



CIVIL AIR PATROL UNIFORM MANUAL

CAPM 39-1, 23 March 2005, is supplemented as follows:

1-1. Unit commanders shall not make changes or additions to this supplement.

1-2. Project officers may prescribe uniform changes IAW CAPM 39-1 appropriate for their activity with prior written permission from the wing commander no less than 14 days before that activity. These uniform changes may be worn only while performing the duty for which they were authorized and only within the boundaries of New Jersey Wing. Once the activity has concluded these changes will no longer be authorized for wear.

1-4. Members may submit recommendations for changes to this supplement to the wing director of personnel through their chain of command. Recommendations will be reviewed by the uniform policy committee and submitted to the wing commander for final review and approval.

| Table 1-1. Wearing the CAP Uniform | | | |
|---|--------------------|-----------------|---|
| Members: | | | |
| Wear | Do Not Wear | Optional | When Conducting CAP Business |
| X | | | attending monthly wing staff meetings at NJ Wing Headquarters. The service uniform, CAP blazer combination, aviator shirt, New CAP Corporate Uniform apparel shall be worn. |
| X | | | attending meetings other than monthly wing staff meetings at NJ Wing Headquarters. Any authorized CAP uniform may be worn unless otherwise directed by the wing commander or project officer. |

NOTES:

3. Added. New Jersey Wing Members should refrain from wearing flight suits when not performing flight related duties.

Figure 2-17. Men's and Women's Battle Dress Uniforms (Senior Members and Cadets)

NOTES:

7. New Jersey Wing Shoulder Patch: Shall be worn centered ½ inch below shoulder seam on left sleeve.
8. New Jersey Wing Emergency Services Academy Patches: Worn on the lower portion of the left breast pocket centered between left and right edges and bottom of flap and pocket. NJ Wing ES Patches issued prior to 1 October 2006 are not authorized for wear.
9. Unit Patches, authorized by the Wing Commander, are worn on right breast pocket centered between left and right edges and bottom of flap and pocket. Unauthorized or non-compliant unit patches will not be worn.

Figure 2-18. Men's and Women's Field Jacket (Senior Members and Cadets)

NOTES:

7. New Jersey Wing Shoulder Patch: Shall be worn centered ½ inch below shoulder seam on left sleeve.
8. New Jersey Wing Emergency Services Academy Patches: Worn on the lower portion of the left breast pocket centered between left and right edges and bottom of flap and pocket. NJ Wing ES Patches issued prior to 1 October 2006 are not authorized for wear.
9. Unit Patches, authorized by the Wing Commander, are worn on right breast pocket centered between left and right edges and bottom of flap and pocket. Unauthorized or non-compliant unit patches will not be worn.

Figure 2-26. Men's Headgear

NOTES:

1. Service Cap is authorized for cadet officers.
4. NJ Wing Baseball Cap: May be worn only in NJ Wing with BDU's, utility uniforms, field uniforms, and flight suits. This cap is not authorized for wear on an active flight line but may be worn inside aircraft. Rank insignia is not authorized for this cap.

Figure 2-28. Women's Headgear**NOTES:**

1. Service Cap is authorized for cadet officers.
4. NJ Wing Baseball Cap: May be worn only in NJ Wing with BDU's, utility uniforms, field uniforms, and flight suits. This cap is not authorized for wear on an active flight line but may be worn inside aircraft. Rank insignia is not authorized for this cap.

| Table 2-1. Men's Service, Mess Dress, and Semiformal Uniforms | | | | | | | | |
|--|------------------------|-------------------|---------------------------------|-------------------|--------------------|------------|--------------------------|--|
| Line | Item | New Service Dress | Old Service Dress (Cadets Only) | Long Sleeve Shirt | Short Sleeve Shirt | Mess Dress | Semiformal (Cadets Only) | Wear Instructions/Materials |
| 12 Added | Headgear (Service Cap) | X | X | X | X | | | Authorized for wear in NJ Wing by cadet officers |

| Table 2-2. Women's Service, Mess Dress, and Semiformal Uniforms | | | | | | | | |
|--|------------------------|-------------------|---------------------------------|-------------------|--------------------|------------|--------------------------|--|
| Line | Item | New Service Dress | Old Service Dress (Cadets Only) | Long Sleeve Shirt | Short Sleeve Shirt | Mess Dress | Semiformal (Cadets Only) | Wear Instructions/Materials |
| 14 | Headgear (Service Cap) | X | X | X | X | | | Authorized for wear in NJ Wing by cadet officers |

| Table 2-3. Men's and Women's Battle Dress Uniforms | | |
|---|------------------------------|---|
| LINE | Item | Wear Instruction/Materials |
| 6 | (NJ Wing Baseball Cap) | Worn squarely on the head with no hair protruding in the front of the cap. When not being worn it may be attached to either lower cargo pocket button on the BDU or Field Uniform trousers. The cap shall be a six-panel baseball cap, solid Navy Blue in color (PANTONE BLUE 280), made of cotton or cotton-polyester twill with adjustable snap or Velcro closure. The unit charter number, NJ###, shall be embroidered in Air Force Yellow (PANTONE YELLOW 116), 1 inch tall, block letters and numbers, centered ½ inch above visor. Rank insignia is not authorized. |
| | (NJWG Activity Baseball Cap) | Worn only during the activity for which it is authorized. Materials, color, and insignia will be outlined in writing and approved by the wing commander. Rank insignia is not authorized. When not worn, the cap may be attached to either lower cargo pocket on the BDU trousers. |
| 12 | (Undershirts) | NJ Wing personnel will wear black undershirts with BDU's. Unit commanders may prescribe unit designation, and cloth, embroidered or silkscreen emblem, to be worn on left side of chest not to exceed 5 inches in diameter. |

NOTES: Added

1. PANTONE colors are listed to eliminate ambiguity, allowing most manufacturers to closely match these values.

| LINE | Item | Wear Instruction/Materials |
|-------------|-------------|---|
| 6 | Headgear | NJ Wing Baseball Cap is authorized for both men and women. NJWG Activity Baseball Cap for both men and women will be worn only during the activity for which it is authorized |

NOTES:

- Members should refrain from wearing flight suits when not performing flight related duties.

| LINE | Item | Wear Instruction/Materials |
|-------------|-------------|---|
| 6 | Headgear | NJ Wing Baseball Cap is authorized for both men and women. NJWG Activity Baseball Cap for both men and women will be worn only during the activity for which it is authorized |

NOTES:

- Members should refrain from wearing flight suits when not performing flight related duties.

| LINE | Item | Wear Instruction/Materials |
|-------------|------------------------------|---|
| 6 | (NJ Wing Baseball Cap) | Worn squarely on the head with no hair protruding in the front of the cap. When not being worn it may be attached to either lower cargo pocket button on the BDU or Field Uniform trousers. The cap shall be a six-panel baseball cap, solid Navy Blue in color (PANTONE BLUE 280), made of cotton or cotton-polyester twill with adjustable snap or Velcro closure. The unit charter number, NJ###, shall be embroidered in Air Force Yellow (PANTONE YELLOW 116), 1 inch tall, block letters and numbers, centered ½ inch above visor. Rank insignia is not authorized. |
| | (NJWG Activity Baseball Cap) | Worn only during the activity for which it is authorized. Materials, color, and insignia will be outlined in writing and approved by the wing commander. Rank insignia is not authorized. When not worn, the cap may be attached to either lower cargo pocket on the BDU trousers. |

NOTES: Added

- PANTONE colors are listed to eliminate ambiguity, allowing most manufacturers to closely match these values.

6-8. Added. NJ Wing Specific Patches. Design and approval procedures for NJ Wing Organizational, Emergency Services Academy, and Special Activity Patches are described below. Wear of these patches is listed in Table 6-4. Unit organizational patch designs must be reviewed and approved by the wing commander before being manufactured.

- Guidelines for design of NJ Wing Unit Organizational, Emergency Services Academy, and Special Activity Patches are contained in Attachment 3 of this supplement. These guidelines are based on Air Force Instruction 84-105, Organizational Lineage, Honors, and Heraldry and to the Guide to Air Force Heraldry: <http://www.au.af.mil/au/afhra/heraldry/heraldry.html>.
- Approval and issuance of NJ Wing Unit Organizational patch designs. Designs must be reviewed and approved by the wing commander. Application for approval is done by submitting, through the chain of command, NJWG Form 39 accompanied by a full color print out of the design and an electronic version in either JPG or GIF format. Upon approval the patch may be sent for manufacture. The unit commander is responsible for the issue of the patches.
- Approval and issuance of NJ Wing Emergency Services Academy, and Special Activity Patch designs. Designs must be reviewed and approved by the wing commander no later than 90 days prior to the activity. The Project Officer for the activity will submit NJWG Form 39 accompanied by a full color print out of the

design and an electronic version in either JPG or GIF format. Upon approval the patch may be sent for manufacture.

These patches will be awarded according to the requirements of the activity. Additional patches may only be obtained from the NJ Wing Supply Officer upon submission of proof of graduation from the activity.

- d. Immediately upon manufacture, one of any type patch approved by wing/region must be forwarded to CAP NHQ, Attn: National Curator, for inclusion in the CAP historical archives and one shall be sent to NJ Wing Headquarters for inclusion in the NJ Wing historical archives at NJ Wing Headquarters.
- e. NJ Wing Administrative Officer shall keep a log of all NJ Wing Unit Organizational, Emergency Services Academy, and Special Activity Patches approved by the wing commander.
- f. Unit Administrative Officers shall keep a copy of their approved NJWG Form 39 on file at the unit headquarters.

| Table 6-4. Wear of Badges, Patches, and Devices on Flight Suits, BDUs, Utility Uniforms and Field Uniforms. | | | | |
|--|---|-------------------------------------|--|--|
| ITEM | If an individual wears the | then it will be regular size | and it will be worn | and the following rules will be observed |
| 10 | Organizational (Unit)Patch | embroidered | centered on the lower portion of the right breast pocket of BDU or field uniform shirt and BDU or dark blue field jacket between left and right edges and bottom of flap and pocket. | Patch must be approved by wing commander. |
| 21 | Wing Patch | embroidered | centered 1/2 inch below shoulder seam on left sleeve field uniform shirts | |
| 27 Added | Revised NJ Wing ES Academy Patches: GSAR, UDF GSAR Advanced, GSAR Instructor, Tracker, etc. | embroidered | centered on the lower portion of the left breast pocket of BDU or field uniform shirt and BDU or dark blue field jacket between left and right edges and bottom of flap and pocket. | Patch must be approved by wing commander. Awarded upon graduation from NJ Wing ES Academics. |
| 28 Added | Special Activity Patches: Dragon Competition Team, Falcon Flight Encampment, etc. | embroidered | centered on the lower portion of the left breast pocket of BDU or field uniform shirt and BDU or dark blue field jacket between left and right edges and bottom of flap and pocket. | Patch must be approved by wing commander. Awarded to participants of the special activity. |

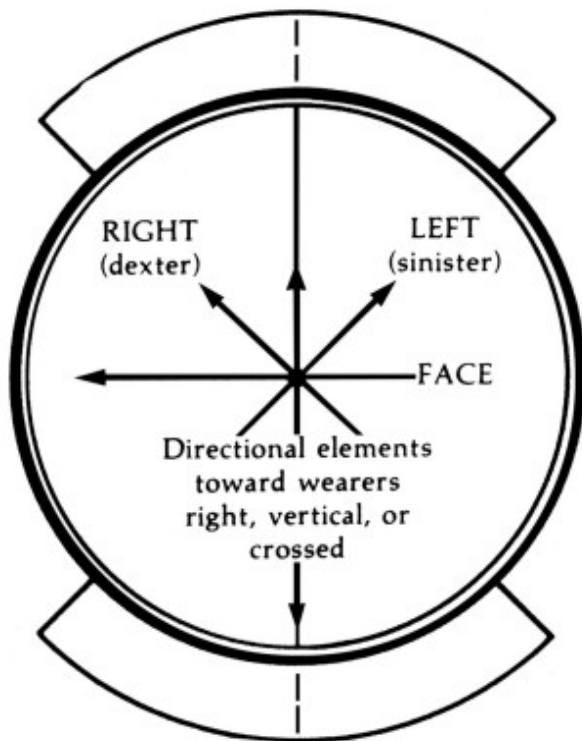
ATTACHMENT 3 Added.

GUIDELINES FOR DESIGN OF NEW JERSEY WING UNIT ORGANIZATIONAL, ES ACADEMY, AND SPECIAL ACTIVITY PATCHES

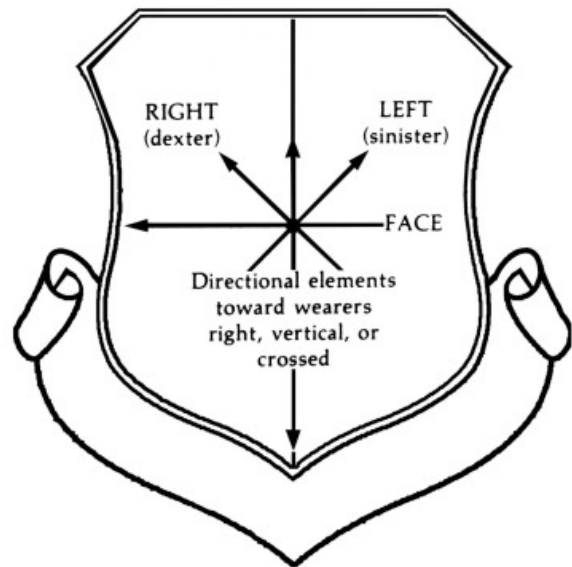
Additional information on patch design can be found in AFI 84-105 Organizational Lineage, Honors, and Heraldry and Guide to Air Force Heraldry <http://www.afhra.af.mil/organizationalrecords/guide.asp>

An organization's emblem design should focus on the organization's primary or historical mission. Find symbols that illustrate the key word in your description. A portcullis, a chain, a geometric pattern suggesting bars, a lock, or a scale of justice can all be symbols representing security. The actual badge and gun used to defend a base are not acceptable heraldic symbols of security. The organization can also include symbols that illustrate the organization's history and that reflect the parent organization and the quality and excellence of its personnel who perform the functions. Arranging symbols in a visually interesting way is just as important to an effective design as is selecting the right symbol. Quartering a shield or a disc and placing a symbol in each quarter has become a heraldic cliché. There are hundreds of ways to devise a shield in heraldry. The designer should try to avoid the obvious, use imagination, do research. The elements of design, proportion, symmetry, value, and hue make your design interesting. Simple bold designs with contrast are the ones remembered best, not the overly detailed pictorial ones. Such simple designs also result in more striking and recognizable distinctive patches.

Types of Emblems



Circular Patch for Squadrons & Flights
3" Diameter Disc Max Height 4" w/2 scrolls



Shield Patch for Groups & Above
3" Tall and 3" Wide

ATTACHMENT 3 *continued*

The shield design should have only one scroll, located below. The scroll usually displays an establishment's designation (See AFI 84-05, paragraph 3.3.2.). On the scroll of the shield, the flag-bearing organization must limit the number of characters (letters and numbers) and spaces to 36. To contrast with the flag field, the scroll must be white with a yellow border and blue lettering.



The disc design for units at the squadron level may have either one or two scrolls. The unit designation should always appear on the bottom scroll (AFI 84-105, paragraphs 3.4.2 and 3.4.3). Both scrolls are the same size, as outlined in AFI 84-105, paragraph 3.4.4. The emblem of the Jack Schweiker Composite Squadron is an example of a disc designed with two scrolls. The unit motto "First to Find" is on the upper scroll, leaving the lower scroll open for the unit designation. The typeface and type size should be as follows: All caps, for Corel Draw use Switzerland black condensed, or for Microsoft products use Arial black, 36 points, except "st," "th," and "d" at the end of numbers should be 25 points. On the scroll(s) of the disc, the number of characters and spaces must not exceed 30; to accommodate this number, the scroll(s) may extend up to 90, 120, or 150 degrees of the arc. Both must be of the same arc length and have borders for quality manufacture. The border of the disc and scroll(s) must match the color of the lettering, per AFI 84-105, paragraph 3.7.4.(e).

Emblem designs must not duplicate other emblems. On the other hand, an organization wishing to incorporate on its own emblem, an element common to its parent organization's emblem may do so.

The colors of an emblem often have significance but that is always secondary to the symbolism of the emblem. The colors of the Air Force, ultramarine blue (Pantone 654C) and Air Force yellow (Pantone 116), should appear in the design; the blue represents "the sky", the primary theater of Air Force operations, while Air Force yellow represents "the sun" and the excellence required of Air Force personnel. A note of caution, ultramarine blue, while it represents the sky, is not a light blue; an ultramarine blue shield or disc is fairly dark and requires charges of good contrast. A rule of thumb when assigning color to design elements is to use colors that contrast: dark on light, light on dark. Heraldry divides colors into metals -- gold (yellows) and silver (white, silver gray) -- and colors (reds, blues, greens). The cardinal rule of heraldry is no metal on metal and no color on color. The positive and negative association of twelve colors appears on the Guide to Air Force Heraldry website for personnel who are considering the design of organizational emblems.

ATTACHMENT 3 *continued*

Ensure that the design:

1. Contains the colors Air Force yellow and ultramarine blue.
2. Is limited to ten colors within the disc or shield (including black and white).
3. Is dignified and in good taste.
4. Contains elements that are either vertical, horizontal, crossed, or face to the right (emblem left).
5. Contains no more than three elements (see the Guide to Air Force Heraldry appendix for definition of an element).
Does not contain very small, detailed art work that will be rendered unrecognizable in reductions to patch size. The most effective patch designs are simple and bold with high color contrasts.
6. Is symbolic of history, accomplishments, and mission.
7. Has no specific types of aircraft, missiles, or other equipment.
8. Has no symbols of a morbid character, games of chance, caricatures, or cartoon-type characters.
9. Has no maps or outlines of specific geographic landmarks.
10. Has no numbers or letters within the design area.
11. Does not duplicate any known, existing emblems.
12. An emblem motto must not infringe on registered trademarks such as a corporate slogan, must be in good taste, and avoid the use of words that may be offensive.
13. The motto should not be more than 36 letters and spaces for shields or 24 letters and spaces for discs. No commas, dashes, or apostrophes can be used. In years past, the motto was usually written in Latin. Although English is now preferred, other languages may be used (See AFI 84-105, paragraph 3.7.3).

Completing NJWF 39, G Form 39

1. Section I – Unit or Activity Information: If application is for an activity list the Office of Primary Responsibility (ie. Emergency Services or Cadet Programs)
2. Section II – Picture of Patch: Include a full color print out of the design and an electronic version in either JPG or GIF format stored on appropriate electronic storage media (ie. CD or Flash Drive).
3. Section III – Patch Heraldry and Significance: This statement explains what the emblem's symbolic elements portray or signify to the organization's personnel. Each element in the design must have a meaning, representing either the organization's history or mission. Explain the significance of colors used in the design. If a motto is used explain the motto as well.
4. Section IV – Wear Instructions: Include who may wear the patch and when the patch may be worn. Unit and Activity Patches may only be placed centered on the lower portion of the left breast pocket of BDU or field uniform shirt and BDU or dark blue field jacket between left and right edges and bottom of flap and pocket.
5. Forward up the chain of command for approval.

NJWG Form 39 is available in the Wing Forms section of the NJ Wing, DragonNET website, www.njwg.cap.gov.