

1 FEBRUARY 2006



History

**ORGANIZATIONAL LINEAGE, HONORS AND
HERALDRY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: AFHRA/RS (Dr. Frederick J. Shaw)
Supersedes AFI 84-105, 28 October 2002.

Certified by: HQ USAF/HO (Mr. C. R. Anderegg)
Pages: 30
Distribution: F

This instruction helps implement AFD 84-1, *Historical Information, Property, and Art*. It applies to the regular Air Force, the Air Force Reserve, and the Air National Guard, unless otherwise noted. It provides guidance and procedures for determining and disseminating organizational heritage information, including lineage, honors, heraldry, organization actions, and aerial victory credits. MAJCOMs may supplement this instruction to provide additional guidance to their subordinate units. HQ USAF/HO, in coordination with HQ USAF/AIMO, must approve all MAJCOM supplements.

RECORDS DISPOSITION. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition (RDS) located at <https://afirms.amc.af.mil>.

SUMMARY OF REVISIONS

This revision of AFI 84-105 changes position and organizational titles to reflect recent organizational changes and the conversion of military to civilian positions, identifies equivalent echelons for the conferral of expeditionary honors, provides directions for posting organizational data to an automated data base and generating automated reports, and removes from the AFHRA responsibility for approving usage of the Air Force Seal and Coat of Arms.

Chapter 1— RESPONSIBILITIES	4
1.1. Air Force History Office (HQ USAF/HO).	4
1.2. Air Force Historical Research Agency (AFHRA).	4
1.3. Air Force Field Historians.	4
1.4. History Offices at Major Command (MAJCOM), Field Operating Agency (FOA), and Direct Reporting Unit (DRU) Headquarters.	4
1.5. Manpower, Organization and Resources Staffs at MAJCOMs, FOAs, and DRUs. ...	4

1.6. Organization Division, Directorate of Manpower, Organization and Resources (HQ USAF/A1MO). 4

Chapter 2— ORGANIZATIONAL LINEAGE AND HONORS 5

2.1. Lineage. 5

2.2. Expeditionary Organizations. 5

2.3. Temporary Bestowal of Honors and Emblems. 6

2.4. Heritage Standards. 6

2.5. Organizational Terminology. 6

Chapter 3— AIR FORCE HERALDRY 7

3.1. Purpose of Air Force Heraldry. 7

3.2. Eligibility for Official Emblems and Mottoes. 7

3.3. Standardized Heraldry for Establishments. 7

3.4. Standardized Heraldry for Units. 8

3.5. Use and Control of Organizational Emblems. 8

3.6. Processing Emblems, Mottoes, and Flag Drawings. 8

3.7. Heraldic Standards. Emblem designs and mottoes must: 10

Table 3.1. Organizational Emblems. 12

Figure 3.1. Shield Design Format used for Emblem of Groups and Above (Flag Bearing Units). 13

Figure 3.2. Disc Design Format for Emblem of Squadrons and Equivalent. 14

Chapter 4— AIR FORCE ORGANIZATION STATUS CHANGE REPORT (AFOSCR) 15

4.1. Preparation. 15

4.2. Format. 15

Chapter 5— CONFIRMATION AND PUBLICATION OF USAF AERIAL VICTORY CREDITS (AVC) 16

5.1. Authority for Confirming USAF AVC Awards. 16

5.2. Validation Procedures. 16

5.3. Revising the Official AVC Lists. 16

5.4. Publication of AVC Lists. 17

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 18

AFI84-105 1 FEBRUARY 2006	3
Attachment 2— SAMPLE FORMAT FOR THE AIR FORCE ORGANIZATION STATUS CHANGE REPORT	22
Attachment 3— HOW TO PREPARE THE AIR FORCE ORGANIZATION STATUS CHANGE REPORT	23
Attachment 4— SAMPLES OF DOCUMENTS SUPPORTING AERIAL VICTORY CREDIT AWARDS	27

Chapter 1

RESPONSIBILITIES

1.1. Air Force History Office (HQ USAF/HO). Establishes policy concerning United States Air Force (USAF) organizational lineage, honors, and emblems (heraldry). Convenes board of review, if needed, to confirm or change aerial victory credit awards.

1.2. Air Force Historical Research Agency (AFHRA). AFHRA is the Air Force's central repository of historical information. The Director (AFHRA/DR), working through the Research Division (AFHRA/RS), implements policies for and determines organizational lineage and honors. Consistent with the standards of The Institute of Heraldry (TIOH), AFHRA/DR approves organizational emblems. AFHRA/RS also verifies unit honors, collects organizational data, tabulates and reports heritage scores and related assessments, and prepares the monthly consolidated Air Force Organization Status Change Report (AFO-SCR). Additionally, AFHRA confirms USAF aerial victory credit awards and publishes corrected lists as needed. For other responsibilities of this agency, see AFMD 30, *Air Force Historical Research Agency*.

1.3. Air Force Field Historians. Historians must be knowledgeable of the contents of this instruction and advise their commanders and staffs on its standards and procedures. They will also help ensure AFHRA/RS is provided documentation necessary to compile and maintain accurate and complete lineage and honors data on their organizations and documentation needed to confirm aerial victory credits.

1.4. History Offices at Major Command (MAJCOM), Field Operating Agency (FOA), and Direct Reporting Unit (DRU) Headquarters. History Offices will be the point of contact for all heraldry proposals and will advise on the historical aspects of organizational actions affecting the lineage and honors of establishments and units. Staffs at FOAs and DRUs without historians will process heraldry proposals and consult on changes affecting organizational lineage directly with AFHRA/RS. History Offices will also work to ensure that AFHRA/RS receives documentation and orders concerning the award of aerial victory credits. History Offices will work to collect and include in Command histories all special orders awarding unit honors, such as the Air Force Outstanding Unit Award and the Air Force Organizational Excellence Award.

1.5. Manpower, Organization and Resources Staffs at MAJCOMs, FOAs, and DRUs. Coordinate proposed organization actions affecting units and establishments with their history offices. MAJCOMs and those Air Force FOAs and DRUs that publish their own administrative orders on unit changes must submit the Air Force Organization Status Change Report to AFHRA/RS on the last day of each month (see [Chapter 4](#)) and ensure that AFHRA/RS is on distribution for all special orders and movement orders affecting organization changes.

1.6. Organization Division, Directorate of Manpower, Organization and Resources (HQ USAF/A1MO). Responsible for Air Force organizational policy and changes. Coordinates organizational change proposals affecting the lineage and honors of units and establishments with the Office of the Air Force Historian. Sends copies of the final authorization instruments to AFHRA/RS.

Chapter 2

ORGANIZATIONAL LINEAGE AND HONORS

2.1. Lineage. Lineage is the unique, official, traceable record of organization actions peculiar to each Air Force organization; therefore, it is the sole determinant of an organization's rights to history, honors, and emblems. It allows the Air Force to avoid confusing one organization with another.

2.1.1. A current organization may have begun its existence with a different number, designation, echelon, or all three, but lineage traces all changes to its current designation.

2.1.2. Organizations may not use identical function, transfer of personnel, or similarity of designation of other organizations to claim those organizational histories, awards, and emblems. Such relationships to previous organizations and continuity of missions may be explained in history pamphlets, displays, and similar presentations.

2.1.3. The lineages of *permanent* organizations are continuous. Neither inactivation nor disbandment terminates a permanent organization's lineage or heraldry.

2.1.4. The lineages of *provisional* organizations terminate when the organization is inactivated. They cannot be revived.

2.1.4.1. Exception: Permanent organizations that USAF/DPMO converts to provisional status and redesignates as expeditionary may revert to permanent status (see para 2.2.2. below).

2.1.5. The history, honors, and emblem of one organization may not be permanently transferred to another except that

2.1.5.1. Honors earned by the supported expeditionary organizations may be conferred on aligned major force provider permanent organizations (see para.2.2.1.below). Conferral allows honors earned by the supported expeditionary organization to be preserved and displayed by the major force provider permanent organization as its own.

2.1.6. The AFHRA is authorized to determine official lineage and honors data for regular Air Force organizations and Air Force Reserve organizations but not for Air National Guard. The AFHRA compiles and issues lineage and honors histories on the activation of inactive organizations with previous records of active service (first priority) and when requested by an organization (second priority).

2.2. Expeditionary Organizations. All expeditionary organizations are by definition provisional (see AFI 38-101, *Air Force Organizations*). There are two types of expeditionary organizations: "Supported" and "Rainbow."

2.2.1. A "supported" expeditionary organization draws the predominance of its resources from a single active permanent organization, known as the major force provider.

2.2.1.1. The supported expeditionary organization is a provisional unit corresponding to the major force provider at the same echelon and carries its designation, with addition of the word "Expeditionary." For example, if a lead organization (e.g., the 1st Fighter Wing) provides the deployed command element and/or the largest portion of the expeditionary organization, the expeditionary organization may be designated and activated with the same number and at the same organizational level (e.g., the 1st Expeditionary Fighter Wing).

2.2.1.2. The expeditionary organization may temporarily borrow the major force provider's honors and history, but it cannot claim its lineage. Despite the similarity in designation and continuity of personnel, the two organizations are not the same (see para.2.1.2.).

2.2.1.3. Honors earned by this type expeditionary organization may be conferred but only on its aligned permanent organization at the same organizational level. Honors may not be conferred to a higher echelon organization. For example, any honors earned by the 4th Expeditionary Civil Engineer Squadron would be conferred on the 4th Civil Engineer Squadron but not on the 4th Mission Support Group or 4th Fighter Wing.

2.2.1.3.1. To accomplish conferral, the supported expeditionary organization's activation order must state, "Upon inactivation, any awards or honors earned by (designation of provisional organization) are conferred on (designation of corresponding permanent organization)."

2.2.1.3.2. Wings and groups should be considered on the same organizational level. Squadrons and flights should be considered on the same organizational level.

2.2.2. A "rainbow" expeditionary organization derives resources from multiple active permanent units. To create such an organization, USAF/DPMO converts an inactive permanent organization to provisional status, redesignates it as expeditionary, and assigns it to a MAJCOM for activation. An example is the 332d Air Expeditionary Group, formerly the 332d Fighter Group. The MAJCOM may activate the expeditionary organization, usually in a forward location, for an indefinite time, then inactivate it so that it may later be activated again.

2.2.2.1. The lineage of the "rainbow" expeditionary organization continues as if it were still a permanent unit; the expeditionary organization may claim and use all honors and history. Upon its reversion to permanent status, its lineage continues and any history and honors earned as a rainbow expeditionary organization remain with it; consequently, conferral of honors is unnecessary.

2.3. Temporary Bestowal of Honors and Emblems. To perpetuate the heritage of World War II combat groups, the history, honors, and emblem of an individual group may be temporarily bestowed upon an active combat wing. Although the wing may claim to be the group's legitimate successor, it may not claim lineal descent from the group.

2.3.1. The wing must be the group's legitimate, numerically aligned successor, as confirmed by AFHRA on the basis of original Department of the Air Force (DAF) letters.

2.3.2. Temporary bestowal becomes effective on activation of the wing. The group must be inactive or active and assigned to the numerically aligned wing. The wing may borrow only history that accrued and honors that were earned during periods when the wing was inactive or did not exist.

2.3.3. While temporary bestowal is in effect, the wing may display honors earned by the numerically aligned group. The wing may also adopt the emblem of its numerically aligned group, if the lineage of the group antedates that of the wing.

2.4. Heritage Standards. When making force structure changes, general Air Force policy is to keep active those organizations with the most illustrious heritage. See AFPD 38-5, *Unit Designations*, for information on the heritage standards and procedures for squadrons, groups, and wings.

2.5. Organizational Terminology. In addition to the definitions in [Attachment 1](#), see AFI 38-101, Chapter 2, for guidance on organizational terminology.

Chapter 3

AIR FORCE HERALDRY

3.1. Purpose of Air Force Heraldry. Organizations need visible symbols in the form of emblems to promote esprit de corps, morale, and a sense of heritage. Air Force heraldry meets this need only as long as emblems are designed to uniform standards and are not readily changed.

3.2. Eligibility for Official Emblems and Mottoes. Most establishments and units as defined in AFI 38-101, *Air Force Organization*, may have organizational emblems and mottoes. If a constituted organization uses or displays an emblem, it must be an approved, official design registered with the AFHRA. A constituted organization must also register with AFHRA its motto, if any, before using or displaying it.

3.2.1. Air Force Recruiting Service subordinate components (groups and squadrons) cannot display unique emblems, but must use the emblem approved October 6, 1954, for the Air Force Recruiting Service.

3.2.2. Provisional organizations are not authorized official emblems, with the exception of certain expeditionary organizations.

3.2.3. Expeditionary organizations generally may use or display emblems registered to associated permanent organizations.

3.2.3.1. A “rainbow” expeditionary organization will display or use the officially approved emblem of the permanent organization activated for expeditionary duty.

3.2.3.1.1. Do not change the officially approved emblem of the permanent organization except to add the word “Expeditionary” to the designation in the scroll.

3.2.3.1.2. Design and register a new emblem only if the permanent organization has no official emblem on file with AFHRA.

3.2.3.1.2.1. If the permanent organization should be activated in non-expeditionary status, it may design a new emblem to replace the one registered while in expeditionary status.

3.2.3.2. A “supported” expeditionary organization should display or use the officially approved emblem of the major force provider.

3.2.3.2.1. A supported expeditionary organization cannot change the officially approved emblem of the major force provider except to add the word “Expeditionary” to the designation in the scroll.

3.3. Standardized Heraldry for Establishments. Display the emblem of an Air Force establishment (i.e. headquarters organization on the Air Force shield (see [Table 3.1.](#) and [Figure 3.1.](#)).

3.3.1. An establishment is a flag-bearing organization and displays its emblem on its flag (see “Organizational Flag” in Terms).

3.3.2. Except for wings and independent groups always put the establishment’s designation on the scroll beneath the shield.

3.3.3. A wing or independent group may put its designation or its approved motto (if any) on the scroll beneath the shield. A wing or independent group without a motto must put its designation on the scroll.

3.3.4. A group assigned to a wing or equivalent organization must use that organization's emblem. Put the group's designation on the scroll beneath the shield.

3.3.4.1. Exception: A group with a numerical designation differing from that of its parent wing may display its own authorized emblem. Put the group's designation or motto on the scroll beneath the shield.

3.3.5. Designations or mottoes may be no longer than 36 letters and spaces.

3.4. Standardized Heraldry for Units. Display the emblem of a squadron or comparable unit on a disc (see **Table 3.1.** and **Figure 3.2.**).

3.4.1. A unit uses a guidon instead of a flag. Do not display organizational emblems on guidons (see "Guidons" in the Terms).

3.4.2. A unit with a motto must have two scrolls. Put the unit's designation on a scroll below the disk and the unit's motto in a scroll above the disc.

3.4.3. If a unit has no motto, it should put the designation on a single scroll beneath the disc.

3.4.4. Designations and mottoes for units may each have no more than 30 characters and spaces; generally scrolls are 90, 120, or 150 degree arcs to accommodate these characters.

3.5. Use and Control of Organizational Emblems. An organization has exclusive use of its approved heraldic emblem.

3.5.1. The organization's commander controls the use of its emblem. Non-Air Force individuals and organizations may use the symbol only with the commander's permission.

3.5.2. Pertinent AFIs and the organization's commander determine proper use of the officially approved emblem.

3.5.3. When an organization inactivates, it sends samples of patches and decals as well as guidons and flags to the National Museum of the United States Air Force, Bldg 489, 1100 Spaatz Street, Wright-Patterson AFB, OH 45433-7102. Refer to AFI 84-103, *USAF Heritage Program*, for guidance.

3.6. Processing Emblems, Mottoes, and Flag Drawings. Do not revise an approved emblem.

3.6.1. Exceptions may be granted only if:

3.6.1.1. The Chief of Staff of the Air Force (CSAF) during 1991-1994 did not review the emblem, and it violates the standards in paragraph 3.7. of this AFI. Any unit with a registered emblem that falls under this exception should have the emblem revised to meet the current heraldic standards.

3.6.1.2. New factors or information not available during the CSAF's 1991-1994 heraldry review may justify a change.

3.6.1.2.1. Reorganizations, redesignations, and mission modifications, and other such changes do not constitute new factors or information.

3.6.1.2.2. If a requested change involves an emblem reviewed by the CSAF, the MAJCOM/HO should coordinate the proposal with the MAJCOM Commander (or designee) before submission to AFHRA.

3.6.1.3. An organization wishes to return to its historical emblem. Generally the historical emblem is the oldest registered emblem of the unit.

3.6.1.3.1. Return to the historical emblem must be justified, and MAJCOM/HO and MAJCOM/CC must endorse it.

3.6.1.3.2. Do not change elements of the historical emblem.

3.6.1.3.3. Place the historical emblem on a shield (see para.3.3.) or disc (see para.3.4.) as appropriate.

3.6.2. Organizations should adjust to reorganizations, redesignations, mission modifications, and other such changes by revising significance statements. To reflect new designations or mottos:

3.6.2.1. Squadrons and flights may locally change scrolls.

3.6.2.2. Every redesignated establishment must submit a proposal for new flag drawing in accordance with Paragraph **3.6.3.** below.

3.6.3. Organization commanders submit proposals to change or for new emblems, mottoes, or flag drawings through Air Force History channels (wing or group historian and MAJCOM historian) to AFHRA/RS, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

3.6.3.1. A proposal for a new emblem or to change should include the following:

3.6.3.1.1. A statement of significance of the elements in the emblem.

3.6.3.1.2. A justification letter signed by the commander, including (if applicable) an explanation of why retaining the current emblem is not suitable.

3.6.3.1.3. A color representation of the proposed emblem in accordance with standard Air Force Heraldry (see paras. **3.3.**, **3.4.**, and **3.7.**). The scroll(s) should be filled in.

3.6.3.1.4. A computer diskette with the color drawing in a suitable format.

3.6.3.1.5. In lieu of **3.6.3.1.3.** and **3.6.3.1.4.** above, the organization may request that the heraldic artist design and submit to it for approval several renditions based on mission and functional statements (to be included with the request).

3.6.3.1.6. DD Form 448, Military Interdepartmental Purchase Request (MIPR), payable to the Army Institute of Heraldry (TIOH), the official executive agency for all Department of Defense heraldry. (Check with organizational historian, major command historian, or AFHRA/RS on current costs.)

3.6.3.1.7. Include on the DD Form 448 a point of contact (including address and fax number) to receive the resulting DD Form 448-2 (Acceptance Form).

3.6.3.1.8. For a new organization, a copy of the special order activating it.

3.6.3.2. The correspondence forwarding the proposal must name a point of contact (name, phone number, fax number and e-mail address) authorized to approve minor changes during emblem processing.

3.6.3.3. Wing or Center/HOs must endorse subordinate organizations' submissions. MAJCOM/DRU/FOA/HOs must endorse subordinate organizations' proposals before submission to AFHRA.

3.6.3.4. Air National Guard organizations coordinate heraldic actions through National Guard Bureau Historical Services Division (NGB/PAI).

3.6.4. AFHRA/RS does the following:

3.6.4.1. Notifies the project officer when it receives the proposal.

3.6.4.2. Reviews the proposal for completeness, accuracy, and conformity with this AFI.

3.6.4.3. Submits it to TIOH for the line art drawing, color codes and significance statement, embroidery manufacturing drawing (if ordered), finished computer graphic rendition, and (for an establishment) flag drawing.

3.6.4.4. Approves and registers the digital emblem design from TIOH.

3.6.4.5. E-mails to MAJCOM, FOA, or DRU history office to distribute as needed to subordinate units a digital copy of the emblem, the approval letter, finished line drawing, subdued color rendition, description including significance, color codes, and manufacturer drawing, (if ordered).

3.6.4.6. Mails to the requesting unit commander, the wing or center history office, and the MAJCOM, FOA, or DRU history office the flag drawing (for an establishment).

3.6.5. Organizations must receive official approval of final emblem before arranging acquisition of design patches, signs, decals, award plaques, or other emblem facsimiles.

3.7. Heraldic Standards. Emblem designs and mottoes must:

- a. Reflect favorably on the United States Air Force.
- b. Be original, distinctive, dignified, and in good taste.
- c. Be non-controversial.

3.7.1. Organizations may design their own emblems or arrange through AFHRA for new designs (see para.3.6.3.1.5.).

3.7.2. Follow these design element instructions, keeping in mind the purpose of Air Force heraldry as stated in para.3.1.:

3.7.2.1. Use accepted heraldic symbols or stylized elements.

3.7.2.2. Keep emblem design uncluttered and as simple as possible. A simple, clean design is much easier to reproduce as a patch, letterhead, or other rendition.

3.7.2.3. All symbols and elements must be placed within the parameters of the disc or shield.

3.7.2.4. Don't exceed three elements (See elements in terms).

3.7.2.5. Don't duplicate existing emblems, badges, or flags.

3.7.2.6. Don't include symbols or caricatures associated with foreign nations, extremist groups, games of chance, or a specific geographical location.

- 3.7.2.7. Don't depict numbers, letters, words, symbols of a morbid nature, gambling devices, cartoon-like characters, assigned aircraft, or specific equipment.
- 3.7.2.8. Don't infringe on a trademark or copyright.
- 3.7.3. A motto should be a simple phrase of meaningful words reflecting the vision or heritage of the organization. A unit may adopt as a motto a nickname, if in good taste.
 - 3.7.3.1. Don't use functional words that repeat the organization's designation.
 - 3.7.3.2. Don't use dashes or dots to separate the motto into individual sets of words.
 - 3.7.3.3. Don't use acronyms.
 - 3.7.3.4. Mottos should be in English, but if in a foreign language, provide an English translation. The originating organization is solely and completely responsible for the accuracy of the translation.
- 3.7.4. Follow these instructions about colors:
 - 3.7.4.1. Do not use more than six colors, including black and white.
 - 3.7.4.2. Use the official Air Force colors--ultramarine/reflex blue and Air Force yellow.
 - 3.7.4.3. Establishments use Air Force yellow on the border of a shield to contrast with the ultramarine/ reflex blue background of organizational flags.
 - 3.7.4.4. For an establishment's scroll, use a white field (background) edged in Air Force yellow, with Air Force blue lettering.
 - 3.7.4.5. For a unit's scroll, use any color so long as the overall design has six or fewer colors and the border of the disc and scroll are the same color as the letters on the scroll.
- 3.7.5. The Air Force Uniform Board establishes policy on subduing emblems. The Army Institute of Heraldry follows that policy in the subdued colors that come with the rest of the emblem package. See also Paragraph **3.7.6.** below.
- 3.7.6. The Air Force Clothing and Textile Office is the office of primary responsibility for specifications and technical details on the manufacture and procurement of emblems for wear as uniform patches and for organizational flags and unit guidons.
- 3.7.7. For additional guidance on emblem submission, designs, and colors, consult *The Guide to Air Force Heraldry* at <http://www.maxwell.af.mil/au/afhra/> and contact your wing and MAJCOM history offices or AFHRA/RS.

Table 3.1. Organizational Emblems.

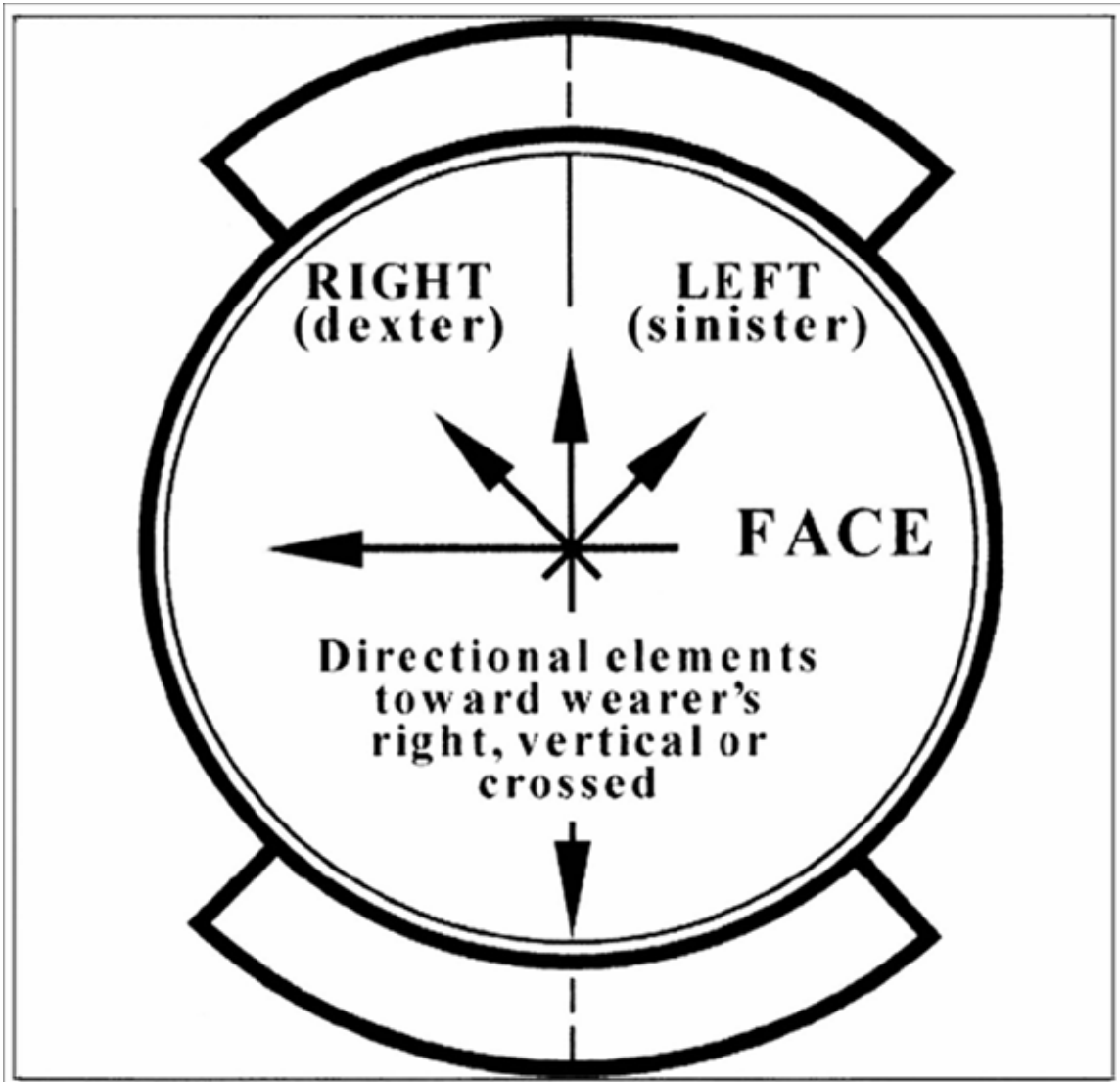
If the echelon is	and it is	then the authorized emblem is:
1 an establishment	not assigned to a wing echelon organization	a distinctive symbolic emblem of its own on the Air Force shield.
2 a group	assigned to a wing with a different number	a distinctive symbolic emblem of its own on the Air Force shield.
3 a group	assigned to a like-numbered wing or named wing/ equivalent	that of the parent establishment with the group's own designation in the scroll.
4 a squadron, constituted numbered flight, or unit of a comparable level (see note)	N/A	a distinctive symbolic emblem of its own on a disc.
5 a headquarters or standard operating element as defined in AFI 38-101	part of an establishment	that of the parent organization served.
6 a directorate, division, office, branch, section, or other non-unit	N/A	none.

NOTE: Unusual organizations not clearly identified as to organizational level must submit evidence of their organizational status when requesting approval of an emblem.

Figure 3.1. Shield Design Format used for Emblem of Groups and Above (Flag Bearing Units).



Figure 3.2. Disc Design Format for Emblem of Squadrons and Equivalent.



Chapter 4

AIR FORCE ORGANIZATION STATUS CHANGE REPORT (AFOSCR)

4.1. Preparation.

4.1.1. The Manpower, Organization and Resources Staff at each MAJCOM, and those FOAs and DRUs that publish their own administrative orders pertaining to unit changes, prepares the AFOSCR and submits it to AFHRA/RS, 600 Chennault Circle, Maxwell AFB AL 36112-6424 on the last day of each month. Because this report has the C-1 priority designation, continue reporting during emergency conditions.

4.1.2. AFHRA/RS enters incoming AFOSCRS into a database to produce a consolidated monthly report available online to MAJCOM, FOA, and DRU manpower, organization and resources directorates.

4.2. Format. The AFOSCR shows each change in unit status affecting units and their detachments, provisional units and their detachments, and named activities. Prepare as shown in [Attachment 2](#) and [Attachment 3](#) with appropriate security classification.

4.2.1. List changes in unit status include activations, inactivations, designations, redesignations, assignments, and station changes of units or detachments. Don't list the inactivation or redesignation of detachments when these actions are prompted by inactivation or redesignation of parent units.

Chapter 5

CONFIRMATION AND PUBLICATION OF USAF AERIAL VICTORY CREDITS (AVC)

5.1. Authority for Confirming USAF AVC Awards. The AFHRA *confirms* awards of USAF AVCs from authoritative sources. (See [Attachment 4](#) for examples of documents supporting the award of AVCs).

5.1.1. The following documents will be considered authority for validating the award of a USAF AVC:

5.1.1.1. An official order awarding credit.

5.1.1.2. A victory credit board report from the time showing award of a credit.

5.1.2. Mention of an AVC in unit histories may be used to buttress other sources but is not sufficient to verify an award.

5.1.3. Removal of an aerial victory credit from an official list may be made only if there is overwhelming evidence of an error in the original confirmation and only if that evidence is reviewed and confirmed by a board as outlined below in para. [5.3.2](#).

5.2. Validation Procedures. All claims of AVC awards should be forwarded to AFHRA/RS. When AFHRA receives a claim, a historian will:

5.2.1. Research the latest official listing of AVCs to determine if there is a difference between the claim and the record.

5.2.2. Search the files of past AVC claims to determine if necessary research has already been accomplished.

5.2.3. Check any previous official aerial victory credit listings published by the Air Force Historical Research Agency or its predecessors that might mention the individual in question.

5.2.4. Search the AVC sources and notes maintained at AFHRA.

5.2.5. Search as needed histories of the individual's squadron and group or wing and the supporting documents for any mention of an AVC award.

5.2.6. Contact, if further documentary proof is needed, other repositories, particularly the National Archives and Record Administration, the Library of Congress, and the Pentagon Library.

5.3. Revising the Official AVC Lists. If research uncovers sufficient evidence to add or change the official AVC lists, the AFHRA historian will summarize the evidence, with supporting documentation. Normally, the Chief, Research Division (AFHRA/RS), and the Director (AFHRA/DR) will review the evidence and authorize the addition or change to the AVC list.

5.3.1. For particularly controversial cases, AFHRA/DR may ask the Director, Air Force History and Museums Policies and Programs, to call a board of review to consider the evidence and make a ruling.

5.3.1.1. The board of review should consist of a representative from the AFHRA who is familiar with the case, at least one rated officer familiar with air combat, and other individuals determined by the Director, Air Force History and Museums Policies and Programs, to be essential to an impartial, informed decision.

5.3.2. In instances where evidence seems to indicate the removal of an AVC, because of an error in the original confirmation process, the decision to remove must be made by a board of review appointed by AFHRA/DR or, if appropriate, AF/HO.

5.3.3. If the claimant is not satisfied with the determination of the AFHRA or the Director, Air Force History and Museums Policies and Programs board of review, he or she may appeal to the Air Force Board for the Correction of Military Records.

5.4. Publication of AVC Lists. The Air Force Historical Research Agency publishes official lists of AVCs, updating them periodically, as needed.

5.4.1. In instances of recent combat with aerial encounters resulting in the award of new AVCs, AFHRA may publish only the date of the victory, the victor's aircraft type, the type aircraft shot down, and the victor's unit. The name of the individual awarded the AVC may not be published until ten years following the date of the AVC.

5.4.1.1. In certain cases, for example when the name of the victor has already been published in open sources, AFHRA may publish the name of the victor in less than ten years.

5.4.1.2. Each victor may give permission to publish his or her name in the AVC lists in less than ten years.

5.4.2. Publication may be on the AFHRA Homepage and by the Air Force History and Museum Program.

5.4.3. AFHRA publishes the only officially confirmed lists of USAF aerial victory credits. Where privately published lists differ from the USAF lists published on the AFHRA Homepage, the USAF lists should be taken as authoritative.

C.R. ANDEREGG
Director, Air Force History and Museums
Policies and Programs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 84-1, *Historical Information, Property, and Art*
AFPD 38-5, *Unit Designations*
AFI 36-2803, *The Air Force Awards and Decorations Program*
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
AFI 38-101, *Air Force Organization*
AFI 84-101, *Historical Products, Services, and Requirements*
AFI 84-102, *Historical Operations in Contingency and War*
AFI 84-103, *US Air Force Heritage Program*
AFMAN 33-321, Attachment 2, *Department of the Air Force Seal*
AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

AFB—Air Force Base
AFHRA—Air Force Historical Research Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMD—Air Force Mission Directive
AFOSCR—Air Force Organization Status Change Report
ANG—Air National Guard
AVC—Aerial Victory Credit
CSAF—Chief of Staff of the Air Force
DAF—Department of the Air Force
DRU—Direct Reporting Unit
FOA—Field Operating Agency
HO—History Office
HQ USAF—All offices of the Secretariat and the Air Staff.
MAJCOM—Major Command
RDS—Records Disposition Schedule
SAF—Secretary of the Air Force

TIOH—The Institute of Heraldry (US Army)

USA—US Army

USAF—United States Air Force

USAF/A1MO—Directorate of Manpower, Organization and Resources

Terms

Aerial Victory Credits Lists—The officially confirmed lists of aerial victory credits. Information in the lists consists of some or all of the following: Name of the person awarded the credit, his rank, unit, service, serial number (before it became a social security number), number of credits, date, position (pilot, observer, etc.), enemy aircraft type, order number, and identification of the war.

Air Force Colors—*Air Force yellow* signifies the excellence required of Air Force personnel; *Air Force (ultramarine) blue* signifies the sky as the primary theater for Air Force operations.

Air Force Organizations—Establishments and units (see AFI 38-101).

Air Reserve Components—All units, organizations, and members of the Air National Guard and the Air Force Reserve Command.

Air Staff—Offices in HQ USAF below the Secretariat level (under and including the Chief of Staff, USAF).

Bestowal of Honors—In 1954, to perpetuate the histories and honors of the World War II combat groups, an *ad hoc* committee recommended to the Air Force that the histories and honors of the combat groups be bestowed upon the similarly designated combat wings. Although contrary to a longstanding policy against transferring history and honors from one organization to another, the Department of the Air Force bestowed on each combat wing the history and honors of its similarly designated combat group.

Conferred—Honors that a provisional organization has earned and that the associated permanent organization may claim and display as its own.

Constituted—Describes an organization that has been given an official name, or number and name, and placed on the Air Force List to be activated.

Disc—Shape on which the heraldic devices, symbols, or elements of a unit emblem are displayed (see [Figure 3.2](#)). The disc of today originated with a roundel, which consisted of a white five-pointed star in a blue circle, with a red disc in the center of the star. The roundel was displayed unofficially on early USA Signal Corps airplanes, adopted officially in 1917 for airplanes, and later evolved into the national star and bar aircraft marking of today. The US Air Force adopted the disc in the early 1950s as the official shape for squadron emblems.

Element—In emblem design, a symbol or group of symbols, such as a constellation or bundle of arrows, portraying a single characteristic, trait, or concept.

Emblem—An officially approved symbolic design portraying the distinctive history, mission, and general function of an organization. It is an important, abiding element of the organization's heritage.

Establishment—Any organization with a constituted headquarters, at group level or higher.

Expeditionary—A provisional unit or establishment specially designated for an operational deployment, either independently or as part of a task force.

Flag Drawing—A blueprint of the organizational flag, with the lettering for the motto or establishment designation correctly placed on the scroll. The manufacturer of the organizational flag must have a flag drawing from the organization, even if the only change is in the lettering on the scroll.

Functional Emblems—Unofficial, non-unit emblems locally designed, authorized, and displayed. These are often referred to as “morale patches.” In no case should the historian become involved in the design or approval of such emblems. The functional emblem should be designed by the functional manager. An organization that uses a functional emblem in place of an approved unit or organizational emblem violates para. 3.2. of this AFI.

Guidon—A pennant used by units on ceremonial occasions. Guidons are ultramarine blue wool and nylon, nylon, or polyester bunting, swallow-tailed, 1 foot 8 inches tall by 2 feet 3 inches wide to end of the swallowtail, and forked 10 inches. The Air Force yellow American Eagle design appears on the front of the guidon and on the reverse side as if printed through. Above the design is the designation of the parent unit; below it is the designation of the squadron. The unit may use authorized abbreviations. When the number of the squadron and the parent organization are the same, the lower line indicates only the alphabetical portion of the squadron designation. Numerals and lettering are yellow, from 1 3/4 to 3-1/2 inches tall, and in varying widths. Lettering and numerals appear on both sides of the guidon, reading from left to right on both sides.

Heraldry—The emblem, motto, designation, scroll(s), and shield (of an establishment) or disc (of a unit).

Heritage—Those traditions embodied in the history, lineage, honors, and heraldry of an organization.

Honors—Official recognition documenting an organization’s participation in combat or meritorious achievement. They appear as service, campaign, Armed Forces Expeditionary, and decoration streamers affixed to the organizational flag of an establishment or to the guidon of a unit. Order flags, guidons, and streamers through official supply channels.

Lineage—The unique, official, traceable record of organizational actions peculiar to each Air Force organization and to no other organization.

Lineage & Honors History—A statement that identifies the lineage, accrued honors, assignments, stations, and emblem of an organization. It may include a list of commanders and a list of aircraft, missiles, or both. If the organization is an establishment, the lineage and honors history may also identify component organizations. Lineage and honors histories for combat or support organizations that participated in significant Air Force operations may also contain narrative summaries of operations.

Major Force Provider—A permanent organization that contributes most of the personnel and resources to a supported expeditionary organization.

Morale Patch—See definition for “Functional Emblems,” above.

Motto—Part of the heraldry of an organization. It expresses in a word or short phrase the organization’s goals, ideals, or principles.

Nonunit—As defined in AFI 38-101, organizational entities that are neither establishments nor units. Within an organization, a staff section is a nonunit. A “headquarters squadron section,” despite the words “headquarters” and “squadron” in its name, is neither; it is a staff section. Detachments, functional and alpha flights, operating locations, named activities, and Air Force elements are all nonunits.

Organizational Flag—The organizational flag is authorized only for an organization with a

headquarters, i.e. an establishment. The official designation must include the word “Headquarters,” for example, “Headquarters, 1st Wing.” The flag is rayon or synthetic substitute material, ultramarine blue field, 3 feet by 4 feet, trimmed on three edges with a fringe of yellow rayon 2 ½ inches wide. The shield contains the approved, official organizational emblem.

Overseas—All locations, including Alaska and Hawaii, outside the continental United States.

Patch—An informal term used to refer to the cloth depiction of an emblem (either in full color or subdued for camouflage) that can be affixed to a uniform. Governed by AFI 36-2903.

Permanent Organization—A permanent organization is constituted by a War Department or USAFletter; HQUSAF retains control of organizational actions of activation, inactivation, and redesignation. The term also applies to a non-constituted organization created by a MAJCOM, but over which HQ USAF has taken control of organizational actions applying to it. When a permanent organization is inactivated or disbanded, it may be activated again, thus continuing its lineage and retaining all accrued history and honors.

Provisional Organization—An organization with a finite existence created, usually, by a MAJCOM, DRU, or FOA for a temporary purpose. When inactivated a provisional organization ceases to exist, losing its lineage, accrued history, and honors (exception: see “Rainbow” below).

Rainbow—A long-term expeditionary organization with personnel and other resources drawn from a multitude of permanent units. It is a permanent organization converted temporarily to a provisional status can only be done by HQ USAF/A1MO.

Shield—Shape on which the heraldic devices, symbols, or elements of an establishment’s emblem are displayed (see [Figure 3.1](#)). This shape derives from the shield displayed on the Air Force Seal, which the Department of the Air Force adopted in 1947. The Air Force requires establishments to use this type shield to display their distinctive emblems on organizational flags and emblems. Patches for uniforms using this shield shape were phased in during late 1940s and early 1950s as the US Army Air Forces shield was phased out.

Supported—A short-lived expeditionary organization with most personnel and other resources drawn from a single permanent organization, known as the major force provider.

Unit—An Air Force organization with no headquarters. Squadrons and numbered flights are units.

Attachment 2

SAMPLE FORMAT FOR THE AIR FORCE ORGANIZATION STATUS CHANGE REPORT

AS OF (last day of the month)

FROM (Command, FOA, or DRU)

TO: HQ AFHRA/RS Date Submitted: _____

600 CHENNAULT CIRCLE

MAXWELL AFB AL 36112-6424

Section I. Activation or Inactivation

Designation	Assignment	Location	Action	Date	Authority
-------------	------------	----------	--------	------	-----------

Section II. Redesignation

Former Designation	New Designation	Action	Date	Authority
--------------------	-----------------	--------	------	-----------

Section III. Station Change

Designation	Action	From	To	Departed	Arrived	Authority
-------------	--------	------	----	----------	---------	-----------

Section IV. Reassignment

Designation	Action	From	To	Date	Authority
-------------	--------	------	----	------	-----------

Section V. Remarks

Section VI. Source Data (List of Attachments)

Attachment 3**HOW TO PREPARE THE AIR FORCE ORGANIZATION STATUS CHANGE REPORT**

NOTE: Do not use codes; use standard abbreviations as necessary.

Section I. Activation or Inactivation:

Designation. Enter the designation (including any parenthetical portion) of the unit, detachment, or named activity.

Assignment.

a. Activation actions:

(1) For units, enter the designation of the parent establishment to which the reported unit is assigned.

(2) For detachments and named activities, enter the designation of the unit of which the reported unit is a part.

b. Inactivation actions:

(1) For units, enter the designation of the parent establishment to which the reported unit is assigned as of the date of inactivation.

(2) For detachments and named activities, enter the designation of the unit of which the reported unit was a part as of the date of inactivation.

Location. Enter the location name of the unit, detachment, or named activity being reported. The location is the officially designated Air Force installation as listed in the USAF Program (bases, units, and Priorities Document) (PD), or the "city" code for a public or private building, and so on.

Action. Enter the type of action (designation, activated, or inactivated).

Date. Enter the effective date of the action being reported.

Authority. Cite the directives that authorized and implemented the action being reported.

Section II. Redesignation.

Former Designation. Enter the designation, including any parenthetical portion of the unit, detachment, or named activity, before redesignation.

New Designation. Enter the designation, including any parenthetical portion of the unit, detachment, or named activity, following its redesignation.

Action. Enter "Redesignated."

Date. Enter the effective date of the redesignation.

Authority. Cite the directives that authorized and implemented the redesignation.

Section III. Station Change. A station change involves the physical relocation of a unit, detachment, or named activity. Report temporary rotational station changes if the headquarters (command) element moved for a period of 30 or more days.

Designation. Enter the designation (including any parenthetical portion) of the unit, detachment, or named activity being reported.

Action. Enter the type of action causing the information to be reported. Enter a permanent station change as "Station Change." Enter a deployment of 30 or more days that includes a change for the headquarters (command) element of a unit or detachment as "Station Change -- Temporary."

From. As appropriate for the movement

a. Of a single unit or detachment: Enter the name of the installation or city from which it moved. (A named activity always follows the unit of which it is a part.)

b. Of an entire establishment, with components: Enter the name of the installations or cities from which it moved, by:

(1) The establishment's headquarters.

(2) Each establishment component (assigned unit).

To. As appropriate for the movement:

a. Of a single unit or detachment: Enter name of installation or city to which it moved.

b. Of an entire establishment, with components: Enter the name of the installations or the city or cities to which it moved, by:

(1) The establishment's headquarters.

(2) Each establishment component (assigned unit).

Departed. When a unit or detachment moved with its personnel and equipment, enter the date the unit or detachment left its former station. Be precise. If the unit moved in increments, the departure date is the date on which more than 50 percent of the total unit strength has departed. When a movement is made without personnel (WOP) or without personnel and equipment (WOPE), put the appropriate acronym after the date. Example: 1 Aug 1992 (WOPE).

Arrived. When a unit or detachment moved its personnel and equipment, enter the date the unit or detachment arrived at its new station. Be precise. If the unit moved in increments, the arrival date is the date that more than 50 percent of the total unit strength has arrived. When the unit or detachment moves WOP or WOPE, the arrival date is the same as the departure date from the former station.

Authority. Cite the directives that authorized and implemented the movement.

Section IV. Reassignment. A reassignment involves the transfer of a unit from one parent establishment to another. Detachments, being integral parts of units, are never reassigned from the units of which they are a part.

Designation. Enter the designation (including any parenthetical portion) of the unit being reported.

Action. Enter "Reassigned."

From. As appropriate for the action being reported, for reassignment of:

a. A single unit:

(1) Intra-Command. Enter the designation of the parent establishment before reassignment.

(2) Intercommand. The losing command enters the designation of the parent establishment to which the unit was assigned before reassignment. The gaining command enters the designation of the losing command.

b. An entire establishment, with components:

(1) Intracommand. Enter the designation of the parent establishment to which the reassigned establishment was assigned before reassignment.

(2) Intercommand. The losing command enters the designation of the parent establishment to which the reassigned establishment was assigned before reassignment. Also list each assigned unit of the reassigned establishment. The gaining command enters the designation of the losing command.

To. As appropriate for the action being reported, for reassignment of:

a. A single unit:

(1) Intracommand. Enter the designation of the new parent establishment which the unit is assigned.

(2) Intercommand. The gaining command enters the designation of the new parent establishment to which the unit is assigned. The losing command enters the designation of the gaining command.

b. An entire establishment, with components:

(1) Intracommand. Enter the designation of the new parent establishment to which the reassigned establishment is assigned.

(2) Intercommand. The gaining command enters the designation of the new parent establishment to which the reassigned establishment is assigned. Also list each assigned unit of the reassigned establishment. The losing command enters the designation of the gaining command.

Date. Enter the effective date of the reassignment.

Authority. Cite the directives that authorized and implemented the reassignment.

Section V. Remarks. In this section, report any actions not appropriate for other report sections. For example, explain any information not known at the time of the last report. Use this section to report any redesignation or inactivation of an installation on which Air Force units and detachments are located or to announce the downgrading or declassification of a classified order or report.

Section VI. Source Data. In this section, list the administrative orders (including movement orders) cited as authority for actions reported in Section I through IV. Attached one copy of each cited order to the report. You don't need to include DAF numbered letters cited as authority.

Attachment 4

SAMPLES OF DOCUMENTS SUPPORTING AERIAL VICTORY CREDIT AWARDS

1. SAMPLE AERIAL VICTORY CREDIT CLAIM STATEMENT

AERIAL VICTORY CREDIT CLAIM STATEMENT

RANK AND NAME:

DATE AND TIME:

MSN #/CALL SIGN:

LOCATION:

TYPE OF BANDIT:

NARRATIVE:

ENGAGEMENT DEPICTION: (drawing)

Signature

Typed name and rank

Aircraft type and crew position

Weapon used

2. SAMPLE AERIAL VICTORY CREDIT WITNESS STATEMENT

AERIAL VICTORY CREDIT WITNESS STATEMENT

RANK AND NAME:

DATE AND TIME:

MSN#/CALLSIGN:

LOCATION:

TYPE OF BANDIT:

NARRATIVE: - - -

ENGAGEMENT DEPICTION: (drawing)

Signature
typed name and rank
(aircraft type) pilot

3. *SAMPLE AERIAL VICTORY CREDIT BOARD REPORT*

AERIAL VICTORY CREDIT BOARD REPORT

Organization:

Date:

Place of meeting:

Members:

Chairman: (Rank, name, organization/office)

Sr Rated Officer:

Sr Rated Officer:

Intel Rep:

Advisor:

Findings: The board reviewed the claims of Operation xxxxx for the period xxxx and unanimously agreed to award the following credits: (Ideally, claimant's rank, name, unit, call sign, aircraft type, tail number, and date should be given, along with weapon used and type of enemy aircraft.)

The board reviewed the following claims of Operation xxxx for the period xxxx and decided not to award credits for them:

Remarks (include reason or reasons why credit not awarded):

Signatures of Members:

4. *SAMPLE ORDER AWARDING AERIAL VICTORY CREDITS*

XXTH AIR AND SPACE EXPEDITIONARY TASK FORCE
 (COMMAND)
 UNIT XXXX BOX XXX APO XX XXXXX

SPECIAL ORDER
 GF-XXX

XX MONTH YEAR

1. (RANK) (FIRST NAME, MIDDLE INITIAL, LAST NAME), (SOCIAL SECURITY NUMBER), USAF, (number and designation of squadron), Pilot of (type aircraft), is credited with destroying 1 (type enemy aircraft) in aerial combat on (day, month, year). Authority: (XXth Air and Space Expeditionary Task Force Commander for Aerial Victory Credits Review Board (day, month, year).

2. (RANK) (FIRST NAME, MIDDLE INITIAL, LAST NAME), (SOCIAL SECURITY NUMBER), USAF, (number and designation of squadron), Pilot of (type aircraft), is credited with destroying 1 (type enemy aircraft) in aerial combat on (day, month, year). Authority: (XXth Air and Space Expeditionary Task Force Commander for Aerial Victory Credits Review Board (day, month, year).

(signature of commander)

(TYPED NAME OF COMMANDER)

(rank of commander), USAF

DISTRIBUTION:

2-XX ASETF/CC/A1/A3/HO

2-(WG)/CC/DP/OG/HO

2-(command)/CC/A3/HO

2-AFHRA/RS