

Army Regulation 672-8

Decorations, Awards, and Honors

Manufacture, Sale, Wear, and Quality Control of Heraldic Items

**Headquarters
Department of the Army
Washington, DC
5 April 1996**

UNCLASSIFIED

SUMMARY of CHANGE

AR 672-8

Manufacture, Sale, Wear, and Quality Control of Heraldic Items

This revision--

- o Allows the sale of decorations, service medals, and ribbons except for the Medal of Honor (para 2-3).
- o Removes Air Force interest.

Effective 5 May 1996

Decorations, Awards, and Honors

Manufacture, Sale, Wear, and Quality Control of Heraldic Items

By Order of the Secretary of the Army:

DENNIS J. REIMER
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Acting Administrative Assistant to the
Secretary of the Army

History. This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes Department of the Army policy governing the manufacture, sale, reproduction, possession, and wear of military decorations, medals, badges, and insignia.

Applicability. This regulation applies to the Active Army, Army National Guard, U.S. Army Reserve, and Army retirees. During

mobilization, chapters and policies contained in this regulation may be modified by the proponent.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process. Following a review of guidance in AR 11-2, it is determined that this regulation is not subject to AR 11-2. It does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the Office of the Deputy Chief of Staff for Personnel: ATTN DAPE-HR, DEPUTY CHIEF OF STAFF PERSONNEL, 300 ARMY PENTAGON, WASHINGTON DC 20310-0300. Coordinate all Army supplements with the Director, The Institute of

Heraldry, prior to submission for final approval to DAPE-HR; send to DIRECTOR, THE INSTITUTE OF HERALDRY, 9325 GUNSTON ROAD, ROOM S112, FORT BELVOIR VA 22060-5579.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the DIRECTOR, THE INSTITUTE OF HERALDRY, 9325 GUNSTON ROAD, ROOM S112, FORT BELVOIR VA 22060-5579.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 3668, intended for command levels B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes AR 672-8/AFR900-7, 25 October 1989.

RESERVED

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes the Department of the Army policy governing the manufacture, sale, reproduction, possession, and wear of military decorations, medals, badges, and insignia. It also establishes the Heraldic Item Quality Control System to improve the appearance of the Army by controlling the quality of heraldic items purchased from commercial sources.

1-2. References

Related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the Glossary.

1-4. Responsibilities

a. Deputy Chief of Staff for Personnel (DCSPER), Army. The DCSPER has staff responsibility for heraldic activities in the Army.

b. The Director, The Institute of Heraldry (TIOH). The Director, TIOH, will—

(1) Monitor the overall operation of the Heraldic Control Program.

(2) Authorize the use of insignia designs in commercial items.

(3) Certify insignia manufacturers.

(4) Inspect the quality of heraldic items.

c. Commanders. Commanders are responsible for purchasing heraldic items that have been produced by manufacturers certified by TIOH. Commanders will ensure that only those heraldic items that are of quality and design covered in the specifications and that have been produced by certified manufacturers are worn by personnel under their command.

1-5. Statutory authority

a. The wear, manufacture, and sale of military decorations, medals, badges, and their components and appurtenances, or colorable imitations of them, are governed by section 704, title 18, United States Code (18 USC 704).

b. The manufacture, sale, possession, and reproduction of badges, identification cards, insignia, or other designs prescribed by the head of a U.S. department or agency, or colorable imitations of them, are governed by 18 USC 701.

c. The statutory provisions are codified in part 507, title 32, of the Code of Federal Regulations (32 CFR 507).

Chapter 2 Manufacture and Sale of Decorations, Badges, and Insignia

2-1. Authority to manufacture

a. A certificate of authority to manufacture heraldic articles may be granted by the Institute of Heraldry.

(1) Certificates of authority will be issued only to those manufacturers who have the manufacturing capability and who have agreed to manufacture heraldic items according to applicable specifications or purchase descriptions.

(2) The certificate of authority is valid only for the individual, firm, or corporation indicated.

(3) A hallmark will be assigned to each certified manufacturer. All insignia manufactured will bear the manufacturer's hallmark.

b. A certificate of authority may be revoked or suspended under the procedures prescribed in chapter 3.

c. Manufacturers will submit a reproduction sample to TIOH of each item that is under the Heraldic Quality Control Program before production. A letter of authorization to manufacture specific items will be issued to the manufacturer if the sample meets quality assurance standards.

d. A list of certified manufacturers will be furnished to the Army and Air Force Exchange Service (AAFES) and, upon request, to Army commanders.

2-2. Authority to sell

No certificate of authority is required for selling articles listed in paragraph 2-3. However, sellers are responsible for selling only those articles that bear hallmarks assigned by TIOH and that have been manufactured in conformance with Government specifications by certified manufacturers with the use of Government-loaned tools.

2-3. Articles authorized for manufacture and sale

a. The articles listed below are authorized for manufacture and sale when made in accordance with approved specifications or drawings.

(1) All authorized insignia (AR 670-1).

(2) Appurtenances and devices for decorations, medals, and ribbons, such as oak leaf clusters, service stars, arrowheads, V-devices, and clasps.

(3) Combat, special skill, and qualification badges and bars.

(4) Identification badges.

(5) Fourogeres and lanyards.

(6) Lapel buttons.

(7) Decorations, service medals, and ribbons, except for the Medal of Honor.

(8) Replicas of decorations and service medals for grave markers. Replicas are to be at least twice the size prescribed for decorations and service medals.

(9) Service ribbons for decorations, service medals, and unit awards.

(10) Rosettes.

b. Variations from the prescribed specifications for the items listed above are not permitted without prior approval, in writing, by TIOH.

2-4. Articles not authorized for manufacture or sale

The following articles are not authorized for manufacture and sale, except under contract with the Defense Personnel Support Center (DPSC):

a. The Medal of Honor.

b. Service flags (prescribed in AR 840-10).

c. Service ribbon for the Medal of Honor.

d. Articles for public sale that incorporate designs or likenesses of decorations, service medals, and service ribbons.

e. Articles for public sale that incorporate designs or likenesses of designs of insignia listed in paragraph 2-3, except when authorized by the Service concerned.

2-5. Incorporation of designs or likenesses of approved designs in commercial articles

Department of Army (DA) policy restricts the use of military designs for the needs or the benefit of Army personnel.

a. Except as authorized in writing by the DA, the manufacture of commercial articles incorporating designs or likenesses of official Army heraldic items is prohibited. However, certain designs or likenesses of insignia, such as badges or organizational insignia, may be incorporated in articles manufactured for sale, provided that permission has been granted as specified below.

b. The Institute of Heraldry is responsible for granting permission for the incorporation of certain Army designs in articles manufactured for sale. Commanders of units authorized a shoulder sleeve insignia (SSI) or a distinctive unit insignia (DUI) may authorize the reproduction of the SSI or DUI on commercial articles such as shirts, tie tacks, cups, or plaques. Such permission will be in writing. Authorization for incorporation of designs or likenesses in commercial items will be granted only to those manufacturers who agree to offer these items for sale only to AAFES and outlets that sell primarily to military personnel and their dependents. Direct requests to DIRECTOR, THE INSTITUTE OF HERALDRY, 9325 GUNSTON ROAD, ROOM S112, FORT BELVOIR VA 22060-5579.

c. In the case of the Honorable Service Lapel Button, a general exception is made to permit the incorporation of that design in articles manufactured for public sale, provided that such articles are not suitable for wear as lapel buttons or pins.

2-6. Reproduction of designs

a. The photographing, printing, or making or executing in any manner any engraving, photograph, print, or impression in the likeness of any decoration, service medal, service ribbon, badge, lapel button, insignia, or other device, or the colorable imitation thereof, of a design prescribed by the Secretary of the Army for use by members of the Army is authorized, provided that such reproduction does not bring discredit upon the military service and is not used to defraud or to misrepresent the identification or status of an individual, organization, society, or other group of persons.

b. The use for advertising purposes of any engraving, photograph, print, or impression of the likeness of any DA decoration, service medal, service ribbon, badge, lapel button, insignia, or other device (except the Honorable Service Lapel Button) is prohibited without prior approval, in writing, by the Secretary of the Army except when used to illustrate a particular article that is offered for sale. Request for use of Army insignia in advertisements or promotional materials will be processed through public affairs channels in accordance with AR 360-5, paragraph 3-37.

c. The reproduction in any manner of the likeness of any identification card prescribed by DA is prohibited without prior approval in writing by the Secretary of the Army.

2-7. Possession and wearing

a. The wearing of any decoration, service medal, badge, service ribbon, lapel button, or insignia prescribed or authorized by the DA by any person not properly authorized to wear such device or the use of any decoration, service medal, badge, service ribbon, lapel button, or insignia to misrepresent the identification or status of the person by whom such is worn is prohibited. Any person who violates this provision is subject to punishment as prescribed in the statutes referred to in paragraph 1-5.

b. Mere possession by a person of any of the articles prescribed in paragraph 2-3 (except identification cards) is authorized, provided that such possession is not used to defraud or misrepresent the identification or status of the individual concerned.

c. Articles specified in paragraph 2-3, or any distinctive parts (including suspension ribbons and service ribbons) or colorable imitations thereof, will not be used by any organization, society, or other group of persons without prior approval in writing by the Secretary of the Army.

Chapter 3 Heraldic Quality Control System

3-1. General

The heraldic quality control program provides a method of ensuring that insignia items are manufactured with tools and specifications provided by TIOH.

3-2. Controlled heraldic items

The articles listed in paragraph 2-3 are controlled heraldic items and will be manufactured in accordance with Government specifications, using Government-furnished tools or cartoons. Tools and cartoons are not provided to manufacturers for the items below. However, manufacture will be in accordance with the Government-furnished drawing.

a. Shoulder loop insignia, Reserve Officers' Training Corps (ROTC), U.S. Army.

b. Institutional SSI, ROTC, U.S. Army.

c. Background trimming/flashes, U.S. Army.

d. Hand-embroidered bullion insignia.

3-3. Certification of heraldic items

A letter of certification to manufacture each heraldic item except those listed in paragraphs 3-2b through 3-2d will be provided to the manufacturer upon submission of a preproduction sample. Manufacture and sale of these items is not authorized until the manufacturer receives a certification letter from TIOH.

3-4. Violations and penalties

A certificate of authority to manufacture will be revoked by TIOH upon intentional violation by the holder thereof of any of the provisions of this regulation or as a result of not complying with the agreement signed by the manufacturer in order to receive a certificate. Such violations are also subject to penalties prescribed in the acts of Congress (para 1-5). A repetition or continuation of violations after official notice thereof will be deemed prima facie evidence of intentional violation.

3-5. Procurement and wear of heraldic items

a. The provisions of this regulation do not apply to contracts awarded by the Defense Personnel Support Center for manufacture and sale to the U.S. Government.

b. All Army service personnel who wear quality-controlled heraldic items that were not purchased through the AAFES are responsible for ensuring that the item was produced by a certified manufacturer. Items manufactured by certified manufacturers are identified by a hallmark and/or a certificate label certifying the item was produced in accordance with specifications.

c. Commanders will ensure that only those heraldic items that are of quality and design covered in the specifications and that have been produced by certified manufacturers are worn by personnel under their command. Controlled heraldic items will be procured only from manufacturers certified by TIOH. Commanders procuring controlled heraldic items, when authorized by local procurement procedures, may forward a sample insignia to TIOH for quality assurance inspection if the commander feels the quality does not meet standards.

3-6. Processing complaints of alleged breach of policies

The Institute of Heraldry may revoke or suspend the certificate of authority to manufacture if there are breaches of quality control policies by the manufacturers. As used in this paragraph, the term *quality control policies* includes the obligation of a manufacturer under his or her "Agreement to Manufacture," the quality control provisions of this regulation, and other applicable instructions provided by TIOH.

a. Initial processing.

(1) Complaints and reports of an alleged breach of quality control policies will be forwarded to the DIRECTOR, THE INSTITUTE OF HERALDRY, 9325 GUNSTON ROAD, ROOM S112, FORT BELVOIR VA 22060-5579 (hereinafter referred to as Director).

(2) The Director may direct that an informal investigation of the complaint or report be conducted.

(3) If such investigation is initiated, it will be the duty of the investigator to ascertain the facts in an impartial manner. Upon conclusion of the investigation, the investigator will submit to the appointing authority a report containing a summarized record of the investigation together with such findings and recommendations as may be appropriate and warranted by the facts.

(4) The report of investigation will be forwarded to the Director for review. If it is determined that a possible breach of quality control policies has occurred, the Director will follow the procedures outlined below.

b. *Voluntary performance.* The Director will transmit to the manufacturer a registered letter advising of the detailed allegations of breach and requesting assurances of voluntary compliance with quality control policies. No further action is taken if the manufacturer voluntarily complies with the quality control policies; however, any further reoccurrence of the same breach will be considered refusal to perform.

c. Refusal to perform.

(1) If the manufacturer fails to reply within a reasonable time to

the letter authorized by paragraph *b* above, refuses to give adequate assurances that future performance will conform to quality control policies, indicates by subsequent conduct that the breach is continuous or repetitive, or disputes the allegations of breach, the Director will direct that a public hearing be conducted on the allegations.

(2) A hearing examiner will be appointed by appropriate orders. The examiner may be either a commissioned officer or a civilian employee above the grade of GS-7.

(3) The specific written allegations, together with other pertinent material, will be transmitted to the hearing examiner for introduction as evidence at the hearing.

(4) For failure to return a loaned tool, manufacturers may be suspended without referral to a hearing specified above; however, the manufacturer will be advised, in writing, that tools are overdue and suspension will take effect if tools are not returned within the specified time.

d. Notification to the manufacturer by examiner. Within a 7-day period following the receipt by the examiner of the allegations and other pertinent material, the examiner will transmit a registered letter of notification to the manufacturer informing him or her of the—

(1) Specific allegations.

(2) Directive of the Director requiring the holding of a public hearing on the allegations.

(3) Examiner's decision to hold the public hearing at a specific time, date, and place that will be not earlier than 30 days from the date of the letter of notification.

(4) Ultimate authority of the Director to suspend or revoke the certificate of authority if the record developed at the hearing so warrants.

(5) Right to—

(a) A full and fair public hearing.

(b) Be represented by counsel at the hearing.

(c) Request a change in the date, time, or place of the hearing, for purposes of having reasonable time in which to prepare the case.

(d) Submit evidence and present witnesses in his or her own behalf.

(e) Obtain at no cost a verbatim transcript of the proceedings, upon written request filed before the commencement of the hearing.

e. Public hearing by examiner.

(1) At the time, date, and place designated in accordance with *d*(3) above, the examiner will conduct the public hearing.

(a) A verbatim record of the proceedings will be maintained.

(b) All previous material received by the examiner will be introduced into evidence and made part of the record.

(c) The Government may be represented by counsel at the hearing.

(2) Subsequent to the conclusion of the hearing, the examiner will make specific findings on the record before him or her concerning each allegation.

(3) The complete record of the case will be forwarded to the Director.

f. Action by the Director.

(1) The Director will review the record of the hearing and either approve or disapprove the findings.

(2) Upon arrival of a finding of breach of quality control policies, the manufacturer will be so advised.

(3) After review of the findings, the certificate of authority may be revoked or suspended. If the certificate of authority is revoked or suspended, the Director will—

(a) Notify the manufacturer of the revocation or suspension.

(b) Remove the manufacturer from the list of certified manufacturers.

(c) Inform the AAFES of the action.

g. Reinstatement of certificate of authority. Upon receipt of adequate assurance that the manufacturer will comply with quality control policies, the Director may reinstate a certificate of authority that has been suspended or revoked.

Appendix A References

Section I Required Publications

There are no entries in this section.

Section II Related Publications

A related publication is merely a source of additional information.
The user does not have to read it to understand this regulation.

AR 360-5

Army Public Affairs, Public Information

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

AR 840-10

Flags, Guidons, Streamers, Tabards and Automobile and Aircraft
Plates

Code of Federal Regulations

Part 507, title 32

U.S. Code

Sections 701 and 704, title 18

Section III Prescribed Forms

There are no entries in this section.

Section IV Referenced Forms

There are no entries in this section.

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

CFR

Code of Federal Regulations

DA

Department of the Army

DCSPER

Deputy Chief of Staff for Personnel

DPSC

Defense Personnel Support Center

DUI

distinctive unit insignia

ROTC

Reserve Officers' Training Corps

SSI

Shoulder sleeve insignia

TIOH

The Institute of Heraldry

USC

United States Code

Section II Terms

Cartoon

A drawing, six times actual size, showing placement of stitches, color of yarn and number of stitches.

Certificate of authority to manufacture

A certificate assigning manufacturers a hallmark and authorizing manufacture of heraldic items.

Hallmark

A distinguishing mark consisting of a letter and numbers assigned to certified manufacturers for use in identifying manufacturers of insignia.

Heraldic items

All items worn on the uniform to indicate unit, skill, branch, award or identification and for which a design has been established by TIOH on an official drawing.

Letter of agreement

A form signed by manufacturers before certification, stating that the manufacturer agrees to produce heraldic items in accordance with specific requirements.

Letter of authorization

A letter issued by TIOH that authorizes the manufacture of a specific heraldic item after quality assurance inspection of a preproduction sample.

Tools

Hubs, dies, cartoons, and drawings used in the manufacture of heraldic items.

Section III

Special Abbreviations and Terms

There are no entries in this section.

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