



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

ICL 18-03
6 MARCH 2018

MEMORANDUM FOR ALL CAP UNIT COMMANDERS AND INSPECTOR GENERALS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 20-2, *Complaint Resolution*

1. CAPR 20-2 became effective 15 February 2018 but changes are made here for clarification. The expiration date on this interim change letter is 5 April at which time these clarifications will replace the current corresponding paragraphs in 20-2.
2. The intent of this interim change letter is to clarify existing requirements, and ensure the complaint process remains confidential.
3. CAPR 20-2 is amended as follows.

12.8.2. The purpose of an IG investigation is to establish the facts. To accomplish this, complainants, subjects, and witnesses who are CAP members are required to fully cooperate. Failure to respond with truthful and complete information, unauthorized disclosure, or any action to impede the process of the IG investigation in any way will be documented and provided to the offender's commander (except when member's commander is the subject of the investigation and in those cases, the next superior commander will be provided the documentation) for disciplinary action up to and including membership termination, as permitted under CAPR 35-3, Membership Termination, and other appropriate CAP regulations.

12.8.3. CAP members contacted by the IG or IO regarding an IG complaint will not discuss the complaint, analysis, investigation, or findings with any other person. Unauthorized disclosure outside of CAP could potentially result in 3rd party legal claims regarding defamation.

4. Any questions should be directed to Col Cheryl Fielitz-Scarborough, CAP/IG, at cfielitzscarborough@cap.gov.

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

MARK E. SMITH
Major General, CAP
Commander

CC:
CAP/CV/COO/COA/XO/NOC
All CAP Region and Wing CC/CV/CS
CAP-USAF/CC/CV/IG/JAG