblem POC
1411 Jefferson Davis Highway, Suite 11200
Arlington, Virginia 22202-3231

Telephone: DSN 327-2669 or (703) 607-2669
Fax: DSN 327-3686
E-Mail: ANGHistory@NGB.ANG.AF.MIL

3. The packet must contain the cover letter endorsed all the way up the chain of command (See attachment 1); one color copy of the emblem on either plain bond paper or photo paper (See attachment 2); one copy of the significance statement on plain bond paper or photo paper (See attachment 3); a DD Form 448, Military Interdepartmental Purchase Request (MIPR) (See attachment 4); and a floppy disk with the artwork on it. 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 original 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/PAI-H, 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.

5. Direct any questions/comments to the undersigned.

NGB/PAI-H

Air National Guard History

5 Attachments

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