



(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.

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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

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





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

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

School Name:

Address:

Point of Contact:

E-mail Address: Phone #:

Mascot:

(if possible, provide photo or illustration)

Motto:

(not to exceed 26 characters)

Colors:

(if possible, provide samples)

Significance/Symbolism:

(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

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