How to Request for Shoulder Sleeve Insignia (SSI) & Shoulder Loop Insignia (SLI) (also known as Unit Patch & Crest), Flag & Guidons through The Institute of Heraldry (TIOH)

References: **a.** Army Regulation (**AR**) **145-2**, Organization, Administration, Operation, and Support, 24 February 2000.

b. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, 15 June 2017.

c. Cadet Command Regulation **(CCR) 145-2**, Organization, Administration, Operations, Training and Support, 1 February 2012.

Step 1: To get a new or updated SSI and/or SLI design authorized, submit a memorandum (**Page 2-4**) and a request form (**Page 5**) through your Brigade TIOH POC (**Page 6**) who'll email JROTC Directorate's TIOH POC to review. Next, JROTC Directorate's TIOH POC will review it, approve it, and email it to TIOH POC.

Step 2: To get an organizational flag, submit a request form (**Page 5**) through your Brigade TIOH POC who'll email JROTC Directorate's TIOH POC to review. Next, JROTC Directorate's TIOH POC will review it, approve it, and email it to TIOH POC. Next, submit a requisition online at www.heraldry.army.mil. Further steps are on the requisition document (**Page 7**).

Step 3: To get guidon(s), submit a requisition online at www.heraldry.army.mil. Further steps are in this document (**Page 7**).

Step 4: The Institute of Heraldry will be in contact with whoever is shown as the POC on the memorandum (**Page 2-4**) and the request form (**Page 5**).

Costs: There is no charge to you for the design of a SSI and/or SLI. However, each school pays for manufacture of its SSI and/or SLI through its own JROTC budget. There is no charge to you for replacing guidons and an organizational flag with wear and tear every 5 years. You can use Military Personnel Army (MPA) funds and donated funds, but can't use Operations and Maintenance Army (OMA) funds. The list (**Page 8-9**) shows manufacturers that are certified by The Institute of Heraldry.

Questions?

Blaine Routt/Contractor
Training Specialist
U.S. Army Cadet Command, JROTC
Phone: 502-624-1260
blaine.h.routt.ctr@mail.mil

Karen Wilson
The Institute of Heraldry
Phone: 703-806-4971
karen.d.wilson.civ@mail.mil

JROTC Instructor TIOH Web Page with these instructions and pages:
https://www.usarmyjrotc.com/instructorPortal/instInstHeraldry.html

(School Name) High School
Army Junior Reserve Officers' Training Corps
(School Address, No PO Box)
Phone (XXX-XXX-XXXX) FAX (XXX-XXX-XXXX)

DATE

MEMORANDUM THRU Headquarters X Brigade USACC,
Attn: JROTC Chief Name, 2000 Memory Lane, Lewis City, AK 17740

MEMORANDUM FOR The Institute of Heraldry, TAPC-PDH-H, 9325 Gunston Road, Fort Belvoir, VA. 22062

SUBJECT Request for Shoulder Sleeve Insignia, Shoulder Loop Insignia, or Flag/Guidon

1. **References**:

a. AR 145-2, Organization, Administration, Operation, and Support, 24 February 2000.

b. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, 15 June 2017.

2. **Purpose**. For The Institute of Heraldry to design and approve an authorized Shoulder Sleeve Insignia, Shoulder Loop Insignia, or Flag/Guidon

3. The following information is provided:

School Name: Blank High School

Address: U.S. Army JROTC, 2222 Memory Lane, Lewis City, AK 17740

Contact: (R) LTC John E. Doe

Phone/Fax: Phone: (555) 555-5555 / (555) 555-5555

Motto: (if possible, provide photo or illustration and not to exceed 26 characters): LANCERS

Colors (if possible, provide samples): Blue and Orange. See attached illustration.

Significance/symbolism of elements/brief history of your school: (For example, explain why the falcon is your mascot or why a certain building is important).

Symbolism: Blue and Orange are our school district's colors. "Lancer .....

Your School is requesting: SSI _X_ SLI _X_ Flag/Guidon _X_

Shoulder Sleeve Insignia. Description: It is 3 ½ circle ..... is attached illustration.

Size: Not larger than 3 ½ inches (8.89 cm).
Purpose: Worn on the right shoulder sleeve; identifies JROTC unit.
Acceptable items: Mascot, distinctive buildings, landmarks, geographical or regional features (but not actual county or state outlines). The school name or nickname may appear on a designation band or may be attached above/below the design.
Unacceptable items: Cartoon characters, logos, dates, cities, states and the letters "ROTC" or other letters as part of the design.

Shoulder Loop Insignia. Description: It is 1 ¼ shield with …… is attached illustration.

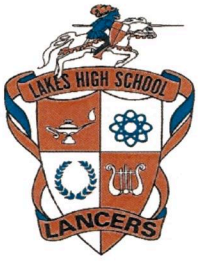
Size: Not larger than 1 1/4 inches (3.18 cm).
Purpose: Promotes esprit de corps.
Acceptable items: Military/educational items showing nature of the organization; historical items; special achievement; mission of the school, unit or area; elements of school seal. The school motto may appear on a scroll attached to the SLI.
Unacceptable items: Cartoon characters, logos, dates, cities, states and letters "ROTC" or other letters as part of the design.

Organizational Flag/Guidon. Description: DD Form 1348-6 is attached.
When your school enters the JROTC program, it is entitled to an organizational flag and guidon(s). Clothing and Heraldry in Philadelphia maintains base drawings from which the flags and guidons for all schools can be produced. The JROTC schools can order their flags and guidons directly from Philadelphia. Flags and guidons should be requisitioned through supply channels on DD Form 1348-6 (Manual), Routing Identifier Code AP 5, from US Army Tank-Automotive and Armaments Command, Clothing and Heraldry, Product Integration Directorate, 700 Robbins Avenue, PO Box 57997, Philadelphia, PA 19111-7997. POC at the Command is Ms. Bullard, (215) 737-2522.

4. Point of contact is (R) LTC John E. Doe, (555) 555-5555, email: jedoe@usid.k12.ak.us.

Encl 2

JOHN E. DOE
LTC (R), JROTC
Senior Army Instructor


LAKES HIGH SCHOOL
LANCERS

LAKES HIGH SCHOOL
LANCER BATTALION

Reserve Officer's Training Corps (ROTC) Request For Insignia

Complete this form and return through Brigade to The Institute of Heraldry

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School Name: Blank High School

Address: Street Name, City, State, Zip Code

Point of Contact: LTC (R) John E. Doe

E-mail Address: jedoe@usid.k12.ak.us Phone #: 555-555-5555

Mascot: Lancer

(if possible, provide photo or illustration)

Motto: Lancers

(not to exceed 26 characters)

Colors: Blue and orange

(if possible, provide samples)

Significance/Symbolism: Blue and orange are our school's colors. Request 1 organizational flag and 4 guidons (Companies: HQ, A, B and C).

(significance of elements or brief history of your school - For example, example why the falcon is your mascot or why a certain building is important.)

Your School is Requesting: ☑ SSI ☑ SLI/Crest ☑ Flag/Guidon

The Institute of Heraldry
9325 Gunston Road
Suite S113
Fort Belvoir, Virginia
22060-5579
www.tioh.hqda.pentagon.mil

The Institute of Heraldry Brigade (BDE) Contact List

BDE	Name	Phone	E-mail
2	Brenda Gainey Chief JROTC	(609) 562-4448	brenda.l.gainey.civ@mail.mil
2	Harvey White Ed & Trng Tech	(609) 562-5737	harvey.l.white.civ@mail.mil
2	Christian Delacruz Ed & Trng Tech	(609) 562-3762	christian.j.delacruz.civ@mail.mil

BDE	Name	Phone	E-mail
3	Barry Vandenberg Chief JROTC	(847) 688-3328 ext 127	barry.s.vandenberg.civ@mail.mil

BDE	Name	Phone	E-mail
4	Sylvia Greene Ed & Trng Tech	(910) 432-4499	sylvia.t.greene.civ@mail.mil

BDE	Name	Phone	E-mail
5	Joseph Schapatone Ed & Trng Tech	(210) 295-2012	joseph.g.schapatone.civ@mail.mil

BDE	Name	Phone	E-mail
6	Michael Whitley Ed & Trng Tech	(912) 315-8543	michael.r.whitley3.civ@mail.mil
6	Anthony Proulx Ed & Trng Tech	(912) 315-8460	anthony.g.proulx.civ@mail.mil

BDE	Name	Phone	E-mail
7	Gary Owens Ed & Trng Tech	(502) 624-4713	gary.d.owens8.civ@mail.mil
7	Cynthia Fleenor Log Tech	(502) 624-4209	cynthia.m.fleenor.civ@mail.mil

BDE	Name	Phone	E-mail
8	Mark A. Pratt Chief JROTC	(253) 966-7184	mark.a.pratt14.civ@mail.mil
8	Chris L. Baroldy Ed & Trng Tech	(253) 477-3543	christopher.l.baroldy.civ@mail.mil

Procedures for Obtaining Flag, Guidons or Streamers

As prescribed in AR 840-10, flags, guidons and streamers may be obtained by submitting a requisition online at www.heraldry.army.mil. The website also contains information on stocked items (NSNs and prices).

Step 1: Click "Create Heraldry Request (DD1348-6)"
Step 2: Fill in your email address and select the type of item you are requesting as "ROTC Item".
Step 3: Select the item you are requesting as either "FLAG – ROTC, JUNIOR, HIGH SCHOOL" or "GUIDON – JROTC."
Step 4: Select your component of the Army as "ROTC".
Step 5: Enter the DD1348-6 form values in the table.
Step 6: Enter ship to address information in the table.
Step 7: Enter any additional information or remarks in the field.
Example) Request Guidons A, B, and C.
Step 8: If applicable, attach files.
Step 9: Click the submit request button.
Step 10: You'll receive a requisition number and you can check status of a flag/guidon request by clicking "Check Status of a Heraldry Request" on the www.heraldry.army.mil home page.

Points of contact at the Soldier Systems Directorate are:

POC	DSN	COMM	EMAIL ADDRESS
Ms. Franklin	444-2515	(215) 737-2515	jodi.m.robinson-franklin.civ@mail.mil
Ms. Marsico	444-3108	(215)737-3108	denise.m.marsico.civ@mail.mil

ACTIVE LIST OF CERTIFIED MANUFACTURERS (MASTER LIST) 1/31/2018
THE INSTITUTE OF HERALDRY, 9325 GUNSTON ROAD, ROOM S113, FORT BELVOIR, VIRGINIA 22060-5579
COMM 703-806-4984 DSN 656-4984

NAME	STREET	LOCATION	HMK	MANUF	TELEPHONE	FAX_NO
A-B EMBLEMS/CONRAD	291 MERRIMON AVENUE	WEAVERVILLE, NC 28787	A35	1	828-645-3015	828-658-3581
ACTION EMBROIDERY CORP	1315 WEST BROOKS ST	ONTARIO, CA 91762	A25	1	800-638-7223	909-983-2755
AWARD CRAFTERS, INC	14110 SULLYFIELD CIRCLE	CHANTILLY, VA 20151	A37	4	703-818-0500	703-818-0500
BALDWIN RIBBON & STAMPING	39-56 63RD STREET	WOODSIDE, NY 11377	B31	2	888-335-6900	718-478-3449
BALLY RIBBON MILLS	23 NORTH SEVENTH ST	BALLY, PA 19503	B22	1d	610-845-2211	610-845-8013
BENDE & SONS, INC	180 AUTUMN ST	PASSAIC, NJ 07055	B26	1d	973-777-8700	973-777-7715
CLASSIC MEDALLICS, INC.	520 SOUTH FULTON AVE.	MT. VERNON, NY 10550-5083	C31	2	914-530-6259	914-662-5001
CREST CRAFT						
DISCOVERY MARKETING & DESIGN	90 MIDDLE STREET	PAWTUCKET, RI 02860	D29	2	401-725-1404	401-723-2602
DONDERO, INC	P.O BOX 59	BROWNSBURG, VA 24415	D21	2/3/4	540-348-6753	540-348-6293
EISEMAN-LUDMAR CO, INC	56 BETHPAGE DRIVE	HICKSVILLE, NY 11801	E31	3	516-932-6330	516-932-3304
EMPIRE STATE METAL PRODUCTS						
ERFFMEYER & SON CO, INC	5300 W. CLINTON AVE	MILWAUKEE, WI 53223	E27	2	414-354-7800	414-362-7287
GREAT AMERICAN WEAVING CORP	20 NORTH FRONT STREET	BALLY, PA 19503	G31	1d	610-845-9200	610-845-7147
HALLMARK EMBLEMS INC	2401 TAMPA STREET	TAMPA, FL 33602	H27	1	800-237-2567	813-273-0564
INTERNATIONAL INSIGNIA CORP	1280 EDDY STREET	PROVIDENCE, RI 02905	I21	2	401-784-0000	401-941-8400
IRA GREEN, INC	177 GEORGIA AVE	PROVIDENCE, RI 02905	G23	2/5	800-663-7487	800-738-8522
KENNEDY INC	21 CIRCUIT DRIVE	NORTH KINGSTOWN, RI 02852	K28	2	401-295-7800	401-295-4844
MASTERCRAFT AWARDS GENERAL	10390 CENTRAL PARK DRIVE	MANASSAS, VA 20110	G25	4	703-335-9292	866-692-5097
MEDALCRAFT MINT, INC	2660 WEST MASON STREET	GREEN BAY, WI 54303	M33	2	920-593-1531	800-558-6348
MIL-BAR PLASTICS INC						
OFFICER'S EQUIPMENT COMPANY	3935 JEFFERSON DAVIS HIGHWAY	STAFFORD, VA 22554	O22	2/5	800-221-1915	703-221-4115
RAINBOW EMBLEM	2 JOANNA COURT	EAST BRUNSWICK, NJ 08816	R27	1	732-238-9787	732-432-5396
RELIABLE WORLD TRADE CO, INC.	9849 KITTY LANE	OAKLAND, CA 94603	R30	1c	510-614-2277	510-614-7175
SAYRE ENTERPRISES	324 EAST 32ND STREET	BUENA VISTA, VA 24416	S44	1	540-261-1546	540-261-1507
SCHREYER EMBROIDERY CO	50 INDUSTRIAL DR	FAIRVIEW, NJ 07022	S33	1	201-943-6221	201-943-0827
SMART DESIGN INC.	833 HIGHAMS COURT	WOODBRIDGE, VA 22191	S51	4	703-492-2764	703-492-4865
SMITH AND WARREN	127 OAKLEY AVENUE	WHITE PLAINS, NY	S50	2	914-948-4619	914-948-1627
SUPERIOR DIE & STAMPING INC						
THE SUPPLY ROOM	230 SUPPLYROOM RD	OXFORD, AL 36203	S38	2	800-458-5180	800-521-5027

CODES USED TO INDICATE TYPE OF MANUFACTURER

1 TEXTILE ALL (1a-SSI; 1b-Badges; 1c-Rank; 1d-Ribbon; 1e-Tapes). 2 METAL ALL (2a-Badges; 2b-Medals; 2c-Lapel Buttons; 2d-Medallions; 2e-Rank/Branch Insignia; 2f-DUI). 3 HAND EMBROIDERED BULLION. 4 PLAQUES. 5 AAFES/NEX/MCX VENDOR

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THE INSTITUTE OF HERALDRY, 9325 GUNSTON ROAD, ROOM S113, FORT BELVOIR, VIRGINIA 22060-5579
COMM 703-806-4984 DSN 656-4984

UNIVERSAL SPECIALTY AWARDS	1205 WESTMINSTER STREET	PROVIDENCE, RI 02909	U23	2	401-727-0083	401-727-4592
URSCHEL TOOL COMPANY	43 NAVAHO ST	CRANSTON, RI 02907	U21	2	401-944-0600	401-946-4430
USA INSIGNIA-SWEET MASS PROD	PO BOX 2978	TAUNTON, MA 02780	U24	2	844-345-4500	
VANGUARD INDUSTRIES EAST	1172 AZALEA GARDEN RD	NORFOLK, VA 23502	V21	5	800-221-1264	757-857-0222
VANGUARD INDUSTRIES WEST	2440 IMPALA DRIVE	CARLSBAD, CA 92008	V21	5	800-433-1334	760-438-7803
V.H. BLACKINGTON & COMPANY						

CODES USED TO INDICATE TYPE OF MANUFACTURER

1 TEXTILE ALL (1a-SSI; 1b-Badges; 1c-Rank; 1d-Ribbon; 1e-Tapes). 2 METAL ALL (2a-Badges; 2b-Medals; 2c-Lapel Buttons; 2d-Medallions; 2e-Rank/Branch Insignia; 2f-DUI). 3 HAND EMBROIDERED BULLION. 4 PLAQUES. 5 AAFES/NEX/MCX VENDOR