



**HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY**
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**NEW YORK WING POLICY LETTER 04-02
ATTACH TO CAPM 39-1**

1 OCTOBER 2004

WEAR OF CAP UNIFORMS BY SENIOR MEMBER PERSONNEL

Civil Air Patrol, as the United States Air Force Auxiliary, must adhere to the highest standards of professionalism and excellence. As such, Senior Members must adhere to proper uniform and grooming standards as set forth in the Civil Air Patrol Uniform Manual (CAPM 39-1); to include all authorized combinations noted therein (CAP Distinctive and CAP-USAF Style Uniforms). Senior Members who complete Level 1 Training and who hold Officer Grade are expected to adhere to these standards without exception. The unit commander is responsible to insure that all officers follow these guidelines. Senior Member Officers who fail to repeatedly correct uniform violations and infractions, given adequate time to do so, may be demoted back to Senior Member, removing all grade insignia, irrespective of the grade currently being held.

Unit commanders must document each occurrence, the course of action prescribed to fix the discrepancy and the time allotted for corrections to be made. Such documentation should be attached to the CAPF 2 "*Request for Promotion Action*" for the approving officer to review. The CAPF 2, if approved, should be submitted to National Headquarters, noting in Section 5 "Demotion Requested", that the grade requested is Senior Member (SM), and in Section 8 "Remarks" to note that the member is being reduce in grade as noted for repeated and habitual failure to properly maintain CAP Uniform Standards and follow orders from superiors.

Senior Members who correct the discrepancies may request reinstatement to the grade held prior to the demotion from their immediate commander. In no instance will a member who corrects the discrepancies noted be promoted to a grade less than what was held prior to the demotion.

**KYM JENNINGS, Captain, CAP
Director of Administration**

**AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron
OPR: DP