

THE UNITED STATES AIR FORCE AUXILIARY

CIVIL AIR PATROL

...performing Missions for America!



MEMBER KIT

CORE VALUES

INTEGRITY

EXCELLENCE

RESPECT

VOLUNTEER SERVICE



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WELCOME TO CIVIL AIR PATROL



Welcome to Civil Air Patrol!

We are very proud that you are serving our great nation through grassroots volunteerism. Our members provide vital life-saving emergency services, mentor our young members and educate the public on the importance of air and space supremacy for America. We devote our time and resources to make each of our communities, and ultimately our nation, a better place to live, work and raise our families. Our Core Values of Integrity, Volunteer Service, Excellence, and Respect permeate all that we do. Civil Air Patrol has also established an ethics policy based on these core values that all members are required to adhere to. A copy of this policy is included in your packet.

You will have many important duties and responsibilities in CAP, not the least of which will be accepting new challenges! To help prepare for these challenges, we offer you opportunities to fly, to grow through professional development, to train for meeting national emergencies, and to participate in aerospace activities across the nation. I hope that you are eager to join all of the other CAP members in accomplishing our missions safely. In all of your endeavors in CAP, please keep safety first and foremost.

This is an exciting time to be a member of Civil Air Patrol. More than 65 years ago, during World War II, CAP flew patrols over America's coastlines. From those early homeland security missions, we have come full circle, and today are helping protect America from the ever-present threat of terrorism. Our work matters and you are the vital link! I wish you great success in your service through Civil Air Patrol.

SEMPER VIGILANS

A handwritten signature in black ink that reads "Amy Courter".

Amy Courter
Major General, CAP
National Commander

MALE UNIFORM

VARIATIONS ARE NOT SHOWN. FOR DETAILS ABOUT THIS UNIFORM, USE THE UNIFORM MANUAL (CAPM 39-1) FOUND ON "THE NEXT STEP" CD.



CAP Insignia

Cadets and seniors without grade wear centered 1" from edge on both collars.



Name Tag

Blue 3-line for cadets and gray 3-line for senior members. Centered on right breast, resting on but not over, top edge of pocket.



Badges and Ribbons

Specialty badges are worn centered below left pocket flap; aviation badges and specialty insignia are worn 1/2" above ribbons or pocket; ribbons are worn 3 or 4 across, resting on, but not over pocket.



Flight Cap/Hat Device

Senior Member Officers wear flight cap with blue and silver braid, with hat device centered on left side 1 1/2" from edge. Cadets wear flight cap with solid blue braid and cadet flight cap device (see female illustration) centered on left side 1 1/2" from edge.



Grade Insignia

Senior Member Officers wear embroidered gray epaulet. Cadet enlisted members wear metal chevrons centered on collar 1" from edge.



Belt Buckle

Silver tip of belt extends to the wearer's left; no blue fabric should show.



Pants

Front of pant leg should rest on front of shoe; slight break in crease, 7/8" longer on back side; do not blouse.

FEMALE UNIFORM

VARIATIONS ARE NOT SHOWN. FOR DETAILS ABOUT THIS UNIFORM, USE THE UNIFORM MANUAL (CAPM 39-1) FOUND ON "THE NEXT STEP" CD.



Grade Insignia

Senior Member Officers wear embroidered gray epaulet. Cadet enlisted members wear metal chevrons centered on collar 1" from edge.



CAP Insignia

Cadets and seniors without grade wear centered 1" from edge on both collars.



Name Tag

Blue 3-line for cadets and gray 3-line for senior members. Centered on right breast even with or up to 1 1/2" higher or lower than first exposed button, parallel to ground and even with bottom row of ribbons.



Badges and Ribbons

Aviation badges, specialty insignia and specialty badges are worn 1/2" above the ribbons. Ribbons are worn centered on left side, parallel to ground. Align bottom row of ribbons with name tag.



Flight Cap/Hat Device

Senior Member Officers wear flight cap with blue and silver braid, with hat device centered on left side 1 1/2" from edge, (see male illustration). Cadets wear flight cap with solid blue braid and cadet flight cap device centered on left side 1 1/2" from edge.



Belt Buckle

Silver tip of belt extends to the wearer's right; no blue fabric should show.



Pants

Front of pant leg should rest on front of shoe; slight break in crease, 7/8" longer on back side; do not blouse.

BATTLE DRESS UNIFORM

MALES AND FEMALES WEAR UNIFORM IN SAME MANNER. FOR DETAILS ABOUT THIS UNIFORM, USE THE UNIFORM MANUAL (CAPM 39-1) FOUND ON "THE NEXT STEP" CD.



Grade Insignia

Senior Member Officers wear embroidered ultramarine blue and white grade insignia centered on both collars, 1" from bottom edge. Cadet enlisted members wear metal chevrons in same position.



CAP Insignia

Cadets without grade wear device on both collars, 1" from bottom edge. Senior Members without grade wear embroidered ultramarine blue and white device centered on both collars.



CAP Tape

Centered on left breast, resting on, but not over, top edge of pocket.



Name Tag

Centered on right breast, resting on, but not over, top edge of pocket.



Hat Insignia

Cadet enlisted members and seniors and cadets without grade do not wear any device on the BDU hat. Officers wear grade insignia centered 1/2" above visor. Hat will not be worn rolled or crushed.



American Flag

Reverse American Flag is worn on right shoulder, 1/2" below sleeve seam, centered.



Sleeves

When up, sleeve material must touch or come within 1" of forearm when bent at 90-degree angle.



Pants

Pants must be bloused over combat boots.

SENIOR MEMBER ALTERNATE UNIFORM

VARIATIONS ARE NOT SHOWN. FOR DETAILS ABOUT THIS UNIFORM, USE THE UNIFORM MANUAL (CAPM 39-1) FOUND ON "THE NEXT STEP" CD.



Grade Insignia

Senior members wear embroidered grade insignia.



Name Tag

Gray name tag centered on right side, resting on, but not over, top edge of pocket.



Belt

Any type black belt with conservative buckle.



Pants and Shoes

Any type medium gray dress pants or slacks may be worn with any type plain black shoe.



Skirt

Any type medium gray skirt may be worn. Skirt length will be no longer than bottom of kneecap or shorter than top of kneecap.



Female Floppy Bow

Required with long-sleeve aviator shirt for females. Men must wear AF blue tie with long-sleeved shirt.



Badges and Ribbons

Aviation badges are worn 1/2" above pocket or ribbons if worn; bottom row of ribbons rest on, but not over top of pocket. Only CAP ribbons may be worn.

NEW CORPORATE UNIFORM

MALES AND FEMALES WEAR UNIFORM IN SAME MANNER. FOR DETAILS ABOUT THIS UNIFORM, USE THE UNIFORM MANUAL (CAPM 39-1) FOUND ON "THE NEXT STEP" CD.



Grade Insignia

Senior members and cadet officers wear blue epaulets. Cadets NCOs wear metal chevrons centered on collar 1" from edge.



Name Tag

Blue 3-line for cadets and blue 2-line for senior members. Centered on right breast, resting on, but not over, top edge of pocket.



Tie

Tie is required with long sleeved shirt; AF blue tie or female inverted V tab.



Pants and Shoes

AF pants or slacks must be worn. Front of pant leg should rest on front of shoe; slight break in crease, 7/8" longer on back side; do not blouse. Military-style shoes must be worn.



Flight Cap/Hat Device

Senior Member Officers wear flight cap with blue and silver braid, with hat device centered on left side 1 1/2" from edge. Cadets wear flight cap with solid blue braid and cadet flight cap device (see female illustration) centered on left side 1 1/2" from edge.



Badges and Ribbons

Aviation badges are worn 1/2" above pocket or ribbons if worn; bottom row of ribbons rests on, but not over top of pocket. Specialty badges are worn centered below left pocket. Females have the option of wearing specialty badges above the pocket.



Belt Buckle

Silver tip of belt extends to the wearer's right for females and to the left for males. No blue fabric should show.



Skirt

AF blue skirt. Skirt length will be no longer than bottom of kneecap or shorter than top of kneecap.

CADET GRADE



Cadet Airman



Cadet Airman First Class



Cadet Senior Airman



Cadet Staff Sergeant



Cadet Technical Sergeant



Cadet Master Sergeant



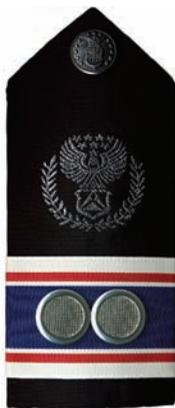
Cadet Senior Master Sergeant



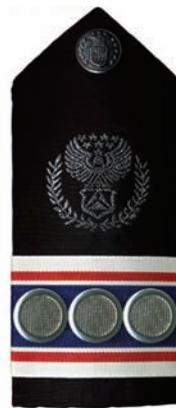
Cadet Chief Master Sergeant



Cadet 2d Lieutenant



Cadet 1st Lieutenant



Cadet Captain



Cadet Major



Cadet Lieutenant Colonel



Cadet Colonel

SENIOR MEMBER GRADE



Flight Officer



Technical Flight Officer



Senior Flight Officer



2d Lieutenant



1st Lieutenant



Captain



Major



Lieutenant Colonel



Colonel



Brigadier General



Major General

CIVIL AIR PATROL ETHICS POLICY

Scope

As a matter of fundamental principle, Civil Air Patrol (CAP) should adhere to the highest ethical standards because it is the right thing to do. This policy tasks all CAP members and employees to perform their missions in a manner that brings credit to the organization and themselves.

Statement of Ethics

CAP Ethics are built on a foundation of accountability, integrity, fairness and excellence. This means more than simple honesty—you have an affirmative duty to tell the whole truth. It embraces other attributes such as courage, responsibility, justice, openness, self-respect, humility, and excellence in each and every task we face. Your ethical conduct is a representation of Civil Air Patrol. Adherence to this statement of ethics is mandatory for all staff, board members and volunteers of CAP.

Ethical Standards

The Standards of Ethics include, but are not limited to:

1. Responsible stewardship of CAP's resources and assets.
We will strive for effective accounting/reporting systems, internal controls and competent staff. Only fair and inclusive hiring and promotional policies and practices will be used for all board, staff and volunteer positions. Integrity and honesty must be utilized in all transactions and dealings.
2. Avoidance of any conflicts of interest.
No board member, staff or volunteer may use corporate property, information or position for improper personal gain or benefit. Any individual who becomes aware of a conflict of interest or potential conflict of interest must report it appropriately.
3. Working relationships based on mutual respect, fairness and openness.
Board members, staff and volunteers will behave honestly and ethically at all times and with all people. Individuals will not take unfair advantage of anyone through manipulation, intimidation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.
4. Fair dealing in all external business relationships.
In order to preserve public perception of CAP, board members, staff and volunteers will act in good faith, with due care, and shall engage only in fair and open competition, by treating ethically all competitors, suppliers, customers, and colleagues. No gift or entertainment will be accepted by board members, staff, volunteers, that is excessive in nature or is not consistent with customary business practices.
5. Confidentiality
Board members, staff and volunteers must protect all sensitive and confidential information entrusted to them.

Compliance

Civil Air Patrol takes adherence to this policy very seriously. Any member and/or employee may immediately report any suspected violations through their respective chain of command. Any commander or supervisor who is made aware of an allegation of this Ethics Policy shall report it in accordance with the appropriate CAP or employee directive. In order to continue our tradition of excellence, integrity and service to our country, we have created an Ethics Policy. Compliance with this policy is mandatory. As representatives of this organization, your conduct must follow the highest ethical standards possible. We will not require you to sign a copy of this policy, but your membership or employment with CAP is contingent upon your acceptance of the policy.