



VTWG Supplement 1

CAP REGULATION 110-3

30 January 2023

APPROVED/B. Wilson/CAP/HO

History

Civil Air Patrol Heraldry Program

CAP Regulation 110-3, dated 25 January 2021 is supplemented as follows:

**8.3.1. Added.** VTWF 110-3, Unit Emblem and Patch Review Checklist is used to ensure units submitting emblem approval requests are following the standards set forth in CAPR 110-3 and to document wing comments that are needed before submission to the region commander. In the event that the Wing Historian is not available, send emblem approval requests to the Wing Director of Administration. The VTWF 110-3 is not to be forwarded to region with the emblem proposal package in accordance with CAPR 110-3, section 8.5. The emblem approval package must have the Wing Commander's approval in order to be sent to higher headquarters for review and approval.

**8.6.1 Added.** Upon manufacture, three patches, shall be sent to the VT Wing Director of Administration who shall keep a log of all VT Wing Unit Organizational Patches. One patch will be placed in the VT Wing Headquarters Historical Patch Display Collection, if possible. Another patch will be placed in the unit's file with a copy of the emblem proposal package and region approval document, and the third patch will be sent to NHQ/HO, Attention Morse Center along with the approval package.

**8.6.2. Added.** Unit Administrative Officers will keep a copy of their emblem proposal package, region approval document and an actual patch on file at their unit headquarters.

Peter Slocombe, Lt Col, CAP  
Interim Commander

**Attachment 1**

**Compliance Elements**

There are no compliance elements for this supplement.

## UNIT EMBLEM DESIGN CHECKLIST

Unit emblems must reflect favorably on Civil Air Patrol and the United States Air Force; be original, distinctive, dignified, and in good taste; and non-controversial. Emblem design should be uncluttered and as simple as possible.

Follow instructions in CAPR 110-3 and use this checklist to ensure your design complies with the regulation.

Submit this form with your design memorandum and design artwork through your chain of command to the Wing Historian. In the absence of the Wing Historian, send the information to the Wing Director of Administration.

Charter #	Unit Name			
<b>Date Submitted</b>			<b>Date Wing Sends to Region</b>	
<b>Standardized Heraldry IAW CAPR 110-3 Section 6</b>	<b>Squadron Request</b>	<b>Yes/No</b>	<b>Wing Concur</b>	<b>Yes/No</b>
Squadron emblem with motto: 2 arcs				
Squadron emblem without motto: 1 arc				
Squadron name and motto may not exceed 30 characters and spaces  Common abbreviations may be used				
<b>Design Elements IAW CAPR 110-3, Section 7.3</b>	<b>Squadron Request</b>	<b>Yes/No</b>	<b>Wing Concur</b>	<b>Yes/No</b>
All symbols are placed inside the disc				
No more than three Design Elements				
Does not violate trademark or copyright laws.  Written permission of owner must be submitted				
Design does not contain unauthorized symbols, caricatures, military or CAP symbols/badges, numbers, weapons, etc.				
Does not include very small details that are difficult to reproduce or embroider				
Horizontal elements face to the wearer's right side				
Does not contain the CAP Emblem  (CAP Logo or roundel may be used)				

<b>Mottoes</b> <b>IAW CAPR 110-3 Section 7.4</b>	<b>Squadron Request</b>	<b>Yes/No</b>	<b>Wing Concur</b>	<b>Yes/No</b>
Meaningful and in good taste				
Does not repeat words from unit's name/designation				
Does not use punctuation such as dashes, dots, commas, explanation marks or quotation marks				
Mottoes in English are preferred, but if in a language other than English, provide an accurate English translation in the request for approval				
<b>Colors</b> <b>IAW CAPR 110-3 Section 7.5</b>	<b>Squadron Request</b>	<b>Yes/No</b>	<b>Wing Concur</b>	<b>Yes/No</b>
Does not contain metallic colors, glitz, highlights, dilution, shading, or other special effects				
No more than 6 colors used including black & white				
Follows the heraldic "rule of tincture". Section 7.5.3				
Uses office CAP colors Section 7.5.4				
Squadron scrolls may be any color, border of disc and scroll are not white, the border of the disc are the same color as lettering				
<b>Wing Review Recommendation</b>				