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

1 April 2003

MEMORANDUM FOR ALL CAP MEMBERS

SUBJECT: Non-Discrimination

1. New policy directives from the Air Force make it necessary for Civil Air Patrol to change its methods for addressing violations of the CAP Non-discrimination Policy. A new regulation is being coordinated between the CAP NHQ staff and the Air Force, which will then be submitted for ratification IAW CAPR 5-1. Pending completion of this process, the CAP-wide procedure for addressing alleged violations of Civil Air Patrol's Non-discrimination Policy, "Discrimination based on race, sex, age, color, religion, national origin, or disability is prohibited", is as follows:

a. All members of CAP will adhere to the Civil Air Patrol Non-discrimination Policy. Commanders at all levels are responsible for insuring CAP members under their command are aware of and are following the CAP Non-discrimination Policy.

b. All allegations and/or complaints alleging a violation of the CAP Non-discrimination Policy will be forwarded to Lt Col Gerry Rosenzweig, Corporate Equal Opportunity Officer (CAP NHQ/EXI) for handling. Submission of allegations and/or complaints directly to Col Rosenzweig from any level within CAP will not be considered a violation of the chain of command.

c. This policy pertains to allegations of discrimination, not harassment and/or hazing. Harassment and/or hazing allegations and/or complaints will be handled under the CAP Inspector General Complaints program. If there is a question as to whether a specific situation is discrimination versus harassment and/or hazing, Col Rosenzweig may be contacted for assistance in making this determination.

d. Complaints need to be submitted in a timely manner to ensure proper investigation and resolution. As a general guideline, complaints should be submitted within 60 days of the action that resulted in the alleged violation. Individual circumstances may justify exceeding this guideline.

2. Lt Col Rosenzweig may be reached at (334) 953-1922, grosenzweig@cap.gov or

CAP NHQ/EXI
105 South Hansell Street
Maxwell AFB, AL 36112

3. All commanders are to ensure the members under their command are aware of this interim policy.

4. Pending ratification of a new Non-discrimination regulation, any procedures in CAPR 39-1, dated 1 Feb 1989, that are inconsistent with those listed in this letter, are superceded.

RICHARD L. BOWLING, Major General, CAP
National Commander