



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
105 South Hansell Street  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

FVI

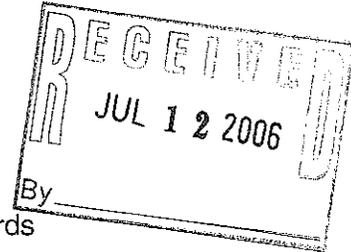
MARK H. RICHARDSON, III  
SENIOR DIRECTOR  
CIVIL AIR PATROL

28 June 2006

MEMORANDUM FOR: All Unit Commanders

FROM: Senior Director

SUBJECT: Validating Images from Members for Picture ID Cards



1. We have given the contractor the green light to begin producing the long anticipated optional picture ID card for our members. It's a great looking product and once your members begin receiving theirs the demand is sure to dramatically increase. We now need your help to ensure the smoothest possible production and delivery of the cards. In May, specifications for digital photo submissions were posted on eServices to streamline the process. Unfortunately, we have received numerous submissions that do not meet the required specifications. Of the first group of photo files received, 35% were rejected for failure to meet the published specs! Inappropriate backgrounds and poses, uniform violations, use of cartoons or patches, and providing the wrong size, or wrong photo were but a few of the problems we experienced. This is where I need your help. Members are required to upload their picture through eServices so you, the commander, can validate the photo. CAP NHQ cannot validate the thousands of photos submitted because once submitted by the unit commander, they are electronically transferred as a large file to the contractor to print. We depend upon you to be the final quality control link in the process helping to ensure the right picture goes on the right card.

2. Please remind all members who want to order the picture ID card they can only submit one photo by going to eServices, selecting "Review/Edit My Member Info" at the top, center of the page and then clicking on "Personal Characteristics." I have attached step-by-step instructions on "how to submit" photos which also includes the required specifications. The contractor can only use a digital photo file to print the ID card, so please ask your members not to mail hard copies of their photos. Guidelines for a good photo can also be found at [www.capchannel.com](http://www.capchannel.com), "ID Card Guide" tab. Also included below are steps you as the unit commander can follow to verify your member's submission.

3. It's important to note there will be no "human touch" or individual photo screening by our staff or the contractor after your verification and validation step. The photo files will be sent to the contractor as we receive them. Again, that is why you are such an important part of the process. Please review the attached photo files to see what we discovered during a cursory review of some photo files already submitted. These are actual images received, matched to a CAPID, that had we not reviewed, would have been produced and sent out as a "valid" CAP ID card!

4. Once again, the product looks great and those members who have already ordered them should begin seeing them arrive in the mail very soon. Thank you for your continued support and assistance to ensure your members get what they paid for and rightfully deserve.

*Mark H. Richardson, III*

Mark H. Richardson, III  
Senior Director

2 Attachments

1. Step-by-Step How to Submit & Validate Photos
2. Rejected Photo File Examples

### **To upload your photo for official CAP use:**

1. Go to [www.capnhq.gov](http://www.capnhq.gov)
2. Login in to eServices - If you have not registered for eServices please [click here](#) for instructions.
3. Inside eServices click on Review/Edit My Member Info at the top center of the page.
4. Go to the Personal Characteristics tab then click the "Upload CAP Picture" button.
5. Click the "Browse" button and go to where the picture file is located on your computer. Double click on the picture file and click the "Upload CAP Picture" button.
6. Your picture will then be submitted to your unit commander for validation.

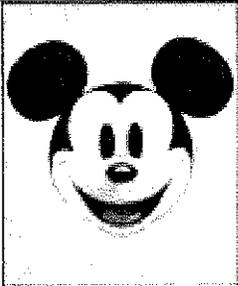
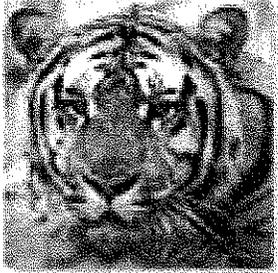
### **To Validate CAP Photos:**

1. Go to [www.capnhq.gov](http://www.capnhq.gov)
2. Login in to eServices - If you have not registered for eServices please [click here](#) for instructions.
3. Click on the Commander's Corner link under the Restricted Applications section of eServices.
4. Click on the Approvals/Validations link
5. Click the Validate CAP Picture link
6. Next to each picture shown click one of the following options (Approved, Inappropriate, Does not match Name, or Unacceptable quality). There is a button at the top of this page that allows you to validate all pictures for the unit. Please do not use this button unless all pictures meet the necessary qualifications as an official CAP photo.

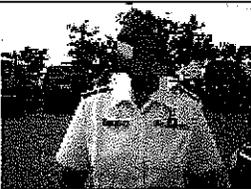
### **Required specifications for an official CAP photo:**

- Photo must have been taken within the last 12 months
- Must be a color picture, full face, front view with a white or off white background
- Photo should capture from slightly above the top of your hair to the middle of your chest
- Head should be centered within the picture and looking straight on at the camera with eyes open
- Photo should be in normal street attire or appropriate CAP uniform
- Headgear should not be worn
- If you normally wear prescription glasses, they should be worn for the picture
- Photo size should be 1 inch in width and 1.5 inches in height
- Photo size should be around 30 k
- Flags in the background are not permitted due to the recent NEC decision

Sample images on file that had these members ordered the New Picture ID Card, this is what would have been imprinted on their card. These images were validated by unit commanders!

These are images members submitted (and unit commanders validated) that actually ordered the new Picture ID Card.

		
Improper background - CAP flag	Improper background - outdoor scene	Improper background - US & CAP flag
		
	Not a white or off-white background	