



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

ROBERT J. MCCABE, Colonel, CAP
Commander

cc: DP
NJ Commanders
NER/CC