



HEADQUARTERS  
NEW JERSEY WING - CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
P.O. BOX 16099  
MCGUIRE AFB, NJ 08641-6099



1 November 2006

MEMORANDUM FOR: NJ UNIT COMMANDERS

FROM: NJ-001/CC

SUBJECT: NJWG Supplement to CAPM 39-1 1 November 2006

1. This policy letter clarifies procedures for unit and activity patch approvals in New Jersey Wing.
2. All current unit organizational patch designs must be reviewed and approved by the wing commander. Any unit whose patch does not conform must submit an explanation why it does not conform to the wing commander for review and may be required to redesign the patch at the wing commanders direction. All units who currently have patches must submit their patch for review according to paragraph 4 below no later than 31 March 2007.
3. NJ Wing Activity Patch designs must be reviewed and approved in writing by the wing commander. Project officers for these activities must submit their patch for review according to paragraph 4 below no later than 90 days prior to the activity. 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.
4. Submission of designs for review will entail the following:
  - a. A completed NJWG Form 39 with a printed copy of the emblem design in color attached.
  - b. A CD of the proposed emblem in JPG or GIF format with a minimum resolution of 200 dpi.
  - c. If the submission is for the review of an existing patch, submit an actual patch in addition to items a and b above.
5. 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. One shall also be sent to NJ Wing Headquarters for inclusion in the Wing historical archives.
6. Unauthorized and/or non-compliant unit patches will not be worn after 31 May 2007

A handwritten signature in blue ink, appearing to read "Robert J. McCabe".

ROBERT J. MCCABE, Colonel, CAP  
Commander

cc: DP  
NJ Commanders  
NER/CC



**Personnel – General**

**CIVIL AIR PATROL UNIFORM MANUAL**

CAPM 39-1, 23 March 2005, is supplemented as follows. This establishes uniform wear only within New Jersey Wing.

**SUMMARY OF CHANGES.** All previous NJ Wing supplements to CAPM 39-1 are rescinded. This supplement has been completely revised. Section 6-6 contains additional information on NJ Wing Unit Organizational, Emergency Services Academy, and Special Activity Patches.

**1-1. Policy – Page 5.** Unit commanders shall not make changes or additions to this supplement.

**1-2. Command Responsibility – Page 5.** 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. How to Recommend Changes to the Uniform – Page 5.** 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 approval.

<b>Table 1-1. Wearing the CAP Uniform – Page 6</b>			
<b>Members:</b>			
<b>Wear</b>	<b>Do Not Wear</b>	<b>Optional</b>	<b>When Conducting CAP Business</b>
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. 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) – Page 32.**  
**and**

**Figure 2-18. Men’s and Women’s Field Jacket (Senior Members and Cadets) – Page 33.**

**NOTES:**

7. New Jersey Wing Shoulder Patch: 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 after 1 January 2007.

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 after 1 January 2007

Supersedes all previous NJWG Supplements to CAPM 39-1

OPR: DP

Distribution: Each Unit (1); Northeast Region HQ/DP (1); National HQ/DP (1)

**Figure 2-26. Men's Headgear – Page 41. and Figure 2-28. Women's Headgear – Page 43.****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.

<b>Table 2-1. Men's Service, Mess Dress, and Semiformal Uniforms Page 51</b>								
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	Headgear (Service Cap)	X	X	X	X			Authorized for wear in NJ Wing by cadet officers

<b>Table 2-2. Women's Service, Mess Dress, and Semiformal Uniforms Page 59</b>								
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

<b>Table 2-3. Men's and Women's Battle Dress Uniforms – Page 62, 63</b>		
<b>Table 4-7. Men's and Women's CAP Field Uniforms – Page 87</b>		
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:**

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

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Table 2-4. Men’s and Women’s Flight Suit – Page 64		
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:**

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

Table 4-5. Men’s and Women’s CAP Blue Flight Suits – Page 86		
LINE	Item	Wear Instruction/Materials
5	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:**

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

**6-6. Description and Proper Placement on BDU, Utility Uniform, Field Uniform and Flight Suits – Page 105.** 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.

- a. 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>.
- b. 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.
- c. 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.

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<b>Table 6-4. Wear of Badges, Patches, and Devices on Flight Suits, BDUs, Utility Uniforms and Field Uniforms. – Page 111</b>				
<b>ITEM</b>	<b>If an individual wears the</b>	<b>then it will be regular size</b>	<b>and it will be worn</b>	<b>and the following rules will be observed</b>
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	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 Academys.
28	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.

//SIGNED//

ANNA SCHEIDLY, Major, CAP  
Administration Officer

//SIGNED//

ROBERT McCABE, Colonel, CAP  
Commander

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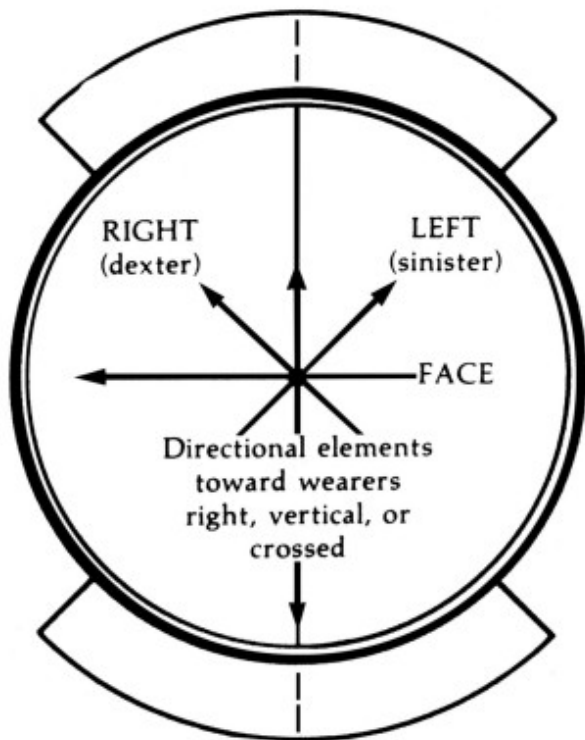
Distribution: Each Unit (1); Northeast Region HQ/DP (1); National HQ/DP (1)

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

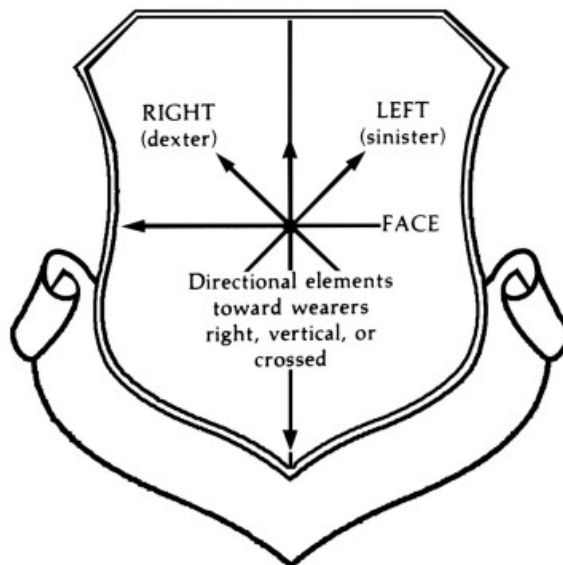
Additional information on patch design can be found in  
AFI 84-105 Organizational Lineage, Honors, and Heraldry and  
Guide to Air Force Heraldry <http://www.au.af.mil/au/afhra/heraldry/heraldry.html>

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/scrolls



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

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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 and Air Force yellow, 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.

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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 NJWG 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 Forms section of the NJ Wing website, [www.njwg.cap.gov](http://www.njwg.cap.gov)

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**REQUEST FOR AND APPROVAL OF PATCHES**

I. UNIT / ACTIVITY INFORMATION			
Unit or Activity Name	Charter Number	Group or OPR	
II. PICTURE OF PATCH			
<input type="checkbox"/> A full color graphic of this patch is attached <u>and</u> <input type="checkbox"/> an electronic copy is included.			
III. PATCH HERALDRY & SIGNIFICANCE (use reverse if additional space is required)			
IV. WEAR INSTRUCTIONS			
I certify that this patch meets all pertinent New Jersey Wing directives regarding patch design.			
Unit Charter No.	Signature of Requester	Typed Name and Grade of Requester	
Approved, Action # <input type="checkbox"/>	Signature of Flight/Squadron Commander	Flight/Squadron	Date
Approved, Action # <input type="checkbox"/>	Signature of Group Commander	Group	Date
Approved, Action # <input type="checkbox"/>	Signature of Wing Commander	Wing	Date

NJWG FORM 39 15 OCT 06

**Sample NJWG Form 39**

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