



HEADQUARTERS
CIVIL AIR PATROL TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 154997
WACO, TX 76715-4997

16 December 2003

MEMORANDUM FOR ALL TEXAS WING PERSONNEL

FROM: Texas Wing/CC (Letter # 7)

SUBJECT: Use of "CAP" vs "USAFAux" on Signature Lines

1. Since 9-11 the Air Force has started calling the Civil Air Patrol "their" Auxiliary or more precisely "The Air Force Auxiliary". It has been observed that some members of our wing have capitalized on this and have started using the initials "USAFAux" instead of the approved "CAP". The National Board has not authorized a change to "USAFAux". In addition there has not been any changes to the CAPR 10-1 with regard to our organizations name.

2. The following is IAW CAPR 10-1, Attachment 2, Paragraph 9. Signature Element.

---- snip ----

Show the name in capitals, grade in upper/lower case, and service in capitals, (i.e., CAP or USAF) on the first line. Duty title in upper/lower case on the second line, and name of the office or organizational level on the third line in upper/lower case (if not announced in the heading). Avoid using legal, educational or ecclesiastical degrees or titles.

---- end snip ----.

3. In addition, the titles to be used are those described in CAPR 20-1. For example, the squadron commanding officer is

JOHN D. DOE, Lt Col, CAP
Commander

(This is the proper use of name, rank, organization and Title)

or if not announced in the header block

JOHN D. DOE, Lt Col, CAP
Commander
ABC Composite Squadron, TX999

(This is also the proper use of name, rank, organization and Title)

it is NOT

JOHN D. DOE, Lt Col, CAP
Commanding Officer

(The title is NOT IAW CAPR20-1)

or

JOHN D. DOE, Lt Col, USAFAux
Commanding Officer

(The organization is NOT IAW CAPR10-1)

The Finance Officer is
JOHN D. DOE, Major, CAP
Finance Officer

it is NOT
JOHN D. DOE, Major, USAFAux
Director of Finance

(The organization is NOT IAW CAPR10-1)
(The title is NOT IAW CAPR20-1)

4. If you have any questions, please contact Lt Col Norm King, Chief of Staff.

//Signed//
ROBERT F. ELDRIDGE, Col, CAP
Commander