



## How to Request Flags, Guidons, Streamers, Shoulder Sleeve Insignia (SSI) and Shoulder Loop Insignia (SLI) through the Institute of Heraldry (TIOH)

### References:

- a. Army Regulation (AR) 145-2, Junior Reserve Officers' Training Corps (JROTC): Organization, Administration, Operation and Support, 28 April 2023.
- b. AR 840-10, Flags, Guidons, Streamers, Tabards and Automobile and Aircraft Plates, 17 July 2020.
- c. Cadet Command Regulation (CCR) 145-2, JROTC Program: Organization, Administration, Operations, Training and Support, 12 August 2022.

**Step 1:** To request the design of JROTC heraldic items (organizational flag, SSI and SLI) - schools submit a memorandum (pages 2-4) and a ROTC Request for Insignia form (page 5) (available on TIOH website-<https://tioh.army.mil>) through the Brigade to the JROTC Directorate for review and approval. Pending review and approval, the JROTC Directorate will forward the request to TIOH to be designed. The JROTC Directorate and TIOH point of contact information are listed below.

**Step 2:** TIOH will contact the school POC on the request form (page 5) to confirm the request.

**Step 3:** Once designed, TIOH will electronically transmit the authorized heraldic designs to the school and include procedures on how to obtain flags, guidons and streamers. Schools then submit the DD1348-6 request online at [www.heraldry.army.mil](http://www.heraldry.army.mil) to requisition the flag. Further steps are on the requisition document (pages 7-9).

**Costs:** There is no charge for the design of an organizational flag, SSI or SLI. However, each school pays for the manufacture of the SSI and/or SLI from their JROTC budget. Schools can use Military Personnel Army (MPA) funds and donated funds, but cannot use Operations and Maintenance Army (OMA) funds. There is no charge for replacing an organizational flag, guidons and streamers with wear and tear every 5 years. The most recent list of TIOH Certified Manufacturers is available at <https://tioh.army.mil>.

**Note:** Just because a vendor is in FedMall, does not mean they are a certified manufacturer.

Steve Fusinetti  
Strategic Planner  
US Army Cadet Command, JROTC  
[steven.r.fusinetti.ctr@army.mil](mailto:steven.r.fusinetti.ctr@army.mil)

Karen Wilson  
The Institute of Heraldry  
[karen.d.wilson.civ@army.mil](mailto:karen.d.wilson.civ@army.mil)

**JROTC Instructor TIOH Web Page with these instructions:**

<http://www.usarmyjrotc.com/institute-of-heraldry/>



**(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, 2222 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, TRADOC Supplement 1 to 145-2
- b. AR 840-10 (JROTC) AR 145-1

**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, 9999 Sleepy Lane, Dream City, AK 17741

Contact: LTC (R) 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](mailto:jedoe@usid.k12.ak.us).

Encl 2

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





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

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

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: (if possible, provide photo or illustration)	Lancer		
Motto: (not to exceed 26 characters including spaced)	Lancers		
Colors: (if possible, provide samples)	Blue and orange		
Significance/Symbolism: (Include significance of elements or brief history of your school - i.e. Why the falcon is your mascot or why a certain building is important.)	Blue and orange are our school's colors.		
Your School is Requesting:	<input checked="" type="checkbox"/> SSI	<input checked="" type="checkbox"/> SLI/Crest	<input checked="" type="checkbox"/> Flag <input type="checkbox"/> Guidon

## APPROVAL AUTHORITY

Brigade: US Army Cadet Command:

The Institute of Heraldry  
9325 Gunston Road  
Suite S113  
Fort Belvoir, Virginia  
22060-5579  
[www.tioh.hqda.pentagon.mil](http://www.tioh.hqda.pentagon.mil)



## PROCEDURES FOR OBTAINING FLAGS, 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](http://www.heraldry.army.mil). All stocked items can be ordered online at <https://dod.emall.dla.mil>.

Points of contact at the Soldier Systems Directorate are:

Ms. Jodi Robinson-Franklin\*  
Heraldry Team Lead IM: Army general officer and positional flags, guidons, streamers, shoulder sleeve insignias, controlled requirements (Army Flag etc.)  
DSN: 444-2515  
COMM: (215) 737-2515  
EMAIL: [jodi.robinson-franklin.civ@army.mil](mailto:jodi.robinson-franklin.civ@army.mil)

Ms. Denise Marsico  
SES requirements  
streamers, unit campaigns and decoration  
government purchase card POC  
DSN: 444-3108  
COMM: (215) 737-3108  
EMAIL: [denise.m.marsico.civ@@army.mil](mailto:denise.m.marsico.civ@@army.mil)

Ms. Marianne Gallagher  
Shoulder sleeve insignias, ROTC guidons(training)  
DSN: 444-2083  
COMM: (215) 737-2083  
EMAIL: [marianne.j.gallagher.civ@army.mil](mailto:marianne.j.gallagher.civ@army.mil)

Chanh Le  
Heraldry Office Team Leader  
DSN: 444-2506  
COMM: (215) 737-2506  
EMAIL: [chanh.q.le.civ@army.mil](mailto:chanh.q.le.civ@army.mil)

Ms. Tina Davis  
Medals Program  
Inventory Management Specialist  
DSN: 444-2502  
COMM: (215) 737-2502  
EMAIL: [tina.m.davis149.civ@army.mil](mailto:tina.m.davis149.civ@army.mil)

Mr. John Moore  
Battalion flags and guidons, general officer shipment and back up  
DSN: 444-2511  
COMM: (215) 737-2511  
EMAIL: [john.n.moore2.civ@army.mil](mailto:john.n.moore2.civ@army.mil)

Ms. Kimberly Arnold  
Heraldry Office Supervisor  
DSN: 444-2504  
COMM: (215) 737-2504  
EMAIL: [kimberly.a.arnold14.civ@army.mil](mailto:kimberly.a.arnold14.civ@army.mil)

When requisitioning streamers, you must submit a copy of the unit's Lineage and Honors Certificate or a Statement of Service, which are only prepared for TOE organizations. These can be obtained from the U.S. Army Center of Military History (CMH).

# Ordering Heraldry:

## Use this site to order Guidons, Streamers, and Battalion (School) Flags

Reference: AR 840-10

- Go to <https://www.heraldry.army.mil>

**Clothing and Heraldry PSID**  
U.S. Army TACOM Life Cycle Management Command  
"We Deliver Pride"

Welcome to the U.S. Army Heraldry - Product Support Home Page

**For Heraldic Orders (except SES Flags)**

- [Create Heraldry Request \(DD1348-6\)](#)
- [Modify or Cancel Existing Heraldry Request](#)
- [Check Status of a Heraldry Request](#)

**For SES Flag Orders...**

- [SES Flag Ordering Info](#)
- [Create SES Flag Request](#)
- [Modify or Cancel Existing SES Flag Request](#)
- [Check Status of a SES Flag Request](#)

**Help and Information**

- [Frequently Asked Questions](#)
- [Contact Us](#)
- [Guidelines for General Officer Program](#)
- [General Officer Stationary](#)
- [n & Accessories](#)

**For Heraldry Automation System Users**  
(i.e. TACOM, DSCP & Vendor Personnel)

[Login](#)

**Links To U.S. Army Regulations**

- [Local Purchase Policy](#)
- [AR 840-10: Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates](#)

**Other Useful Links**

- [The Institute of Heraldry](#)
- [U.S. Army Center of Military History](#)
- [Lineage and Honors Information](#)

**Other Heraldic Information**

IMPORTANT NOTICE FOR UNITS BEING RE DESIGNATED



## New Heraldry Request Entry

Step 1: Enter your Email Address:

ldancelot@cps.edu

Step 2: Please select the type of item you are requesting:

ROTC Item ▼

Step 3: Please select the item you are requesting: [Catalog](#)

GUIDON - JROTC ▼

Step 4: Please select your component of the Army:

ROTC ▼

Step 5: Please enter the DD1348-6 form values in the table below:

Form DD1348-6	Fields in orange are required	<a href="#">Instructions</a>
Document Identifier 1-3:	A0E	
Routing Identifier 4-6:	A6B	A6B
M&S 7:	S	
Item Identification FSCM 8-22:	8345NSN028	
Unit of Issue 23-24:	EA ▼	Usually EA
Quantity 25-29:	1	Normally quantity of 1 for heraldic items
Document Number 30-43:	W52CCM / 7191 / 0001	Valid Requisitioning DODAAC/Julian Date/Serial Number
Demand 44:	N	
Supplementary Address 45-50:	W52CCM	Must be a valid DODAAC
Signal Code 51:	A ▼	Determined by requisitioner ( <a href="#">Click here for explanation of Signal Codes</a> )
Fund Code 52-53:	GA	Free issue use a GA fund code
Distribution Code 54-56:	N/A	Not Applicable
Project Code 57-59:	N/A	Not Applicable
Priority 60-61:	12 ▼	Determined by requisitioner
Required Delivery Day of Year 62-64:	▼	RDD must be annotated if priority is 02 or 03



**Step 6:** Please enter requisitioner/ship to address information in the table below:

Note: To guarantee timely delivery for overseas units, please provide a direct ship to address below, if delivery or track shipments to an APO, and items going to APO addresses have been lost. It is request address or have the items sent to the US location.

Unit Name:	Foreman HS
Company: (ex. HQ, A Company or C Company)	NA
POC:	Major (R) Lancelot C. Lashley
Address1:	3532 W47th Place
Address2:	
Address3:	
City	Chicago
State	IL
Zip	60632
COMM Telephone:	773 535 8946
DSN Telephone:	
FAX:	

For Lineage and Honors Information, [click here](#).

**Step 7:** Please enter any additional information or remarks in the field below:

HQ Company Guidon
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**Step 8:** If applicable, please attach files using the following browse buttons:

Choose File	No file chosen
Choose File	No file chosen

**Step 9:** Click the Submit Request button:

submit request	reset form
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