



# Policies

## GOALS FOR THIS MODULE

Explain CAP's policy on:

1. Ethics
2. Diversity
3. Safety
4. Cadet protection
5. Operations Security (OPSEC)

Membership in Civil Air Patrol is a privilege and requires certain obligations as well as a personal commitment to understand and follow CAP rules, regulations, and policies. That commitment was made when the individual applied for membership and signed the following Oath of Application.

I understand membership in Civil Air Patrol is a privilege, not a right, and that membership is on a year-to-year basis subject to annual renewal by CAP. I further understand failure to meet membership eligibility criteria will result in automatic termination at any time.

I understand only Civil Air Patrol corporate officers are authorized to obligate funds, equipment, or services.

I understand Civil Air Patrol is not liable for loss or damage to my personal property when operated for or by Civil Air Patrol.

I voluntarily subscribe to the objectives and purposes of Civil Air Patrol and agree to be guided by the CAP Constitution and Bylaws and comply with CAP rules and regulations as from time to time may be amended or promulgated.

I agree to abide by the decisions of those in authority of Civil Air Patrol.

Civil Air Patrol is a professional organization made up of volunteer members throughout the nation. CAP members are expected to meet certain standards of conduct and performance. Civil Air Patrol's more than 65 years of public service to America rests on a deep public trust. That trust and partnership with the United States Air Force requires the highest levels of conduct and performance.



## Ethics

Civil Air Patrol has an CAP Ethics Policy. As a matter of fundamental principle, Civil Air Patrol will adhere to the highest ethical standards because it is the right thing to do. This policy tasks all CAP members and employees to perform their missions in a manner that brings credit to the organization and to themselves. Ethics can be defined in many ways: a set of principles and values that govern behavior, motivation based on ideas of right and wrong, moral principles of interaction with others, and,

simply, a code of conduct. Values relate to *determining* what is right or wrong and ethics relate to *doing* what is right or wrong.

CAP ethics are built on a foundation of accountability, integrity, fairness, and excellence. Values such as courage, responsibility, justice, openness, truthfulness, and respect are integral to CAP's commitment to an ethical code of conduct. All members are active participants in promoting and safeguarding the CAP corporate culture of value-based ethics.

“When values are shared by all members of an organization, they are extraordinarily important tools for making judgments, assessing probable outcomes of contemplated actions, and choosing among alternatives.”

*National Defense University  
Strategic Leadership and Decision Making  
Chapter 15: Values and Ethics*

## Ethical Standards

The Civil Air Patrol Standards of Ethics include, but are not limited to, the following:

**1. Responsible stewardship of CAP's resources and assets.**

This includes effective accounting and reporting systems, internal controls, and competent staff. Only fair and inclusive hiring and promotional policies and practices will be used for all board, staff, and volunteer positions. Integrity and honesty must be utilized in all transactions and dealings.

**2. Avoidance of any conflicts of interest.**



No board or staff member or volunteer may use corporate property, information, or position for improper personal gain or benefit. Any individual who becomes aware of a conflict of interest or potential conflict of interest must report it appropriately.

**3. Working relationships based on mutual respect, fairness, and openness.**

Board members, staff, and volunteers will behave honestly and ethically at all times and with all people. Individuals will not take unfair advantage of anyone through manipulation, intimidation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

**4. Fair dealing in all external business relationships.**

In order to preserve public perception of CAP, board members, staff, and volunteers will act in good faith, with due care, and shall engage only in fair and open competition, by treating ethically all competitors, suppliers, customers, and colleagues. No gift or entertainment that is excessive in nature or is not consistent with customary business practices will be accepted by board members, staff, or volunteers.

## 5. Confidentiality.

Board members, staff, and volunteers must protect all sensitive and confidential information entrusted to them.

Civil Air Patrol takes adherence to the Ethics Policy very seriously. Any member or employee may immediately report a suspected violation through his or her respective chain of command. Any commander or supervisor who is made aware of an allegation of nonadherence to the Ethics Policy shall report it in accordance with the appropriate CAP or employee directive.

In order to continue the tradition of excellence, integrity, and service to America, the Ethics Policy was created and compliance with this policy has been made mandatory. A member is not required to sign a copy of this policy, but membership in CAP is contingent upon acceptance of and adherence to the policy.

## Diversity

CAP welcomes any qualified person into its ranks and values the contributions of all of its members. CAP also believes that to truly be an organization representative of America and to fully benefit from the creativity and experience of its members, the organization should reflect the diverse nature of the nation's populace in its membership.

CAP is an organization of people of all ages, races, religions, ethnic origins, and genders. It includes people from all professions, of all educational levels, and with a wide range of skills, talents, and abilities. The age span of CAP members is truly unique; ages range from 12-year-old cadets to 95-year-old charter

members. To look at CAP is to look at the fabric of America.

For every member to feel included and valued, the processes and tasks of day-to-day life in CAP units should reflect the respect for diversity in the CAP culture. CAP not only enforces policies that do not tolerate unequal treatment of members but also encourages a positive message of accepting all qualified



people into its ranks. CAP's core values of *Integrity, Volunteer Service, Excellence, and Respect* know no color, gender, ethnic, religious, or any other categorization.

Civil Air Patrol maintains a policy of nondiscrimination, and all of its members are expected to adhere to this policy. No member of CAP shall be excluded from participation based on race, sex, age, color, religion, national origin, or disability. If a member believes that discrimination has occurred, he or she can submit a complaint in writing to the group or

wing inspector general. The CAP nondiscrimination policy is detailed in CAPR 36-2, Complaints Under the Civil Air Patrol Nondiscrimination Policy.

## Safety

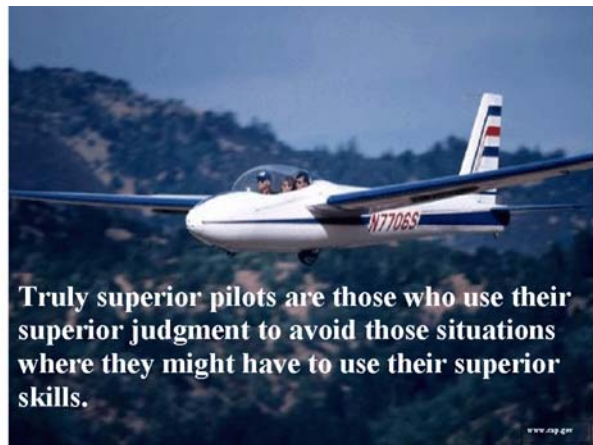
Safety is a priority in everything members do in Civil Air Patrol. Whether for ground safety or flight safety, the responsibility rests with the individual to ensure that risk to people is minimized and assets are protected. Safety cannot simply be a buzzword. It must be ingrained in CAP culture and everyday life.

The goal of the CAP Safety Program is to minimize the risks faced by the membership in the performance of their volunteer duties. All levels of command shall work in partnership to develop effective safety education and accident



prevention measures to safeguard members and preserve CAP's physical resources. They shall seek to instill a culture of safety that guides the planning and execution of every CAP activity.

Individual members should adhere to the CAP motto of "Always Vigilant" in planning, conducting, and participating in all CAP activities. Hazards and potentially unsafe behavior will be addressed immediately and then reported to higher authority. Commanders at all levels carry the responsibility of taking immediate action against any CAP member who places a fellow member at unnecessary risk. Punitive measures may range from counseling to the loss of membership.



Each level of command shall formally appoint a safety officer with qualifications appropriate to the local risk environment. Whenever possible, and especially in flying units, members with flying experience should be selected. In addition, each activity commander shall appoint a safety officer for that activity. Members in command positions should not serve as safety officers.

Safety officers are tasked with the development of a program of regular safety education and accident prevention training for the units to which they are assigned. This program shall deliver no less than 15 minutes per month (or three hours per year) of face-to-face education and training to the membership. At least once annually, Operational Risk Management (ORM) will be discussed. New members will receive ORM familiarization training, and current members will receive an ORM review.

Safety briefings are incorporated into all field training exercises, encampments, and other special activities where members face risk. The Civil Air Patrol Safety Improvement or Hazard Report, CAPF 26, and/or FAA Form 8740-5, Safety Improvement Report, is used to suggest ways to reduce operational risk to members.

The CAP Safety Program is detailed in CAPR 62-1, Civil Air Patrol Safety Responsibilities and Procedures (14 April 06) and CAPR 62-2, Mishap Reporting and Investigation (22 Apr 05). You must complete the **Basic Safety Course** found on the CAP University page of [http://www.capmembers.com/safety/safety\\_specialty\\_track\\_training.cfm](http://www.capmembers.com/safety/safety_specialty_track_training.cfm) within 90 days of joining CAP.

## Operational Risk Management (ORM)

CAP officially adopted ORM in May 1997. ORM is a logic-based, common sense approach to making calculated decisions on human, material, and environmental factors associated with any type of activity. Simply put, it's a methodical, six-step process to manage inherent risk.

### The ORM Process

1. Identify the hazards.
2. Assess the risks.
3. Analyze risk control measures.
4. Make control decisions.
5. Implement risk control.
6. Supervise and review.

The ORM process allows systematic risk decision making that manages risk as part of the whole operation, reduces mishaps, and improves the cost-benefit ratio by lowering risk. The end result is that people are safer, resources

are conserved, and operational capability is optimized.

## Reporting Mishaps

A mishap is any unplanned or unsought event or series of events that results in death, injury, or damage to or loss of equipment or property. Mishaps can be classified as bodily injury or property damage to aircraft, to vehicles, or to other property.

The overall purpose of mishap reporting and investigation is *mishap prevention*. Prompt notification and reporting of all CAP mishaps to the appropriate officials is mandatory. When serious injury or death is involved, there will be no formal or informal investigation conducted by CAP unless directed by National Headquarters.

## Reporting Procedures

When any mishap occurs during a CAP activity, the unit or activity commander will immediately notify the wing commander and wing safety officer in accordance with the wing's accident reporting procedures.

Wing commanders (or their designees) will immediately notify CAP



National Headquarters of all accidents involving substantial damage, serious injury, or death. In addition, the wing will also immediately notify their state director's office, the CAP-USAF liaison region, and the CAP region commander or their designee of all

aircraft accidents or incidents and all other mishaps involving death or serious injury .

## Operations Security (OPSEC)

In conducting the day-to-day business of Civil Air Patrol, members do not routinely deal with classified information. Those experienced members who wish to perform certain sensitive missions (e.g., for the Drug Enforcement Agency or the dep't of Homeland Security) will receive additional background screening and training before being allowed to participate.

All CAP members may expect to come across information that the Air Force or CAP has deemed "Unclassified/For Official Use Only" (FOUO). Common examples of this are the Air Force radio frequencies assigned to CAP. No matter what the assignment in CAP, all adult members must complete the online OPSEC awareness training program at <https://tests.cap.af.mil/opsec>. This is a secure website and the initial screen will ask some questions to verify the member's identity. The training takes most members less than 20 minutes to complete and concludes with an agreement to protect sensitive information.

Once the member agrees, this "Non-Disclosure Agreement" (NDA) will be electronically recorded in the membership record. This NDA is required before the member can access certain sensitive information or

participate in certain missions.

## Cadet Protection

Child abuse and drug abuse both represent menaces to America's youth and to the nation. Both are also significant concerns for every youth-serving organization, including Civil Air Patrol. CAP is committed to doing everything reasonably possible to combat the potential for child abuse within the organization and to discourage cadets from illegal use of alcohol and other drugs.

CAPR 52-10 outlines the Cadet Protection Policy and specifically discusses these three areas of defined abuse: sexual abuse, physical abuse, and hazing. CAP members are expected to avoid even the appearance of impropriety involving cadets and to report suspected abuse immediately. It is every member's obligation to report any suspected incidents of child abuse or neglect in accordance with published CAP policies. CAPR 52-10 outlines reporting requirements.

The Cadet Protection Program Training (CPPT) is required of every senior member, cadet sponsor member, and cadets 18 years of age or older. The course is available on the CAP website under "Cadet Protection."

### **RESOURCES FOR "POLICIES" MODULE**

- Ethics policy letter (25 August 05)
- Nondiscrimination Policy (CAPR 36-2)
- Cadet Protection Policy (CAPR 52-10)
- Cadet Protection Program Training Student Guide (CAPP 50-3)
- Safety (CAPR 62-1, CAPR 62-2)
- OPSEC policy letter (5 June 06)

