



IN WING SUPPLEMENT 1

CAPM 39-1

1 September 2014

Personnel

CIVIL AIR PATROL UNIFORM MANUAL

Personnel are reminded that this publication is a supplement. CAP directives including CAP/CC policy letters, etc. as found on www.cap.gov/pubs take precedence over this supplement and all are encouraged to watch for announcements about changes to Civil Air Patrol's uniform policy.

SUMMARY OF CHANGES

This supplement has been revised due to the re-release of CAPM 39-1. Changes are highlighted and reflect layout and numbering changes in the new manual.

CAPM 39-1, dated 26 June 2014, is supplemented as follows:

CHAPTER 1 -- GENERAL INFORMATION

1.2.4. When to Wear a CAP Uniform.

1.2.4.5. (Added) Dress and Appearance in Government Buildings in the State of Indiana (Added). All Indiana Wing personnel that are conducting business or participating in an activity in federal or state government buildings off of a military installation will follow the below guidelines. Members are reminded that there are separate guidelines set by National Headquarters for uniforms worn in the National Capitol area.

1.2.4.5.1. (Added) When representing Civil Air Patrol in a state or federal government building, adult officers and cadets should wear an appropriate combination of the service dress or new corporate uniform, the CAP blazer uniform, the aviator shirt with epaulets or appropriate civilian attire. At a minimum, with the uniform, members will wear a tie or tab. Officers should confer in advance to ensure that all participants are in the same uniform or, at the least, a similar level of formality. In no case will USAF BDUs, flight suits, or utility uniforms or their corporate equivalent be worn. Additionally, members will ensure they are properly groomed in accordance with CAPM 39-1 for the uniform they are wearing.

1.2.4.5.2. (Added) Special consideration should be given when representing Civil Air Patrol in the State Capitol building (to include meeting with state officials, meeting in committee rooms, etc.). Typically, the USAF or corporate service dress coat or blazer uniform will be worn. Cadets may alternatively wear the short or long sleeve service uniform with tie/tab and without a service coat.

1.2.4.5.3. (Added) Appropriate civilian attire for adult officers and cadets representing Indiana Wing in government buildings does not include activity knit or t-shirts with CAP, unit or CAP activity emblems on them when representing Civil Air Patrol. Civilian clothing for both male and female members should be of a level of formality commensurate with professionally representing Civil Air Patrol.

1.2.4.5.4. (Added) Personnel responding to an emergency services mission as authorized by AFRCC or other appropriate authority are excused from this policy.

1.2.4.5.5. (Added) Units that conduct their weekly meetings in government buildings are authorized to wear uniforms as designated by their unit commander. Commanders should use discretion in determining which uniform is appropriate.

CHAPTER 6 – OUTERGARMENTS, HEADGEAR, RANK INSIGNIA AND ACCESSORIES

6.2.9. CAP Baseball CAP

6.2.9.1. (Added) CAP Baseball Cap. The National Emergency Services Academy (NESA) ballcap is authorized for wear within the Indiana Wing; the “Indiana Wing ballcap” as released by Wing Headquarters is also authorized for general wear within the Wing. Additionally, local unit commanders may authorize a unit specific ballcap for members of their units. The color, material, unit designation, or silk screen organizational emblem or badge on a locally authorized ballcap, will be prescribed by the unit commander. Emblem or badge, if authorized, will be centered 1/2 inch above visor. No grade insignia is authorized on this cap, or any other CAP ballcap, and no emblems (clouds, darts, etc.) may be worn on the cap visor. The Wing Commander retains the authority to disapprove a unit ball cap, and so commanders are encouraged to submit designs for review in advance of purchasing.

CHAPTER 9 -- DISTINCTIVE UNIFORMS, ITEMS AND EQUIPMENT

9.4.1. Shoulder Cords

9.4.1.1. (Added) Cadet recipients of the following awards are authorized to wear a blue and white woven shoulder cord (as provided by Wing Headquarters) on the left shoulder in the 12 months following the presentation of these wing-level awards recognizing these special honor positions.

9.4.1.1.1. (Added) Lt Col Russ Hollenbeck Cadet of the Year

9.4.1.1.2. (Added) David Dennis Memorial Award

9.4.1.1.3. (Added) Air Force Sergeants Association (AFSA) Outstanding Cadet NCO of the Year

9.4.1.1.4. (Added) Brewer Awards – Cadet

9.4.1.2. (Added) Cadet participants in the Indiana Wing Cadet Executive Program are authorized to wear a blue and scarlet woven shoulder cord (as provided by Wing Headquarters) during the duration of their participation in the program to recognize these special honor positions.

9.4.6. Beret

9.4.6.1. (Added) Individuals holding an active rating in the following operational specialty areas are authorized to wear a dark blue, Air Force style beret (with appropriate cap device) on actual/training missions and exercises or unit sponsored ES training.

9.4.6.1.1 (Added) Ground Branch Director

9.4.6.1.2 (Added) Ground Team Leader

9.4.6.1.3 (Added) Ground Team Member Level 1, 2 and 3

CHAPTER 10 – BADGES AND SPECIALTY INSIGNIA

10.7.6. Wing Patch. Wear of the Indiana Wing patch on the BDU and blue field uniform is mandatory effective 1 Oct 08. Wear on the flight suit, utility uniform and flight jacket is optional. Patch will not be creased (i.e., by pressing with an iron).

10.7.8. Organizational Patch. Must be approved by the Wing Commander in accordance with Attachment 10 (Added).

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Commander, Indiana Wing

ATTACHMENT 10 – DESIGN GUIDELINES FOR SUBORDINATE UNIT PATCHES (ADDED)

A10.1 Organizations need visible symbols in the form of emblems to promote esprit de corps, morale, and a sense of heritage. Organizational emblems approved by the Indiana Wing Commander must meet the following requirements for new patches approved after 1 Jul 07. Approved patches, with images and supporting documentation as available, will be maintained on the wing website which will serve as the record of approvals.

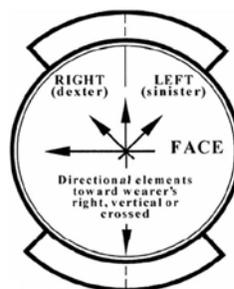
A10.2 Eligibility. Groups and squadrons may have organizational emblems and mottoes. If a group or squadron uses or displays an emblem designed after 1 July 07, it must meet the following standards.

A10.3 Approval Process. Units will submit an approval memorandum, through channels, for the Wing Commander's signature with a color picture file of the proposed unit emblem attached. An explanation of the symbolism of the patch should also be provided.

A10. 4. Layout and Form:

A10.4.1 Groups: Group emblems will be displayed on a shield (see figure A10.1). A group will put its designation or an approved motto on the scroll below the shield. Group headquarters units will use their approved group patch as their organizational patch.

Figure A10.1 Group-level Organizational Shield Figure A10.2 Unit-Level Organizational Emblem



A10.4.2 Squadrons. Squadron emblems will be displayed on a roundel (see figure A10.2). A squadron will put its designation on a scroll below the disc and a motto, if one exists, on the scroll above the disc. Personnel assigned to IN001 may also wear a patch displayed on a roundel of this type for their organizational patch, to avoid wearing the wing patch twice on the uniform.

A10.4.3. Heraldry. Designers are encouraged to look for Air Force heraldry guidance at <http://www.afhra.af.mil/organizationalrecords/guide.asp>. Emblem designs and mottoes must:

- * Reflect favorably on Indiana Wing, Civil Air Patrol, the United States Air Force, and the United States of America.
- * Be original, distinctive, dignified, and in good taste (non-controversial).
- * Emblems should include the Air Force colors of blue and gold and/or the Civil Air Patrol colors of red, white and blue. Total colors should generally not exceed three for the emblem.
- * Emblems should typically include two or three design elements. Designers are reminded that clarity of design is important in helping others identify the unit emblem.