



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 900-2

31 DECEMBER 2012

Miscellaneous

CIVIL AIR PATROL NAME, SEAL, LOGO, COMMAND EMBLEM AND FLAG ETIQUETTE

This regulation describes the Civil Air Patrol name, seal, logo, and command emblem and prescribes policies for their use. This regulation also prescribes policy for use and display of United States and Civil Air Patrol flags and ceremonial destruction of the United States flag.

SUMMARY OF CHANGES.

The revised CAPR 900-2 includes the use of the Civil Air Patrol logo and Civil Air Patrol command emblem (Section A). Removes general information on the Air Force “Hap Arnold” symbol and rescinds the use of the Air Force “Hap Arnold” symbol cradled with CAP organizational emblems. **Note: Shaded areas identify new or revised material.**

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SECTION A—USE OF CIVIL AIR PATROL NAME, SEAL, LOGO AND COMMAND EMBLEM

1. Policy. The use of the Civil Air Patrol (CAP) name, seal, logo and command emblem is not permitted except as authorized herein.

2. Description.

a. Name. When used as a proper noun, the name Civil Air Patrol will be used as written without the definitive article “the” preceding it.

b. Civil Air Patrol Seal (see Figure 1). The design of the CAP Seal and its heraldic significance are set forth as follows. (See attachment 1 for download and color specifications.)

(1) Crest. The crest includes the American eagle, which is symbolic of the United States and air-striking power; the cloud formation behind the eagle depicts the creation of a new firmament; and the twists of the wreaths beneath the eagle incorporate the colors of the basic shield design

(2) Shield. The CAP logo is superimposed on the shield.

(3) Encircling Stars. The encircling 13 stars represent the original 13 colonies of the United States, and the three set apart at the top of the design portray the three departments within the Department of Defense —the Army, Navy and Air Force.

(4) Encircling Band. On the band encircling the design are the inscriptions “United States Air Force Auxiliary” and “Civil Air Patrol.”

(5) Colors. When the seal is reproduced in color, the background will be silver gray; the shield will be ultramarine blue; the triangle will be white; and the three-bladed propeller will be pimento red. The twists of the wreaths will be alternately white and ultramarine blue, and the eagle will be Air Force yellow in front of a white cloud. The 13 stars will be white and edged in ultramarine blue. The wide encircling band will be white and surrounded by a small Air Force yellow band and edged in ultramarine blue on the inside and two small Air Force yellow bands edged in ultramarine blue on the outside. The lettering inside the white band will be ultramarine blue.

c. Civil Air Patrol Logo (see Figure 2). The CAP logo consists of a white equilateral triangle, a three-bladed propeller in pimento red centered inside and an ultramarine blue equilateral line that outlines the triangle. Centered below the triangle are the words “Civil Air Patrol” in ultramarine blue. In cases where the organization’s name is already spelled out elsewhere, the words should not be duplicated. (See attachment 1 for download and color specifications.)

d. Civil Air Patrol Command Emblem (see Figure 3). The command emblem consists of the CAP logo (a three-bladed propeller in pimento red inside a white equilateral triangle) placed inside an ultramarine blue shield bordered by a thick Air Force yellow line. Centered below the shield are the words “Civil Air Patrol” in ultramarine blue inside a scroll of white. (See attachment 1 for download and color specifications.)

e. Former Civil Air Patrol Emblem. The former CAP emblem has been retired to heraldry and will no longer be used. CAP still controls the rights to the emblem. The former emblem consisted of an ultramarine blue disc on which a white equilateral triangle was superimposed. Within the disc in white were the words “USAF Auxiliary.” Centered above and contiguous to the disc was a red stripe on which the words “Civil Air Patrol” were superimposed.



Figure 1. Civil Air Patrol Seal



Figure 2. Civil Air Patrol Logo



Figure 3. Civil Air Patrol Command Emblem

3. Authorized Uses:

a. In accordance with Federal Statute 36 U.S.C. Section 40306, Civil Air Patrol shall have the sole and exclusive right to the name “Civil Air Patrol.”

b. The seal, logo and command emblem may not be altered, obscured or modified in any way or used as part of another emblem or logo without the approval from National Headquarters Public Affairs.

c. The Civil Air Patrol name, seal, logo and/or command emblem will not be used for personal gain. Additionally, the name, seal, logo and/or command emblem will not be used for any commercial purpose, except under licensing agreement as approved by the Chief Operating Officer after review by General Counsel. Approval from National Headquarters Public Affairs must be obtained to use the seal, logo and/or command emblem in advertisements and for any purpose other than those listed below.

d. The Civil Air Patrol name is used on:

- (1) Corporate vehicles, as prescribed in CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*.
- (2) CAP-owned aircraft and member-owned aircraft used for CAP business upon approval of the wing or region commander as appropriate. Such approval will be granted only where its use would reflect favorably upon CAP.
- (3) All official CAP publications.
- (4) All official CAP web pages.
- (5) Official invitations, greetings, and programs at national.
- (6) Stationery of any CAP unit or authorized committee.
- (7) Membership cards issued by National Headquarters.
- (8) Signs identifying CAP units at all levels (must be attractively painted and well maintained).
- (9) Posters and other informational brochures and recruiting materials issued by National Headquarters.
- (10) Civil Air Patrol business cards, using the member’s official CAP duty title.
- (11) Unique items such as coins, mugs, hats, etc.

e. The CAP Seal is used on official documents, including regulations and letterhead.

f. The CAP Logo should be used for marketing and advertising, promotional and recruiting materials, news releases and publications targeting internal and external audiences. It is authorized for optional use on the following:

- (1) All official printed or electronic newsletters, magazines and other publications.
- (2) All official CAP web pages.
- (3) All official CAP social media sites, including Facebook, Twitter, MySpace, Flickr, blogs, etc.
- (4) Official invitations, greetings, and programs.
- (5) CAP business cards using the member’s official CAP duty title.
- (6) Exhibits, signs, banners, billboards, posters, videos, mugs, coins, and lapel and other civilian-attire pins or other jewelry, shirts, etc.

g. The CAP Command Emblem is used on:

- (1) Corporate aircraft (as prescribed by CAPR 66-1 and any other directive as issued).
- (2) The doors of corporate-owned vehicles (as prescribed by CAPR 77-1).
- (3) The doors of member-owned vehicles (as prescribed by CAPR 77-1) used for CAP business upon written approval of the wing or region commander as appropriate. Such approval will be granted only where its use would reflect favorably upon CAP.
- (4) CAP-owned equipment (base station radios, handheld radios, DF equipment, etc.) as prescribed by CAPR 174-1 and any other directive as issued.
- (5) Membership cards issued by National Headquarters.

h. While the CAP Logo is the preferred option for use on items 3f(1-6) above, the command emblem or seal may be used if it would be more appropriate for the purpose and/or expected audience.

SECTION B—USE AND DISPLAY OF THE UNITED STATES FLAG AND CIVIL AIR PATROL FLAGS

4. Policy.

The flags described in this regulation are authorized for use in Civil Air Patrol.

5. Type of Flags Authorized for Use in CAP:

a. US Flags. The term “US flag,” as used throughout this regulation, means the flag of the United States of America. It includes both the “all-purpose flag” and the “ceremonial or organizational flag.” Uses of the US flag are covered in paragraphs 7 and 8.

(1) All-Purpose Flag. Made of bunting, this flag is 5 feet hoist by 9 feet, 6 inches fly (see **Figure 4**). Flag may be made of cotton, nylon, printed or embroidered. Does not have fringe or cord with tassels.

(2) Ceremonial Flag. Made of rayon banner cloth or heavyweight nylon, trimmed on three sides with or without golden yellow fringe, 2 1/2 inches wide. A golden yellow cord and tassels will be used if flag has fringe. This flag will be displayed or carried with unit and/or state flags of equal or smaller size. The flag measures 4 feet 4 inches hoist by 5 feet 6 inches fly.

(3) Organizational Flag. Must meet same standards prescribed above. The standard military size of this flag is 3 feet hoist by 4 feet fly (see **Figure 5**). Optionally, units may purchase the more commonly available 3 feet hoist by 5 feet, 8 3/8 inches fly Either organizational flag will be displayed or carried with unit and/or state flags of equal or smaller size. (The optional US flag meets the standards set by Executive Order 108334, August 21, 1959.)

(4) Colors. The word “colors” when used by CAP will identify either the US all-purpose, ceremonial, or organizational flag.

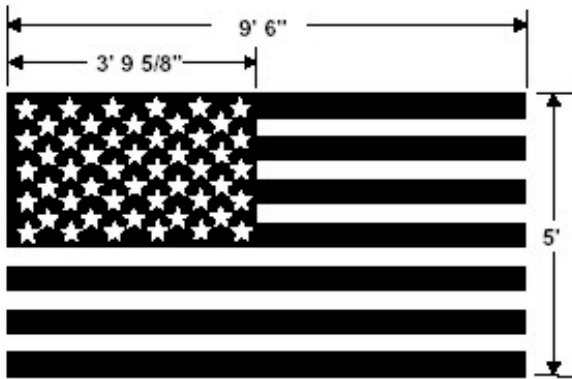


Figure 4. US All-Purpose Flag

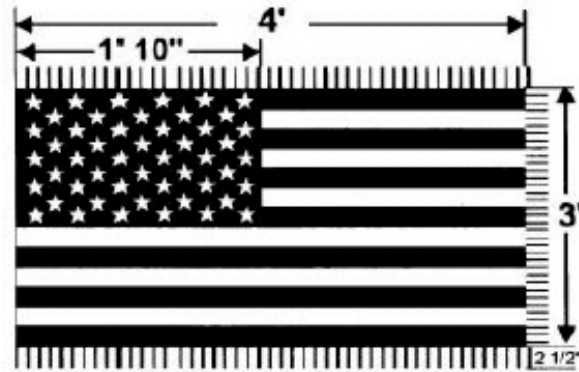


Figure 5. US Organizational Flag

b. Civil Air Patrol Flags:

(1) National CAP Flag. Made of rayon banner cloth or heavyweight nylon, the silver gray field measures 4 feet, 4 inches hoist by 5 feet, 6 inches fly and is trimmed on three sides with a 2 1/2 inch wide blue silk fringe. Cord and tassels of any color will not be used. The words “Civil Air Patrol” are inscribed on a scroll attached at the bottom of the shield. This flag will only be used when representing the national organization (see **Figure 6**). When this flag is displayed or carried, the US flag will be of equal or larger size.

(2) CAP General Officer’s Flag. The flag used for CAP general officers will be made of royal blue rayon banner cloth or heavyweight nylon measuring 3 feet hoist by 4 feet fly trimmed on three sides with a 2 1/2 inch golden yellow fringe. Cord and tassels of any color will not be used. The eight inch CAP Seal will be placed in the upper left (hoist) corner, 4 inches from the hoist sleeve seam and 3 inches from the top of the flag. A 12 inch white star(s) will be 9 inches from the top of the flag and 10 1/2 inches from the fly of the flag with 1.5 inches between the two stars on the Major Generals flag (see **Figures 7 and 8**). All national commanders, current and former, are authorized to have this flag. Only the ranking general officer participating in the activity (seated on the dais) will have his or her flag posted. The general officer’s flag is to be kept with the grouping of flags (the American flag, the organizational flag, and the general officer’s flag) and the grouping is to be placed to the right of the speaker and can be placed directly behind the podium if space permits. Each general officer will be responsible for obtaining, keeping, and providing the flag as needed.

(3) Civil Air Patrol Regional and Wing Flags. Made of rayon banner cloth or heavyweight nylon, the silver gray field measures 3 feet hoist by 4 feet fly and is trimmed on three sides with a 2 ½ inch wide blue silk fringe. The center design is the same as the national CAP flag except for the scroll beneath the shield, which contains the appropriate wing or region designation (see Figure 9) and the scroll above the center design which is white and bears the words “Civil Air Patrol” in red letters. Cord and tassels of any color will not be used. Flags are double sided and all lettering will read from left to right. These flags will be displayed and carried with US flags of equal or larger size. Optionally, the region flag may be equal in size as the US ceremonial flag, 4.33 feet hoist by 5.5 feet fly, but never larger. These flags will be used on ceremonial occasions when the region or wing organization is represented. Regions are authorized to use a lightweight flag for national competition.

(4) Group and Squadron Flags. Made of ultramarine blue rayon banner cloth or heavyweight nylon measuring 3 feet hoist by 4 feet fly or 3 feet hoist by 5feet, 8 3/8 inches fly and is trimmed on three sides with a 2 1/2 inch wide blue silk fringe. Cord and tassels of any color will not be used. In the center is the basic CAP insignia; above the insignia is a white scroll with the group or squadron designation in red letters, and below it are the words “Civil Air Patrol” in red letters on a white scroll (see Figure 10). All lettering will read from left to right. These flags will be displayed and carried with the US flag of equal or larger size. Units will use these flags on all ceremonial occasions. *NOTE: Group or squadron designation should include full name and type of unit, i.e., “Maxwell Air Force Base Composite Squadron.” However, unit names too long for the space allotted maybe shortened, i.e., “Maxwell AFB Comp Sq.” Additionally, if abbreviations are required to shorten the name, only the following standard abbreviations for type of unit will be used: Comp Sq, Cdt Sq, Sr Sq, Gp.*

(5) Guidons. Made of ultramarine blue wool bunting or a substitute synthetic material, swallow-tailed, and 1 foot, 8 inches hoist by 2 feet, 3 3/4 inches fly to end of swallowtail. Basic CAP insignia will be centered 8 7/8 inches from fork of swallowtail (see Figure 11). The unit charter number will be placed at the bottom, centered below the triangle. Encampments or special activities may prescribe their own wordage/numbering scheme for the top and bottom of the guidon using the basic CAP emblem as above. Cord and tassels of any color will not be used. Guidons with five digit charter numbers may be used until replacement is required.

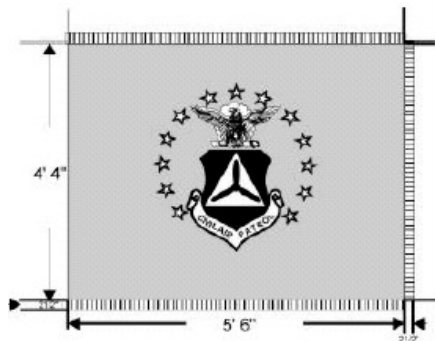


Figure 6. National CAP Flag



Figure 7. CAP Major General Flag

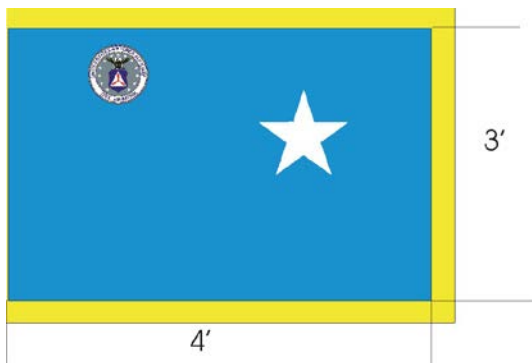


Figure 8. CAP Brigadier General Flag

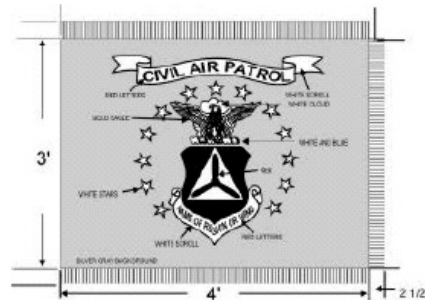


Figure 9. CAP Region and Wing Flag

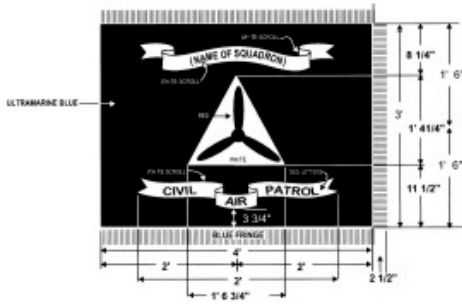


Figure 10. CAP Group and Squadron Flag

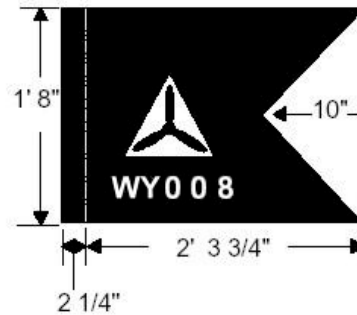


Figure 11. CAP Squadron Guidon

(6) Unit Award Streamers. Unit Citation, Squadron of Merit, and Squadron of Distinction award streamers are awarded by Civil Air Patrol National Headquarters and will be attached to the flagstaff in one of the manners described below. This applies to the squadron guidon if a squadron flag is not used.

(a) Unit Citation Award Streamer. The Unit Citation award streamer is made of red rayon banner cloth or heavyweight nylon measuring 3 1/4 inches hoist by 37 inches fly to end of swallowtail with white 2 7/8 inch lettering.

(b) Squadron of Merit Award Streamer. The Squadron of Merit award streamer is made of blue rayon banner cloth or heavyweight nylon measuring 4 1/4 inches hoist by 3 feet fly to end of swallowtail with gold 2 inch lettering.

(c) Squadron of Distinction Award Streamer. The Squadron of Distinction award streamer is made of gold rayon banner cloth or heavyweight nylon measuring 4 1/2 inches hoist by 3 1/2 feet fly to end of swallowtail with blue 2 inch lettering.

(7) Flagstaffs.

(a) Flagstaffs used for display of all flags in an office will be 8 feet in height by 1 1/4 inches in diameter. US flags may have a goldtone eagle at the top.

(b) Ceremonial size flags (4 feet 4 inches hoist x 5 feet 6 inches fly) will be carried using flagstaffs that are 9 feet 6 inches in height by 1 1/4 inches. When carried, flags will have a flat military spearhead at the top of the flagstaff.

(c) Organizational size flags (3 feet hoist x 4 feet fly or 3 feet hoist x 5 feet, 8 3/8 inches fly) will be carried on flagstaffs that are 8 feet in height by 1 1/4 inches in diameter. When carried, flags will have a flat military spearhead at the top of the flagstaff. *NOTE: Traditionally, Air Force spearheads are of chrome or silvertone with matching staff connectors and ferrules. It is recommended that when flagstaffs are a new or replacement purchase, Air Force type be obtained.*

(d) Award Streamer Holder. A silver-plated ring attachment for award streamers that is available in two versions. For flagstaff with spears that separate immediately below the spearhead, the type shown in **Figure 12** with an inside diameter of 3/8 inch, may be used. For flagstaff with spears that separate at the bottom of the ornament ferrule, the type shown in **Figure 13** with an inside diameter of 7/8 inch, may be used; however, this type may be used for either ornament by placing ring over ornament ferrule. A unit having only a few streamers may remove the screw in ornament ferrule and replace it with eye screw and modify the streamer by removing the ribbon at across the hoist end of streamer, adding a grommet center top, and then attach to eye screw by a split ring or other method.

c. **Order of flag placement and other flags.** The US flag always holds the position of prominence when displayed. It is placed in the position of honor to the speaker's right as he/she faces the audience (observer's left.) If other flags are to be displayed with the US flag, they will be kept as a grouping and be displayed in the following order: The US flag, the organizational flag, and the general officer's flag. If region, wing and/or squadron flags are displayed they will be placed in rank order with the US flag first (to the observer's left) and the general officer's flag last (or to the right of the grouping.) Other flags that may be carried during special events, include, in order: State/commonwealth, other organizational or commemorative flags.



Figure 12. Streamer Holder with 3/8 inch Inside Diameter



Figure 13. Streamer Holder with 7/8 inch Inside Diameter

6. Respect for US Flags:

a. The following signs of respect will be shown to the US flag at all times:

- (1) It will not be dipped to any person or thing. Military organizational flags, state flags, and civilian organizational and institutional flags are dipped as a mark of honor.
- (2) It will not be displayed with the union down, except as a signal of distress.
- (3) It will not be permitted to touch anything beneath it such as the ground, the floor, water, or any object.
- (4) It will not be carried flat or horizontally, but always aloft and free.
- (5) It will not be used as a drapery of any sort. It is never festooned, but always allowed to hang free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, for draping the front of a platform, and for decorating in general.
- (6) It will not be used as a covering for a ceiling.
- (7) No mark, insignia, lettering, emblem, figure, or design will be placed on the flag.
- (8) It will not be used as a receptacle for receiving or carrying any object.
- (9) It may form a distinctive feature of the ceremony of unveiling a statue or monument, but will not be used as the covering for the statue or monument.
- (10) Nothing will be placed on top of it when it is used to cover a casket. It will not be lowered into the grave.
- (11) It will not be used in any kind of advertising. It will not appear in any form on cushions, handkerchiefs, napkins, or boxers, nor be reproduced on anything designed for temporary use and discard. Neither will it be used as any part of a costume or athletic uniform. Advertising signs will not be fastened to a staff or halyard from which the US flag is flown. It will not be draped over any part of a railroad train, boat, airplane, or any other vehicle.

(12) It will not be fastened, displayed, used, or stored in a manner that will permit it to be easily torn, soiled, or damaged in any way.

b. **Folding the Flag.** After being detached from the halyard, the flag is folded as shown in **Figure 14**.

A and B—Holding the flag waist high, fold the lower striped section of the flag over the blue field.

C—The folded edge (the edge nearest the reader in B) is then folded over to meet the open edge.

D—A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.

E—The outer point is then turned inward parallel with the open edge to form a second triangle.

F—The triangular folding is continued until the entire length of the flag is folded in this manner.

G—When the flag is completely folded, only the blue field should be visible and it should be folded in the triangular shape of a cocked hat.

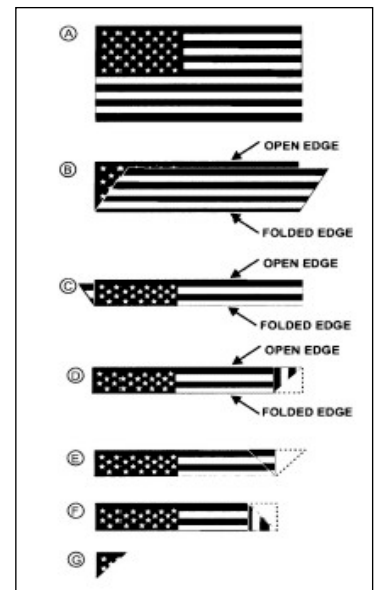


Figure 14. Correct Method of Folding US Flag

c. **Ceremonial Destruction of the Flag.** A worn or faded flag should be retired with respect. Fold the flag and place it on a fire. The ashes should then be buried.

7. **Proper Use and Display of US “All-Purpose Flag”:**

a. **When Flown on a Stationary Flagpole.** When flown on a stationary flagpole, the US flag may be displayed from sunrise to sunset at CAP unit headquarters. It will be hoisted briskly and lowered ceremoniously.

b. **US Flag Displayed Over the Sidewalk.** When the US flag is displayed from a staff projecting from a window sill, balcony, or front of a building, the union should be at the staff’s peak (unless the flag is to be displayed at half-staff). When suspended across a street, the flag should be vertical, with the union to the north in an east-west street or to the east in a north-south street. When suspended from a rope between a house and pole at the edge of a sidewalk, the flag should be raised out from the building toward the pole union first (see **Figure 15**).

c. **US Flag Displayed with Flags of Foreign Nations.** When flags of one or more nations are displayed with the US flag, each will be flown from a separate flagpole of the same height. International usage forbids the display of the flag of one nation above that of another nation in time of peace (see **Figure 16**).

d. **When Displayed without Staff.** When displayed other than on a staff, the flag will be placed flat—whether indoors or outdoors—or so suspended that its folds fall as freely as if it were on a staff. When displayed flat against a wall—either vertically or horizontally—the union will always be to the observer’s upper left (see **Figure 17**).

e. **US Flag with Flags of States, Cities, and Localities and with Pennants of Societies.** When displayed in a group with flags of states, cities, localities, or pennants of societies, the US flag will be at the center and at the highest point in the group (see **Figure 18**). When flags are flown from the same halyard, the US flag will always be at the peak. When flags are flown on adjacent flagpoles, the US flag will be hoisted first and lowered last. No other flag or pennant will be placed above or, if on the same level, to the right of the US flag.

f. **When Flown at Half-Staff.** When it is to be flown at half-staff, the US flag is first raised to the peak and then lowered to the half-staff position. When being lowered for the day, it should first be raised to the peak (see **Figure 19**).

g. **When Used to Cover a Casket.** When the US interment flag, 5 feet hoist x 9 feet 6 inches fly, is used to cover a casket, it should be placed so the union is at the head and over the left shoulder. The flag should not be lowered into the grave nor be allowed to touch the ground (see **Figure 20**).

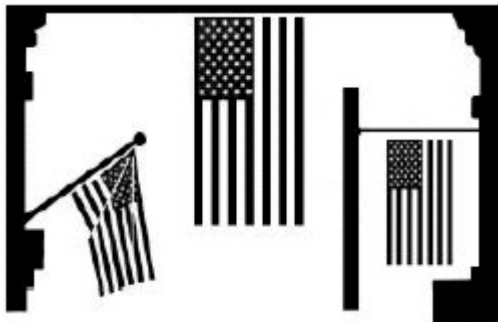


Figure 15. US Flag Displayed Over the Sidewalk



Figure 16. US Flag Displayed with Flags of Foreign Nations

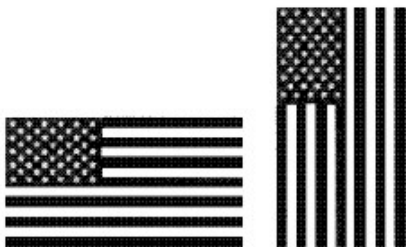


Figure 17. US Flag Displayed without Staff



Figure 18. Displaying US Flag In A Group of Flags

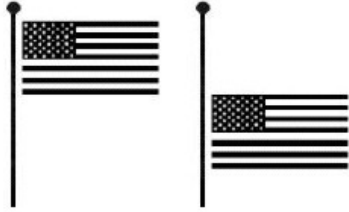


Figure 19. US Flag Flown at Half-Staff

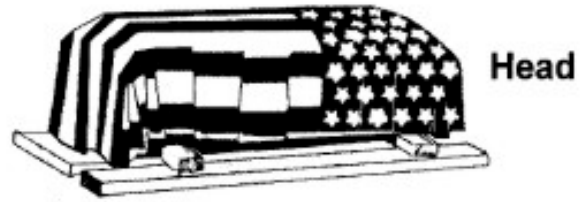


Figure 20. US Flag Covering Casket

8. Proper Use and Display of US “Ceremonial or Organizational Flag”:

a. When Displayed in a Church, or in a Public Auditorium. When displayed on a staff in a church or public auditorium, the US flag holds the position of prominence, in front of the audience. It is placed in the position of honor at the speaker’s right (see **Figure 21**) as they face the audience. If other flags are displayed, they will be placed in the order outlined in paragraph 5c. This same rule applies whether the flag is on or off the platform.

b. When displayed in an Office. When the US flag is displayed in an office, it is placed to the right of the desk (observer’s left). Any other flag displayed at the same time will be placed to the observer’s right (see **Figure 22**).

c. When Displayed from Crossed Staff. When the US flag is displayed with another flag against a wall with staffs crossed, the US flag will be on the right (observer’s left) and its staff will be in front of that of the other flag (see **Figure 23**).

d. When Carried in Ceremonies. The US flag will be carried by a color guard on all occasions of ceremony in which two or more CAP squadrons participate. The US flag will appear to the right and the wing flag on the left (see **Figure 24**). All flags carried with the US flag in ceremonies will be of equal size to the US flag or smaller. See CAPR 52-16, *CAP Cadet Program Management*, for rule concerning color guard firearms.

e. When US Flag is Carried in Procession with Other Flags. When the US flag is carried in a procession with other flags, the US flag is either on the marching right or if there is a line of other flags, in front of the center of the line (see **Figure 25**).

f. Bunting. When bunting of blue, white, and red is used as a horizontal decoration, always arrange it with the blue above, the white in the middle, and the red below. If used in a vertical decoration, the blue area will be to the observer’s left (see **Figure 26**).

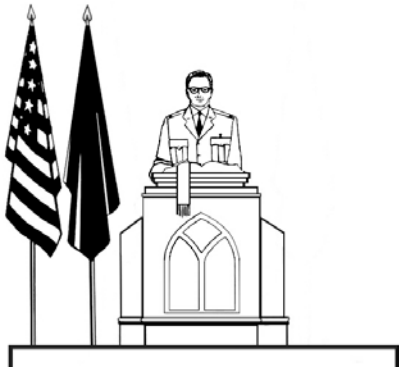


Figure 21. Display of US Flag in a Chapel or Auditorium



Figure 22. Display of US Flag in an Office

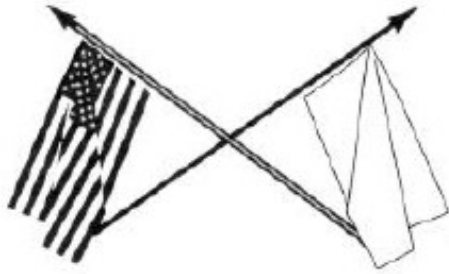
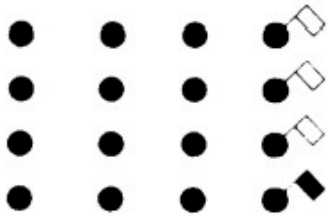


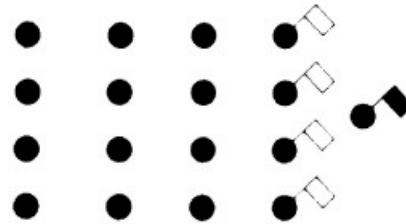
Figure 23. Display of Crossed Flags



Figure 24. Carrying Flags at Ceremonies



CARRIED IN A LINE



CARRIED IN FRONT

Figure 25. Position of Flags in Ceremonies



Figure 26. Bunting

9. When Displayed on Occasion Not Covered Specifically in This Regulation.

When the US flag is displayed with other flags, the US flag is always given the position of honor, which is the flag's own right or an observer's left. Any other flag displayed at the same time will be placed to the US flag's own left.

CHARLES L. CARR, JR.
Major General, CAP
Commander

ATTACHMENT 1 – DETAILED SPECIFICATIONS FOR THE CIVIL AIR PATROL SEAL, LOGO AND COMMAND EMBLEM

1. Download the CAP Seal, Logo and Command Emblem

The seal, logo and command emblem can be downloaded in color or black and white from the “CAP Art” collection at www.flickr.com/photos/civilairpatrol/collections. High-resolution file formats include JPEG and EPS (vector).

2. Colors of the CAP Seal, Logo and Command Emblem

The colors of the seal, logo and command emblem are as follows:

- a. CAP Seal – Ultramarine blue, pimento red, Air Force yellow and silver grey
- b. CAP Logo – Ultramarine blue and pimento red
- c. CAP Command Emblem – Ultramarine blue, pimento red and yellow

Color Chart Conversion

Colors	Pantone	Cyan	Magenta	Yellow	Black	Web
Ultramarine blue	Reflex	100	73	0	2	0E2B8D
Pimento red	200	0	100	63	29	DB0029
Air Force yellow	116	0	100	63	12	FFD911
Silver gray	422	0	0	0	33	ABABAB