



# Civil Air Patrol Squadron Leadership School

Instructor Guide



HQ CAP/ETS  
April 1999

## **SECTION 4**

**CONCEPT:** Professional Image

**APPROXIMATE TIME:** 50 Minutes

### **OBJECTIVES:**

Students will be able to:

1. Explain the importance of a professional image.
2. Wear the appropriate uniform in the appropriate manner.
3. Demonstrate proper customs and courtesies.

### **MATERIALS:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

CAPP 151, *Standards, Customs, and Courtesies*

Uniform shirts, jackets, and devices

### **INTRODUCTION:**

Ask the students: Why are first impressions important? Can you give an example of a time when you had a good first impression of someone in CAP? Why did you get a good first impression of that person? Can you give an example of a time when you had a bad first impression of someone in CAP? Why did you get a bad first impression of that person?

### **PURPOSE AND RATIONAL**

In this lesson, we will discuss how first impressions relate to the CAP member's professional image. Then, we will learn some ways to improve our professional image in order to make a good **first and lasting** impression on people.

As an officer in CAP, you are expected to present a professional image in all that you do. The wear of the uniform, the salute, displaying the American Flag, and exhibiting proper customs and courtesies are all an integral part of that image.

### **INFORMATION:**

Begin this lesson by asking the students the following questions. How can a CAP member make a good first impression in his/her uniform? When you meet a CAP member for the first time, what do you notice about his/her uniform?

Using CAPM 39-1, review with the students proper uniform standards. If possible, have staff members in each uniform type to demonstrate each type of uniform. The director should conduct a uniform inspection of all instructors prior to the SLS to ensure compliance of CAPM 39-1.

## **LECTURE OUTLINE**

1. Types of Uniforms: This portion of the lecture should touch on the details of when and where to wear each type of uniform. Stress the weight and grooming standards for military-style uniforms.
  - A. CAP Blazer Combination: Explain that this uniform is an ideal alternative for members who do not meet proper weight and grooming standards for the

military-style uniform or for those who do not wish to wear the military-style uniform.

- B. Blue-shirt combination: Stress weight and grooming standards. Point out that this is a military-style uniform.
  - C. Blue Service Dress
  - D. Flight Suit: Stress when it is and is not appropriate to wear this uniform.
  - E. DBUs
  - F. Mess Dress
- II. Standards: this section should focus on the specific details of uniform wear, including which devices to use and placement of those devices.
- A. Placement of Nameplate
    - 1. Blue-shirt combination
    - 2. CAP distinctive uniform
      - a. With blazer
      - b. Without blazer
      - c. With gray epaulets
      - d. Without gray epaulets
    - 3. Service dress
    - 4. DBUs
    - 5. Flight suit: Stress that this is a military-style uniform. Members who do not meet proper weight and grooming standards may wear this uniform without rank and insignia.
  - B. Placement of Grade Insignia
    - 1. CAP distinctive uniforms
    - 2. Blue-shirt combination
    - 3. Service dress with gray epaulets
    - 4. DBUs
    - 5. Flight suit
  - C. Placement of Ribbons
    - 1. Blazer combination: not authorized on blazer or aviator shirt
    - 2. Blue-shirt combination
      - a. Men
      - b. Women
    - 3. Service dress
    - 4. Mess dress: miniature medals instead of ribbons

#### **SUGGESTED TEACHING STRATEGIES:**

- 1. Have uniform shirts and jackets available with appropriate devices. Have students practice placing the devices on the uniform.
- 2. Following this exercise and using the worksheet in the *Student Guide*, have the students critique each other's uniform.
- 3. This would be an excellent time to discuss how to conduct a uniform inspection. Have the students conduct a practice inspection following the guide in the student book.
- 4. Using the student manual data sheet and CAPM 39-1, have the students fill out the information regarding the uniform they are wearing.

5. The uniform portion of the Level I video could be used to supplement the lecture.
6. In place of a long lecture, use the hands-on approach. Divide the students into groups and have them make quick-reference cards. The cards are 5X7 index cards containing the rules and regulations for the different uniforms similar to the information listed in the student manual. These cards would make a good study aid for those taking ECI-13.

### ***Student Guide Material***

It is important to review the materials the students are going to be using. The *Student Guide* is to be used as a guided note-taking activity. This guide aids the student in focusing on the instructional material and it also serves as a valuable resource guide for the student. Please allow ample time for the students to complete the guide. The *Student Guide* is correlated to the slide presentation. The students become frustrated when they are not able to fill in the blanks. It may be necessary to provide a question and answer session at the end of the lesson to provide the students with missing material. To aid this process, you may want to fill in the missing material.

### **Professional Image**

#### **Uniforms (CAPM 39-1, CAP Uniform Manual)**

##### ***Men's Short Sleeve Blue Shirt***

**Grade Insignia:** Worn on the epaulet sleeve.

**Ribbons:** Worn resting on but not over the top edge of left pocket and centered between left and right edge.

**Nameplate:** Gray, three-line, rests on but not over top edge of right pocket, centered between left and right edges.

**Shoulder Patch:** Worn centered ½ inch below shoulder seam on left sleeve.

**CAP Aviation Badges and Specialty Insignia:** Highly polished, worn ½ inch above ribbons or pocket if ribbons are not worn.

##### ***Women's Short Sleeve Blue Blouse (Pointed-Collar)***

**Grade Insignia:** Worn on epaulet sleeve.

**Ribbons:** Centered on left side between buttons and arm seam, even with up to 1 ½ inches higher or lower than the first exposed button. Bottom of ribbons is even with the name plate.

**Nameplate:** Gray, three lines, centered on right side even or up to 1 ½ inches higher or lower than the first exposed button.

**Shoulder Patch:** Worn centered ½ inch below shoulder seam on left shoulder.

**CAP Aviation and Specialty Insignia:** Worn highly polished ½ inch above ribbons. When no ribbons are worn, center ½ inch above imaginary row of ribbons.

##### ***Aviator Shirt***

**Grade Insignia:** Worn on epaulets. The shirt may be worn with out grade. (A tie must be worn with epaulets if you are wearing a long sleeve shirt.)

**Nameplate:** Black CAP nameplate above the right breast pocket. You must wear the gray nameplate if you wear the epaulets.

**Ribbons:** Not worn.

***BDUs***

**Grade Insignia:** Worn on right collar. CAP collar/lapel insignia is worn on the left collar.

**CAP Tape:** Worn centered above left breast pocket.

**Name Tape:** Worn centered above the right breast pocket.

**Shoulder Patch:** Worn centered ½ inch below shoulder seam on left sleeve.

**Ribbons:** Not worn.

**MY UNIFORM RULES AND REGULATIONS**

After consulting CAPM 39 -1, write the rules and regulations regarding the type of uniform you wear most often.

**Hat:** Type---  
Devices---

**Shirt:** Type----  
Nameplate----  
Rank---  
Ribbons---  
Specialty items---  
Ties---

**Pants:**

**Belt:**

**Shoes:**

List the rules and regulations regarding the wear of BDUs.

**Shirt:** Name---  
Rank---  
CAP tape---  
Specialty items----  
Shoulder patch---

**Pants:**

**Belt:**

**Shoes:**

## **Quick Guide for Uniform Inspection (Blue Uniform)**

Go to the first element's extreme right (your left) and march up to that member. The staff member assigned to note discrepancies should be on your left with clipboard, paper, and pencil ready to record any deviations.

(1<sup>st</sup> element) O O O O O

X X (Inspector)

1. First, step up to the person, face to face, one step away, and make a quick head to foot look; then, from your left to right, shoulder to shoulder. You are looking for obvious items out of regulation standards. Examples: hair too long, crooked tie or missing tab (females), unpolished shoes, wrinkled uniform, etc.
2. Second, take a more detailed look, watch for minor infractions. Start with the head. Is the hat worn correctly? Are grooming standards being met (weight, facial hair, hair, etc.)?
3. Third, look at the CAP cutouts, rank insignia, nameplate, ribbons, shoulder boards, etc. Ribbons and nametag should be resting on, but not over the top of the breast pockets of the shirt. The nameplate should be on your left and the ribbons on your right. Determine if the nameplate is in good condition, without scratches and scrapes.
4. Fourth, drop your gaze, following the middle of the torso. Are all buttons in place? Is the belt buckle aligned? If worn, is the tie straight and is the tie tack (bar) centered between the bottom of the knot and the tip of the tie?
5. Lower your observation to the trousers or skirt. For trousers, the front crease should break slightly where the pants leg rests on the shoes. If there is no break, the trousers are too short. If there is a large fold, the pants are too long. For skirts, the length should be no shorter than the top of the kneecap nor longer than the bottom of the knee cap. Observe the shoes for scuffing and general condition.
6. Finally, make a right face, take one step, make a left face, and follow the same procedure for the next person. When you finish one element, make a right face, march around the end, make a column left movement (a U-turn), and march down to the last man on the next element's right to start over. As you travel slowly in-between the elements, observe the backside of the element you just finished inspecting, now to your left. Again, use the top to bottom method. Is there hair over the collar? Are the back pockets buttoned? Are the backsides of the shoes polished? Stop if there is a problem, and point it out to the person recording discrepancies.


## Uniform Inspection Checklist

Yes No


- Overall appearance is neat.
- Hair meets regulations.
- Tie/Tab in accordance with regulations.
- Uniform is neat, clean, and pressed.
- Shoes are polished and meet regulations.
- Facial hair meets regulation standards.
- Meets weight requirements for the uniform being worn.
- Hat device is attached correctly.
- Hat is worn in accordance with regulations.
- Shoulder boards and rank are worn in accordance with regulations.
- Nameplate is straight, neat, and on the correct side.
- Ribbons are placed according to regulations and are on the correct side.
- Uniform shirt, belt buckle, and trousers are in proper alignment.
- Tie and tie tack are centered.
- Front crease of trousers/skirt are the proper length and are not too tight.
- Shoes are polished and in good condition.
- Left back button on trouser is buttoned.
- Backsides of shoes are polished.

## Copies of Slides


Included in your instructional materials are copies of the slides you will be using as an instructional aid. Review the material. You may want to add additional slides.

 Squadron Leadership School


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1

 PROFESSIONAL IMAGE


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UNIFORM WEAR

CUSTOMS AND COURTESIES

2


 Purpose/Rationale

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In this lesson, we will:

- > Discuss how first impressions relate to the CAP professional image
- > Discuss the wear of the CAP uniform
- > Discuss the "when" and "how" of saluting
- > Correctly execute a salute
- > Discuss proper customs and courtesies

3


 Uniforms

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Types of Uniforms

- > CAP blazer combination
- > Blue-shirt combination
- > Blue service dress
- > Flight Suit
- > BDUs
- > Mess Dress

4


 Uniform Standards

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Name Plate

- a. Blue-shirt combination
- b. Cap distinctive uniform
- c. Service dress
- d. BDUs
- e. Flight suit

5

 Uniform Standards


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Grade Insignia

- a. CAP distinctive uniform
- b. Blue-shirt combination
- c. Service dress
- d. BDUs
- e. Flight suit

6




 **Uniform Standards**

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**Ribbons**

- a. Blazer combination
- b. Blue-shirt combination
  - 1. Men
  - 2. Women
- c. Service dress
- d. Mess dress

7

 **Questions?**

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