



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

15 February 2010

MEMORANDUM FOR ALL CAP MEMBERS

FROM: CAP/CC

SUBJECT: Nondiscrimination

1. CAP has a long history of not only providing service and support to our neighbors, communities and country, but also of providing fair and equal treatment to our members. This commitment to fairness is woven throughout the fabric of our organization. It is mandated by our Constitution and Bylaws and is reiterated throughout our regulations, manuals, pamphlets and educational programs.
2. Civil Air Patrol will not discriminate against members, or potential members, based on race, sex, age, color, religion, national origin, or disability (formerly referred to as handicap). The practice of nondiscrimination is required by federal law, DoD Directive, and Air Force and CAP regulations. It is also simply the right thing to do. However, these are not the only reasons to practice nondiscrimination. Lessons in the new Officer Basic Course point out that using the diverse backgrounds of our members helps us to meet our tasks in support of America in a better, more efficient and more creative manner. Nondiscrimination and diversity are critical to our success.
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 or EOA will not be considered a violation of the chain of command.
 - a. 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 EOO or EOA.
 - b. The CAP/EOO can be contacted at theodorechavez@sbcglobal.net, (408) 993-1679, or by mail at 1501 The Alameda; San Jose, CA 95126.
 - c. 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 36112.
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, as required by CAPR 36-1, no later than 31 May 2010.
6. Any questions concerning this policy should be directed to the CAP/EOO or EOA.

A handwritten signature in blue ink that reads "Amy S. Courter".

AMY S. COURTER
Maj. General, CAP
National Commander