



CAP REGULATION 39-1

30 JULY 2020

APPROVED/S.PARKER/CAP/DP

Personnel

CIVIL AIR PATROL UNIFORM REGULATION

CAP Regulation 39-1, dated 5 March 2020 is supplemented as follows:

5.1.1.1.2.2. The wear of the NJ Wing patch is optional for New Jersey Wing members.

6.2.8.1. Added. NJ Wing Organizational Ball Caps shall be solid Navy Blue in color (PANTONE BLUE 280). The unit charter number, NJ###, in Air Force Yellow (PANTONE YELLOW 116), shall be embroidered on the front in 1-inch-tall, block letters and numbers, centered, with the base of the characters ½ inch above the visor.

6.2.8.2. Added. NJ Wing Activity Baseball Caps shall be worn only during the activity for which it is authorized. Materials, color, and activity designation or emblem will be approved in writing by the wing commander prior to purchase.

10.9.5. Added. Unit organizational patch designs must be reviewed by the Unit Patch Review Committee and approved in writing by the wing commander before being manufactured.

10.9.5.1. Added. Guidelines for design of NJ Wing Unit Organizational Patches are contained in Attachment 2 of this supplement. These guidelines are based on Air Force Instruction 84-105, Organizational Lineage, Honors, and Heraldry and AFD-130506-005, Guide to Air Force Heraldry: <http://www.afhra.af.mil/Information/Organizational-Records/Guide-to-Air-Force-Heraldry/>. These documents are posted in the DragonNET Forms and Publications webpage: <https://sites.google.com/a/njwg.cap.gov/wingforms/>.

10.9.5.2. Added. NJWG Form 39, Request for Approval of Organizational Patch Design is used to submit the design for review and approval. Application packets are submitted through the chain of command and must be accompanied by a full-size 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. Units that do not have a prior approved NJWG Form 39, as of 01 Jan 2017, may **not** re-order patches. These patches are not grandfathered, the design must be submitted for approval as if it were a new design. The unit commander is responsible for the issue of the patches to unit members.

10.9.5.3. Added. Upon manufacture, two patches shall be sent to the NJ Wing Director of Administration who shall keep a log of all NJ Wing Unit Organizational Patches. One patch will be placed in the NJ Wing Headquarters Patch Display Case and the other placed in the unit's file with the approved NJWF 39.

10.9.5.4. Added. Unit Administrative Officers shall keep their copy of their approved NJWF 39 on file at the unit headquarters along with a copy of the actual patch.

JOE H. ABEGG, Colonel, CAP
Commander

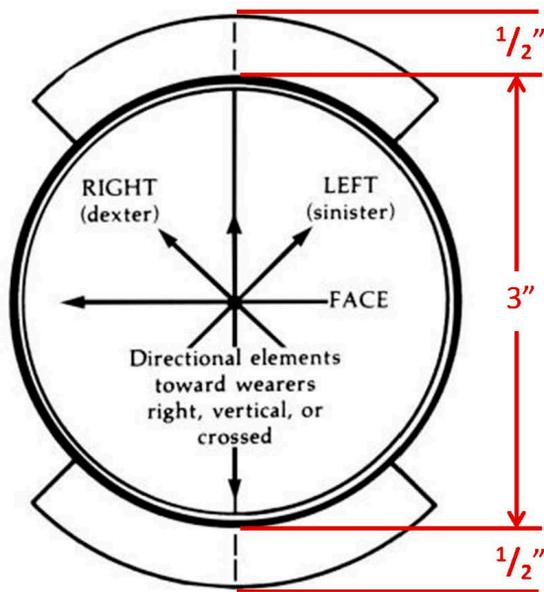
Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements for this supplement.

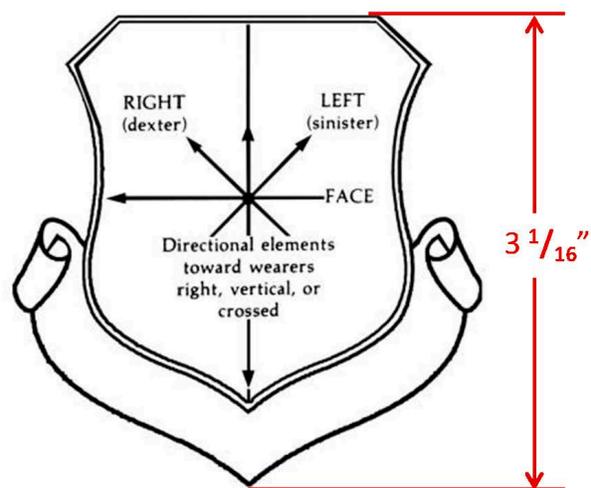
Attachment 2 GUIDELINES FOR DESIGN OF NEW JERSEY WING UNIT ORGANIZATIONAL PATCHES

A unit patch should focus on the squadron or group's primary or historical mission. Choose symbols that illustrate key characteristics of your unit. Symbols that illustrate the unit's history and that reflect the parent organization, the quality and excellence of its personnel, the duties they perform, etc. Arranging symbols in a visually interesting way is just as important to an effective design as is selecting the right symbol. 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. A good design visually depicts the organization's mission, history, and qualities, in symbolic form, so that members may wear it proudly.

Choose the correct size and shape for your unit patch.



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



Shield Patch for Groups & Above
3 1/16" Tall and 3" Wide

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/reflex 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/reflex blue, while it represents the sky, is not a light blue; an ultramarine/reflex 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.



The shield design for groups will have a background color of ultramarine/reflex blue. The scroll and shield will have a border color of Air Force Yellow. A single scroll with a white background located below the shield. The scroll displays the group or wing's name in ultramarine/reflex blue lettering. The total of characters and spaces should not exceed 36. Punctuation marks will not be used.

Both types of patches must contain the colors of Air Force yellow and ultramarine/reflex blue. Patches are limited to ten colors (including black and white). The most effective patch designs are simple and bold with high color contrasts.

The disc design for squadrons and flights may have either one or two scrolls. The unit designation should always appear on the bottom scroll. If 2 scrolls are used, both scrolls will be the same size. The unit motto will be on the top scroll. 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.



Patch designs shall:

1. Be dignified and in good taste.
2. Contain elements that are either vertical, horizontal, crossed, or face to the wearer's right.
3. Does not contain very small, detailed artwork that will be rendered unrecognizable in reductions to patch or letterhead (1 inch) size.
4. Is symbolic of history, accomplishments, and mission.
5. Has no specific types of aircraft, missiles, or other equipment.
6. Has no symbols of a morbid character, games of chance, caricatures, or cartoon-type characters.
7. Has no maps or outlines of specific geographic landmarks.
8. Has no numbers or letters within the design area.
9. Does not duplicate any known, existing emblems.
10. The 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.