



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 19-03  
1 MARCH 2019

MEMORANDUM FOR ALL CAP MEMBERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 20-1, *Organization of Civil Air Patrol*

1. CAPR 20-1, 2 January 2013, is currently undergoing revision as a part of the publications reengineering project. This interim change letter will remain in effect until such time as the new CAPR 20-1 is complete and published.
2. Organizational charts in Part II are updated to include the National Diversity Officer and Diversity Officer positions at the Wing and Region level as shown in attachment 1.
3. Part III, Senior Member Position descriptions are updated to include the position descriptions shown in attachment 2.
4. If you have any questions or comments, contact Ms. Susan Parker, CAP/DP at (334) 953-7748, extension 212 or email [sparker@capnhq.gov](mailto:sparker@capnhq.gov).

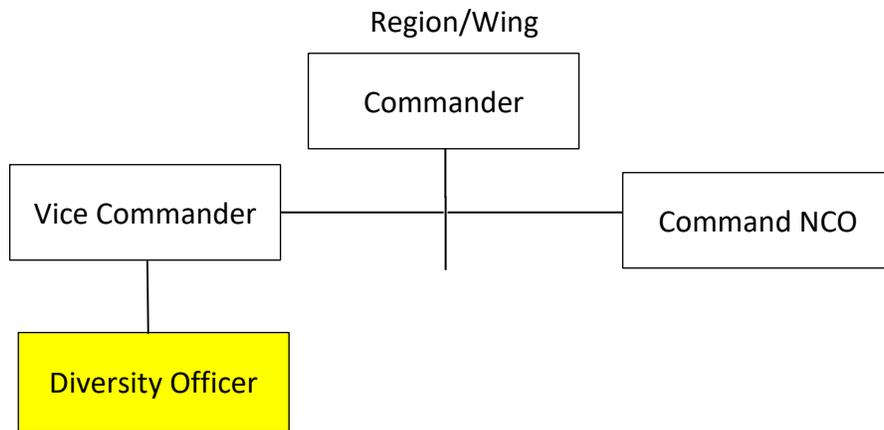
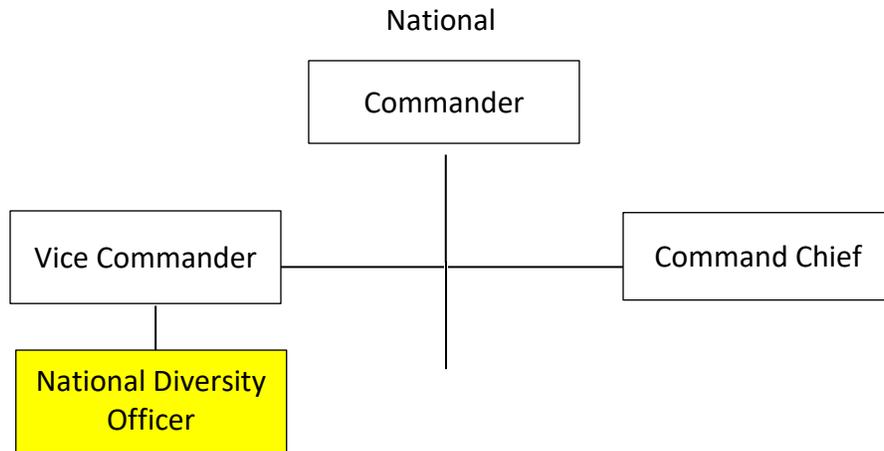
A handwritten signature in black ink that reads "Mark E. Smith".

MARK E. SMITH  
Major General, CAP  
National Commander

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1. Changes to Organization Charts in Part II
2. Additions to Senior Member Position Descriptions in Part III

Part II CAP Organizational Charts



### **National Diversity Officer**

The National Diversity Officer serves as the subject matter expert for diversity and inclusion excellence to improve access and membership retention of qualified, historically underrepresented members to the organization. The National Diversity Officer advises the National Commander and staff on the impact of diversity on mission effectiveness and recruiting/retention, organizational progress, and actions to promote diversity. The National Diversity Officer will:

Provide strategic planning and oversight for institutional diversity and inclusion in all areas, including but not limited to programs, personnel, and resources.

Develop and lead a sustainable process to implement, assess, and adapt the national goals related to diversity and inclusion excellence. Monitor diversity statistics and analyze the data for trends. Conduct studies to monitor organizational climate and advise the National Commander on ways to improve the climate.

Assist in developing Region diversity programs. Collaborate with stakeholders to leverage effective practices to diversify membership, leadership, and staff teams. Serve as a resource to identify and implement best practices, programs, and processes.

Work with other members of the National Staff to provide strategic communications and public outreach, and to guide recruiting and retention efforts to promote a diverse membership. Assist with developing partnerships with organizations that share similar missions and attract membership from historically underrepresented populations.

Participate in National Professional Development and Cadet Team development of Civil Air Patrol training activities and course curriculum for diversity and inclusion excellence.

Support the National Staff on developing and updating publications (regulations, pamphlets, brochures, websites, etc.) to encourage diversity, reflect the diverse population, and remove barriers to participation.

### **Region Diversity Officer**

The Region Diversity Officer is the subject matter expert for diversity and inclusion excellence in their respective region. The Region Diversity Officer advises the Region Commander and staff on the impact of diversity on mission effectiveness and recruiting/retention, organizational progress, and actions to promote diversity. The Region Diversity Officer will:

Provide strategic planning and oversight for institutional diversity and inclusion in all areas, including but not limited to programs, personnel, and resources.

Monitor diversity statistics and analyze the data for trends. Advise the Region Commander on ways to improve the climate within their region.

Assist in developing Wing diversity programs. Collaborate with stakeholders to leverage effective practices to diversify membership, leadership, and staff teams. Serve as a resource

to identify and implement best practices, programs, and processes across the region.

Work with other members of the Region Staff team to provide strategic communications and public outreach, and to guide recruiting and retention efforts to promote a diverse membership. Assist with developing partnerships within the region with organizations that share similar missions and attract membership from historically underrepresented populations.

Support the Region Staff on developing and updating publications (supplements, operating instructions, pamphlets, brochures, websites, etc.) to encourage diversity, reflect the diverse population, and remove barriers to participation.

### **Wing Diversity Officer**

The Wing Diversity Officer is the subject matter expert for diversity and inclusion excellence in their respective wing. The Wing Diversity Officer advises the Wing Commander and staff on the impact of diversity on mission effectiveness and recruiting/retention, organizational progress, and actions to promote diversity. The Wing Diversity Officer will:

Provide strategic planning and oversight for institutional diversity and inclusion in all areas, including but not limited to programs, personnel, and resources.

Monitor diversity statistics and analyze the data for trends. Advise the Wing Commander on ways to improve the climate within their wing.

Collaborate with stakeholders to leverage effective practices to diversify membership, leadership, and staff teams. Serve as a resource to identify and implement best practices, programs, and processes across the wing.

Work with other members of the Wing Staff to provide strategic communications and public outreach, and to guide recruiting and retention efforts to promote a diverse membership. Assist with developing local partnerships and activities with organizations that share similar missions and attract membership from historically underrepresented populations.

Support the Wing Staff on developing and updating publications (supplements, operating instructions, pamphlets, brochures, websites, etc.) to encourage diversity, reflect the diverse population, and remove barriers to participation.