



HEADQUARTERS NEW JERSEY WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 16099
Joint Base McGuire-Dix-Lakehurst NJ 08641-6099



1 January 2014

MEMORANDUM FOR NJ WING MEMBERS

FROM: NJ-001/CC

SUBJECT: NJ Wing Policy on Nondiscrimination

1. Membership in CAP will not be denied to any applicant meeting CAP's minimum age and other legitimate requirements on the basis of race, color, religion, age, sex, national origin or disability in accordance with CAPR 36-1 (Civil Air Patrol Nondiscrimination Program).
2. NJ Wing will provide all members equality of access to and participation in activities without regard to, and without discrimination based upon race, color, religion, age, sex, national origin or disability.
3. All unit and group commanders are hereby directed to:
 - a. Implement and enforce directives prohibiting discrimination throughout their commands.
 - b. Ensure that all members have taken the NHQ CAP on-line Equal Opportunity Training.
 - c. Make every effort to ensure diversity in recruiting new members into CAP.
 - d. Brief this policy and review CAPR 36-1 (Civil Air Patrol Nondiscrimination Program) and CAPR 36-2 (Complaints Under the Civil Air Patrol Nondiscrimination Policy) annually to all unit members during the first calendar quarter of each year.
 - e. Verification of this briefing shall be done using CAPF 11. All active unit members once briefed will sign the CAPF 11. When complete a copy must be sent through the chain of command to the wing director of personnel. The suspense for this submission is 31 March. The original copy will be maintained at the unit and made available on request for inspection.
4. The wing director of personnel shall maintain a CAPF 11 recording the annual briefing of this policy and review CAPR 36-1 and CAPR 36-2 annually to wing staff members.
5. The NJ Wing director of personnel shall maintain a file of CAPFs 11 for all NJ Wing units to verify compliance to this program and will be made available on request for inspection.
6. This nondiscrimination memorandum shall be posted at every unit location and shall be posted on the NJ Wing website in the publications section.

A handwritten signature in black ink, appearing to read "STEVEN M. TRACY".

STEVEN M. TRACY, Colonel, CAP
Commander

Distribution:
All NJWG members through Unit Commanders