



Headquarters
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Army Regulation 840–2

Effective 28 October 2023

Decorations, Awards, and Honors Heraldic Services

By Order of the Secretary of the Army:

RANDY A. GEORGE
General, United States Army
Chief of Staff

Official:


MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This publication is a new Department of the Army regulation.

Authorities. This regulation implements Section 7594, Title 10, United States Code.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or civilian equivalent. Activities may request a waiver to this regulation by providing a justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (appendix B).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.belvoir.hqda.mbx.tioh-webmaster@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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SUMMARY

AR 840–2
Heraldic Services

This new publication, dated 28 September 2023—

- Establishes policies, procedures, and assigns responsibilities as to providing heraldic services within the Department of Defense and for other departments and agencies of the United States (chap 1).
- Includes an internal control evaluation (app B).

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Glossary of Terms

Chapter 1

Introduction

1–1. Purpose

This regulation implements Section 7594, Title 10, United States Code (10 USC 7594), prescribes policies and procedures, and assigns responsibilities for furnishing heraldic design and development services within DoD and other departments and agencies of the United States. These services do not include procurement, storage, or distribution responsibilities for heraldic items.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

a. *Deputy Chief of Staff, G–1*. The DCS, G–1 is the proponent of this regulation and has been delegated authority by the Secretary of the Army to take action on all requests for information concerning heraldic matters for the Army and other departments and agencies of the United States.

b. *Director, The Institute of Heraldry*. The Director, TIOH will—

- (1) Take action on all heraldic service requests within the Army.
- (2) The Army may, upon approval by a service secretary or delegated authority, take action on heraldic service requests from DoD components and military departments.
- (3) The Army may, upon approval by a department secretary, agency director, or delegated authority, provide advice on heraldic service requests to other departments and agencies of the United States.
- (4) Develop a reimbursable schedule for development of metal and textile heraldic items for departments and agencies of the United States.
- (5) Coordinate the approval of Fiscal Service (FS) Form 7600A (United States Government Inter-agency Agreement (IAA) Agreement Between Federal Agencies General Terms & Conditions (GT&C) Section) prior to TIOH initiating contractual obligations for the development of three-dimensional heraldic products.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule—Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Statutory authority

The Secretary of the Army may provide heraldic services to other departments and agencies of the United States pursuant to 10 USC 7594.

Chapter 2

Description of Heraldic Service

2–1. Heraldic items

- a. Heraldic items are symbolic images or tangible insignia approved for official use. They encompass:
- (1) Symbolic items for uniform wear indicative of grade, branch, unit affiliation, qualification, specialized service, or receipt of awards (for example, appurtenances, distinguishing insignia, badges, decorations, medals, ribbons, rosettes, unit awards, and lapel buttons).

(2) Symbolic items of identity for display by organizations and individuals (for example coats of arms, emblems, aircraft markings, flags, guidons, pennants, streamers, and plaques).

b. Heraldic services encompass:

(1) Research, design, illustration, development, quality control, specifications, and standardization of heraldic items.

(2) Furnishing of prototype items and manufacturing tools.

(3) Furnishing of technical advice and information within the field of heraldry.

(4) Coordination of heraldic matters.

2-2. Reimbursement

The Director, TIOH, will receive reimbursement funding from other departments and agencies of the United States for heraldic services relating to the items listed in paragraph 2-1 pursuant to reimbursement procedures prescribed in DoD 7000.14-R, Volume 11A.

Appendix A

References

Section I

Required Publications

Unless otherwise stated, all publications are available at the Army Publishing website (<https://armypubs.army.mil>).

DA Pam 25–403

Guide to Recordkeeping in the Army (Cited in para 1–5.)

DoD 7000.14–R, Volume 11A

Reimbursable Operations Policy (Available at <https://comptroller.defense.gov/fmr/>.) (Cited in para 2–2.)

10 USC 7594

Furnishing of heraldic services (Available at <https://uscode.house.gov/>.) (Cited in para 1–1.)

Section II

Prescribed Forms

This section contains no entries.

Appendix B

Internal Control Evaluation

B-1. Function

The function covered by this evaluation is the furnishing of heraldic design and development services within the DoD and to other departments and agencies of the United States on a reimbursable basis.

B-2. Purpose

The purpose of this evaluation is to assist leaders in evaluating the key internal controls outlined in this evaluation. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key internal controls found in this regulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 3 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

- a. Is the Director, TIOH monitoring the overall operation of the Heraldic Services Program?
- b. Has the Director, TIOH established procedures to validate requests from other departments and agencies of the United States before authorizing heraldic services?
- c. Has the Director, TIOH established a reimbursable funds program in support of development services for other departments and agencies of the United States?

B-5. Supersession

Not applicable.

B-6. Comments

To make this internal control evaluation a more useful tool for evaluating internal controls, submit comments to the Deputy Chief of Staff, G-1 via email at usarmy.pentagon.hqda-dcs-g-1.mbx.uniform-policy@army.mil.

Glossary of Terms

Appurtenances

See definition in AR 670–1.

Awards

See definition in AR 670–1.

Badge

See definition in AR 670–1.

Coat of arms

A heraldic visual design on an escutcheon (such as a shield) used to identify units on the battlefield. It forms the central element of the full heraldic achievement, which in its whole consists of a shield, supporters, a crest, and a motto.

Decoration

See definition in AR 670–1.

Heraldic items

See definition in AR 672–8.

Lapel button

See definition in AR 670–1.

Medal

See definition in AR 670–1.

Rosette

See definition in AR 670–1.

Tools

See definition in AR 672–8.

Unit award

See definition in AR 670–1.

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