



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

15 February 2009

MEMORANDUM FOR ALL CAP MEMBERS

FROM: CAP/CC

SUBJECT: Nondiscrimination

1. To maintain the ethical standards on which CAP core values are based, Civil Air Patrol must reaffirm its commitment to doing things right. This is particularly true when it comes to ensuring that all of our members, and potential members, have an equal opportunity to participate and progress within CAP.
2. We started this reaffirmation when the 36 series of CAP regulations were rewritten this past August. These updated regulations not only prohibit discrimination, but also task us to, "make every effort to ensure diversity in recruiting new members into CAP." Additionally, they task CAP's leadership to, "encourage equal opportunity in recruiting, execution of CAP's missions and programs, promotions, awards, and educational opportunities." These are tenets for treating our members in the way that we would all like to be treated. Unfair treatment due to an individual's race, sex, age, color, religion, national origin, or disability is discrimination and will not be tolerated.
3. Commanders at all levels are responsible for ensuring that members under their command are aware of and adhere to CAP's nondiscrimination policy.
4. Allegations of violations of the CAP Nondiscrimination Policy will be sent to the Equal Opportunity Officer (EOO), Col Theodore Chavez, or the National Headquarters Equal Opportunity Administrator (EOA), Mr. Gerry Rosenzweig. Submission of allegations and/or complaints directly to the CAP/EOO will not be considered a violation of the chain of command.
 - a. Complaints of harassment and/or hazing are to be handled under the CAP Inspector General Complaints program and not under the Nondiscrimination Policy.
 - b. Those wishing to submit a discrimination complaint should review CAPR 36-2 for procedures and guidance. Additional guidance may also be obtained by contacting the EEO.
 - c. The CAP/EOO, Col Ted Chavez can be contacted at theodorechavez@sbcglobal.net, (408) 993-1679, or postal at 1501 The Alameda; San Jose, CA 95126.
 - d. The CAP/EOA can be contacted at grosenzweig@capnhq.gov, (877) 227-9142 ext. 228, or by writing to CAP/EXS; 105 South Hansell Street; Maxwell AFB, AL 36111.
5. A copy of this letter should be posted at every unit location or made available to all members in the unit. Additionally, commanders at every level will ensure that the CAP Nondiscrimination Policy is briefed to all members within their respective commands by 31 May 2009.
6. Any questions concerning this policy should be directed to the CAP/EOO.

Amy S. Courter
AMY S. COURTER
Maj. General, CAP
National Commander