

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 84-105**

**1 MARCH 1998**



***History***

**ORGANIZATIONAL LINEAGE, HONORS, AND  
HERALDRY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction helps implement AFD 84-1, *Historical Information, Property, and Art*. It provides guidance and procedures for determining organizational heritage and emblems. MAJCOMs may supplement this instruction to provide additional guidance to their subordinate units. HQ USAF/HO, in coordination with HQ USAF/XPMO, must approve all MAJCOM supplements.

***SUMMARY OF REVISIONS***

This is the first publication of AFI 84-105. It replaces guidance previously found in Chapters 4, 5, and 6 of AFI 84-101. It clarifies responsibilities, provides an option for conferring honors earned by expeditionary organizations to permanent organizations, delegates approval authority for emblems to the Commander of the Air Force Historical Research Agency (AFHRA), confirms existing heraldry standards, adds guidance on using digital images for emblems, allows emblems for all constituted numbered flights, and makes various procedural and editorial changes.

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## Chapter 1

### RESPONSIBILITIES

**1.1. Office of the Air Force Historian (HQ USAF/HO).** Establishes policy concerning historical data and documentation, historical reporting, historical publications, and organizational lineage, honors, and emblems.

**1.2. Air Force Historical Research Agency (AFHRA).** AFHRA is the Air Force's central repository of historical information. The Commander (AFHRA/CC), 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/CC 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), RCS: HAF-HO(M)7401. AFHRA is also responsible to the Secretary of the Air Force for approving use of the Air Force Seal and Coat of Arms as assigned by AFMAN 37-126, Attachment 5. For more about the other responsibilities of this agency, see AFMD 30.

**1.3. Air Force Historians in the Field .** 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 the documentation necessary to compile and maintain accurate and complete lineage and honors data on their organizations.

**1.4. 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.

**1.5. Manpower and Organization Staffs at MAJCOMs, FOAs, and DRUs.** These will coordinate proposed organizational change actions affecting units and establishments with their history offices. Staffs that publish administrative orders on unit changes must submit the Air Force Organization Status Change Report (RCS: HAF-HO(M)7401) to AFHRA/RSO on the last day of each month (see chapter 4.) and ensure that AFHRA/RSO is on automatic distribution for all special orders and movement orders affecting organizational lineage.

**1.6. Organizational Division, DCS/Plans and Programs (HQ USAF/XPMO) .** This office is responsible for Air Force organizational policy and changes. It will coordinate organizational change proposals affecting the lineage and honors of units and establishments with the Office of the Air Force Historian and send copies of the final authorization instruments to AFHRA/RSO.

## Chapter 2

### ORGANIZATIONAL LINEAGE AND HONORS

**2.1. Lineage.** 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).

2.1.1. The lineages of *permanent* organizations are continuous. Neither inactivation nor disbandment terminates their lineage or heraldry.

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

2.1.3. Lineal descent is the sole determinant of an organization's rights to history, honors, and emblems. The history, honors, and emblem of one organization may not be permanently transferred to another.

2.1.4. Organizations may not use identical function, transfer of personnel, or similarity of designation to trace lineage in an effort to claim organizational histories, awards, and emblems. They may explain such relationships to previous organizations and continuity of missions in history pamphlets, heritage displays, and similar presentations.

2.1.5. Only the AFHRA is authorized to determine official lineage and honors data.

**2.2. 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.

2.2.1. 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.

2.2.2. 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.

2.2.3. 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.

**2.3. Conferring Honors Earned by Expeditionary Organizations.** Honors earned by an expeditionary organization may be conferred on a corresponding permanent organization of the same level, contingent upon an appropriate organizational action authorized by AF/XPMO. 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 with the same number (e.g., the 1st Expeditionary Fighter Wing). Any honors earned by the 1st Expeditionary Fighter Wing would then be conferred on the 1st Fighter Wing.

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

2.3.2. Honors may be conferred only from a single expeditionary organization to a single permanent organization. For example, the honors earned by the 7th Expeditionary Fighter Squadron may be conferred only on the 7th Fighter Squadron.

**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, *Air Force Organization*, Chapter 2, for guidance on organizational terminology such as establishment, unit, etc.

## Chapter 3

### AIR FORCE HERALDRY

**3.1. Eligibility for Official Emblems.** Establishments and units as defined in AFI 38-101, *Air Force Organization*, may have organizational emblems. If they chose to display organizational emblems, they must use official designs registered with the Air Force Historical Research Agency.

3.1.1. Provisional organizations are not authorized official emblems.

**3.2. Standardized Heraldry for Establishments.** Display the emblem of an Air Force establishment on the Air Force shield (see table 3.1 and figure 3.1).

3.2.1. An establishment is a flag-bearing organization and may display its emblem on a flag. Except for wings and independent groups, always put the establishment's designation on the scroll beneath the shield on the flag.

3.2.2. A wing or independent group with a motto will display its motto on the scroll beneath the shield. If the wing or group has no motto, put its designation on the scroll.

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

3.2.4. 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. Standardized Heraldry for Units.** Display the emblem of a squadron or comparable unit on a disc (see table 3.1 and figure 3.2).

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

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

3.3.3. Designations and mottoes for units may each have no more than 30 characters and spaces; scrolls may extend in an arc up to 120 degrees to accommodate these characters.

3.3.4. A unit uses a guidon instead of a flag. Do not display organizational emblems on guidons.

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

3.4.1. Use officially approved emblems as authorized by the organizational commander and pertinent AFIs.

3.4.2. 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.

3.4.3. When an organization inactivates, send patches, decals, guidons, and flags to the United States Air Force Museum, Bldg 489, 1100 Spaatz Street, Wright-Patterson AFB, OH 45433-7102. (Refer to AFI 84-103 for guidance.)

**3.5. Processing Emblems, Mottoes, and Flag Drawings.** Organization commanders submit proposals for new or revised emblems, mottoes, or flag drawings through Air Force History channels (see paragraph 3.5.2.1.) to AFHRA/RS, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

3.5.1. As a general rule, do not revise an approved emblem. Exceptions may be granted only if (a) the emblem was excluded from the heraldry review conducted by the Chief of Staff of the Air Force (CSAF) from 1990-1994, and it violates the standards in paragraph 3.6 of this AFI; or (b) new factors or information not available during the CSAF's 1990-1994 heraldry review justifies a change. Mission changes can usually be accommodated by revising significance statements.

3.5.2. A proposal for a new or revised emblem includes the following: (a) a significance statement; (b) a justification signed by the commander, including (if applicable) an explanation of why retaining the original emblem is not suitable; (c) a color representation of the proposed emblem in accordance with standard Air Force Heraldry (see paragraphs 3.2, 3.3, and 3.6), including the designation and motto, if any, in the proper scrolls; (d) a computer diskette with the color drawing in a suitable format; (e) a DD Form 448, **Military Interdepartmental Purchase Request**; and (e) a copy of the special orders activating a new unit if applicable.

3.5.2.1. 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). Check with MAJCOM/HOs or AFHRA/RSO for current costs.

3.5.2.2. 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.

For a new unit, a copy of the special orders activating the unit.

3.5.2.3. Wing or Center/HOs must endorse subordinate squadron and group submissions. MAJCOM/HOs must endorse these and other subordinate organizations' proposals before submission to AFHRA. If a requested change involves an emblem modified during the CSAF's heraldry review of 1990-1994, the MAJCOM/HO must coordinate the proposal with the MAJCOM Commander before submission to AFHRA.

3.5.2.4. Coordinate Air National Guard heraldic actions through the National Guard Bureau Historical Services Division (NGB-PAI-H).

3.5.3. AFHRA/RS does the following:

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

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

3.5.3.3. Submits it to The Institute of Heraldry (TIOH) or an authorized artist for the line art drawing, color codes and significance statement, embroidery manufacturing drawing if ordered, finished computer graphic rendition, and/or (for an establishment) flag drawing.

3.5.3.4. Approves and registers the finished painting as the official emblem of the organization.

3.5.3.5. Forwards copies of the approval letter, color photograph and negative, finished line drawing, embroidery manufacturing drawing, and significance statement containing color codes, and/or (for an establishment) flag drawing to the requesting unit commander, the wing history office, and the MAJCOM, FOA, or DRU history office.

3.5.3.6. Forwards to MAJCOM, FOA, or DRU history office a digital graphics copy of the emblem to distribute as needed to subordinate units.

3.5.3.7. Forwards color negative to the Air Force Photographic Pre-Accessioning Center.

3.5.4. Organizations must not proceed with production of patches, signs, decals, award plaques, or other emblem facsimiles before they receive the final emblem design with official approval.

**3.6. 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) not generate controversy; (d) not infringe on a trademark or copyright; and (e) not be geographically specific.

3.6.1. Mottoes may be in English or a foreign language. Provide an English translation for a foreign language motto.

3.6.2. Organizations may design their own emblem or arrange through AFHRA for new designs. In your proposal for a new emblem:

3.6.2.1. Follow these design element instructions:

3.6.2.1.1. Use accepted heraldic symbols or stylized elements.

3.6.2.1.2. Keep emblem designs uncluttered.

3.6.2.1.3. Don't exceed three elements. (An element is a symbol or group of symbols portraying a single characteristic, trait, or concept.)

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

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

3.6.2.1.6. Within the disc or shield, do not depict numbers, letters, words, symbols of a morbid nature, gambling devices, cartoon-like characters, assigned aircraft, or specific equipment.

3.6.2.2. Follow these instructions about colors:

3.6.2.2.1. Don't use more than six colors, including black and white.

3.6.2.2.2. Use the official Air Force colors--ultramarine/reflex blue and Air Force yellow. (Air Force yellow signifies the excellence required of Air Force personnel, and Air Force blue signifies the sky as the primary theater for Air Force operations.)

3.6.2.2.3. Establishments use Air Force yellow on the border of a shield to contrast with the ultramarine/reflex blue background of organizational flags.

3.6.2.2.4. For an establishment's scroll, use a white field (background) edged in Air Force yellow, with Air Force blue lettering.

3.6.2.2.5. 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.

3.6.2.3. For additional guidance on emblem designs and colors, consult *The Guide to Air Force Heraldry* at <http://www.au.af.mil/au/afhra/> or contact AFHRA/RSO. 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 on uniforms (“patches”) and for organizational flags. Obtain guidance through Supply channels.

**Table 3.1. Organizational Emblems.**

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>U</b>	<b>If the echelon is</b>	<b>and it is</b>	<b>then the authorized emblem is:</b>
<b>L</b>			
<b>E</b>			
<b>1</b>	an establishment	not assigned to a wing echelon organization	a distinctive symbolic emblem of its own on the Air Force shield.
<b>2</b>	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.
<b>3</b>	a numbered hospital or clinic, such as a contingency hospital	n/a	a distinctive symbolic emblem of its own on a disc.
<b>4</b>	a group (including a medical group)	assigned to a wing echelon organization	that of the parent establishment with the group's own designation on the scroll.
<b>5</b>	a headquarters or standard operating element as defined in AFI 38-101	part of an establishment or hospital	that of the parent organization served.
<b>6</b>	a directorate, division, office, branch, section, or other non-unit	n/a	none

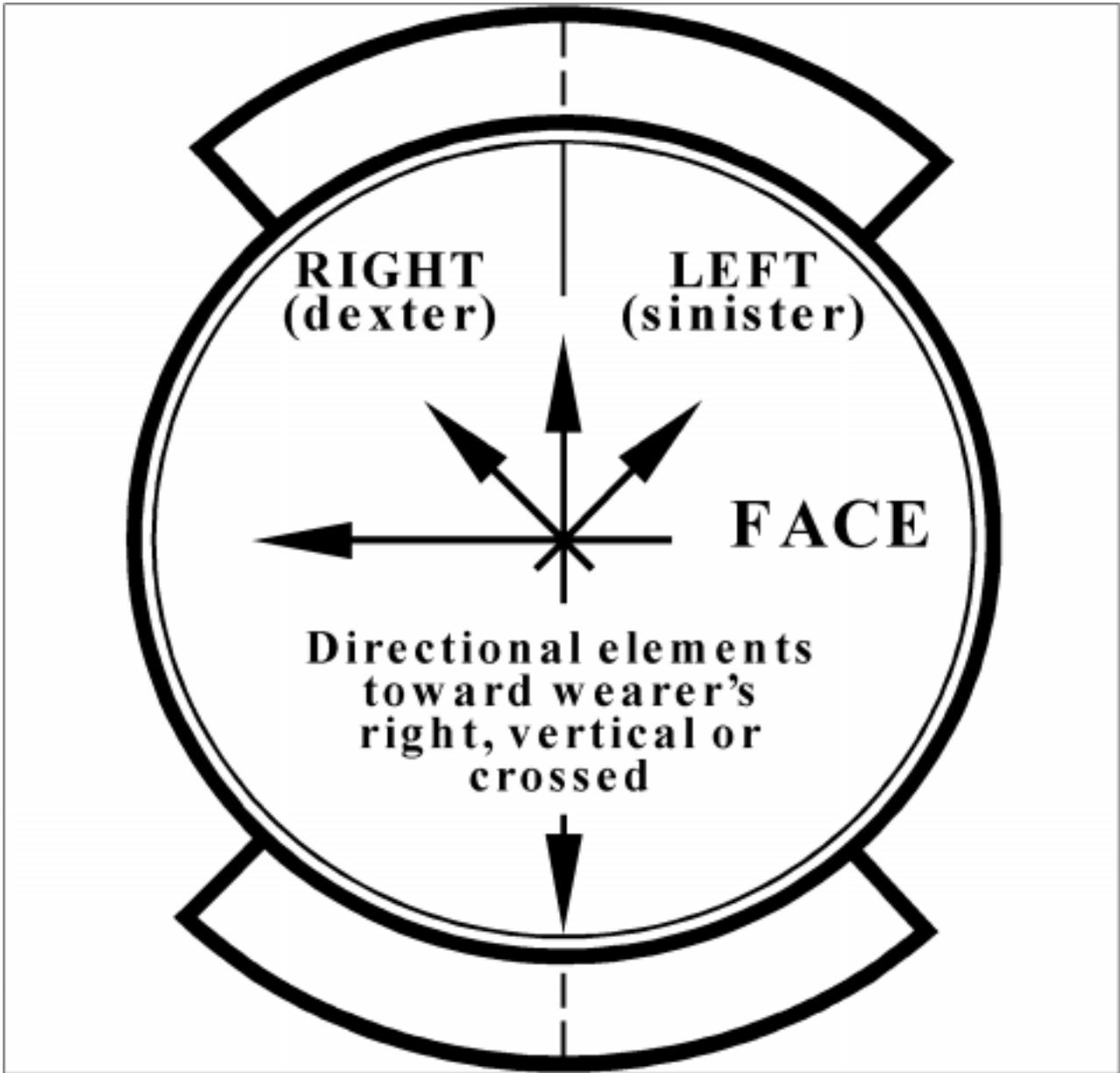
**NOTE:**

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 Directorate of Manpower and Organization Staff at each MAJCOM, FOA, and those DRUs that publish their own administrative orders pertaining to unit changes, prepares the AFOSCR (RCS: HAF-HO(M)7401) and submits it by letter 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 consolidates incoming AFOSCRs into a single report issued at the end of each month to MAJCOM, FOA, and DRU manpower and organization 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 attachments 2 and 3 with appropriate security classification.

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

RICHARD P. HALLION  
The Air Force Historian

**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

AFPD 84-1, *Historical Information, Property, and Art*

AFPD 38-5, *Unit Designations*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 38-101, *Air Force Organization*

AFI 84-102, *Historical Operations in Contingency and War*

AFI 84-103, *Museum System (to be retitled Material Heritage Program)*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFHRA**—Air Force Historical Research Agency

**AFI**—Air Force Instruction

**AFMD**—Air Force Mission Directive

**AFOSCR**—Air Force Organization Status Change Report

**AFPAM**—Air Force Pamphlet

**ANG**—Air National Guard

**CONUS**—Continental United States

**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**—Headquarters

**MAJCOM**—Major Command

**OPLAN**—Operation Plan

**RCS**—Report Control Symbol

**SAF**—Secretary of the Air Force

**TDY**—Temporary Duty

**TIOH**—The Institute of Heraldry (US Army)

**USAF**—United States Air Force

### *Terms*

**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 below the Secretariat level (under and including the Chief of Staff, USAF).

**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 unit or establishment specially designated for an operational deployment, either independently or as part of a task force.

**Flag Drawing**—A blue print of the organizational flag, with the lettering for the motto or unit 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.

**Guidon**—A pennant used by squadrons on all ceremonial occasions. Guidons are ultramarine blue wool bunting, swallow-tailed, 1 foot 8 inches tall by 2 feet 3/4 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. When the number of the squadron and the parent unit 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. You may use authorized abbreviations. Lettering and numerals appear on both sides of the guidon, reading from left to right on both sides.

**Heraldry**—The emblem, motto (if any), designation, and shield of an establishment or the disc of a unit.

**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.

**HQ USAF**—All offices of the Secretariat and the Air Staff.

**Independent Group**—A group assigned to a higher echelon than a wing or its equivalent.

**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 which identifies the lineage, accrued honors, assignments, stations, and emblem of an organization. It may include a list of commanders and a list of aircraft or 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.

**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. Examples: 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.

**Official History**—The official records and documents pertaining to an Air Force organization.

**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.

**Provisional Organization**—An organization with a finite existence created by a MAJCOM, DRU, or FOA for a temporary purpose.

**Unit**—An Air Force organization with no headquarters. Squadrons and numbered flights are units. The broader definitions in Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*, includes the following: “Any military element whose structure is prescribed by competent authority, such as a table of organization or equipment; specifically, part of an organization.”

**Attachment 2**

**SAMPLE FORMAT FOR THE AIR FORCE ORGANIZATION STATUS CHANGE REPORT**

<p>TO: HQ AFHRA/RS          600 CHENNAULT CIRCLE          MAXWELL AFB AL 36112-6424</p>	<p>AS OF (last day of the month)          FROM (Command, FOA, or DRU)          Date Submitted: _____</p>
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Section I. Activation or Inactivation

(Col A)	(Col B)	(Col C)	(Col D)	(Col E)	(Col F)
Designation	Assignment	Location	Action	Date	Authority

Section II. Redesignation

(Col A)	(Col B)	(Col C)	(Col D)	(Col E)
Former Designation	New Designation	Action	Date	Authority

Section III. Station Change

(Col A)	(Col B)	(Col C)	(Col D)	(Col E)	(Col F)	(Col G)
Designation	Action	From	To	Departed	Arrived	Authority

Section IV. Reassignment

(Col A)	(Col B)	(Col C)	(Col D)	(Col E)	(Col F)
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  
RCS:HAF-HO(M)7401**

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

**Section I. Activation or Inactivation:**

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

Column B, 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 data of inactivation.

Column C, 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.

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

Column E, Date. Enter the effective date of the action being reported.

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

**Section II. Redesignation.**

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

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

Column C, Action. Enter "Redesignated."

Column D, Date. Enter the effective date of the redesignation.

Column E, 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.

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

Column B, 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 which includes a change for the headquarters (command) element of a unit or detachment as "Station Change -- Temporary."

Column C, 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).

Column D, 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).

Column E, 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).

Column F, 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.

Column G, 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.

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

Column B, Action. Enter "Reassigned."

Column C, 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.

Column D, 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 to 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.

Column E, Date. Enter the effective date of the reassignment.

Column F, 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. Attach one copy of each cited order to the report. You don't need to include DAF/XPM numbered letters cited as authority