



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

ICL 22-05
28 December 2022

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 39-2, *Civil Air Patrol Membership*

1. This interim change letter changes CAPR 39-2, *Civil Air Patrol Membership*, and provides additional guidance on updating member records. This change aligns with CAPR 160-2, *Safety Reporting, Reviewing, and Action Planning*, hereby rescinds CAPR 35-2, *Notification Procedures in Case of Death, Injury or Serious Illness*, and will remain in effect until the regulation is revised.

Paragraph 1.10. is changed as follows:

1.10. Correction of National Membership Records. Membership data is updated frequently and displayed in the member's record on the eServices section of the CAP website. This information should be carefully reviewed monthly to ensure that correct and complete information is reflected for each member concerned. Changes to *most* personal information such as address, contact information, etc., can be updated through eServices or submitted to CAP/DP (membershipservices@capnhq.gov) for update of the National file.

1.10.1. Name Change. Members wishing to change their name shall provide legal documentation to CAP/DP (membershipservices@capnhq.gov) showing their current legal name. Acceptable documents include copies of court orders or government-issued identification including birth certificates, driver's license, social security card, passport, or equivalent documents.

1.10.2. Birthdate Change. Members wishing to correct their birthdate in national membership records shall provide legal documentation to CAP/ DP (membershipservices@capnhq.gov) showing their correct birthdate. Acceptable documents include government-issued identification including birth certificates, driver's license, passport, or equivalent documents.

1.10.3. Gender Change. Members wishing to change their gender in national membership records shall provide legal documentation to CAP/ DP (membershipservices@capnhq.gov) showing a legal gender change. Acceptable documents include copies of court orders, birth certificates, driver's license, passport, or equivalent documents as determined by the applicable State law. Note: A uniform waiver separately requested and approved in accordance with CAPR 39-1, paragraph 1.5, does not constitute a legal gender change.

1.10.4. Deceased Member Notification. In the case of death due to natural causes, the unit commander should notify CAP/ DP (membershipservices@capnhq.gov) as soon as reasonably possible. The notification should include the individual's CAPID and date of death. If the death is caused by murder, suicide, accident or other similar unexpected circumstances, the

commander should immediately contact the National Operations Center at 888-211-1812. Any death occurring during a CAP mission, activity or event must be reported in accordance with CAPR 160-2.

1.10.5 Voluntary Resignation. Members wishing to voluntarily resign their membership may do so in writing in accordance with CAPR 35-3, paragraph 3a(8) or paragraph 4a(2).

2. Any questions can be directed to Ms. Susie Parker at sparker@capnhq.gov.

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National Commander