



OFFICE OF DIVERSITY AND INCLUSION  
ILLINOIS WING CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
P O Box 4027  
St. Charles IL 60174-9082



**DIVERSITY AND INCLUSION ACTION PLAN June 2020**

**1. INTRODUCTION**

This annual plan represents the Illinois wing, Diversity and Inclusion program. The plan includes a wing-wide evaluation of the program, objectives, goals, and strategies. It was prepared by the members of the Diversity and Inclusion Team and approved by Maj. Jaquelyn Rounds, Wing Diversity Officer.

**A history of inclusion in Illinois Wing**

When Civil Air Patrol formed in the early days of World War II, many of our first volunteers were patriotic citizens unavailable for military service who nevertheless were determined to serve the nation in a time of need. Illinois CAP welcomed women, World War I veterans, teenagers, senior citizens, disabled persons, and many other volunteers from a wide range of diverse backgrounds, races, and religions. Our history is built upon a wonderful base of inclusiveness, from our earliest days as an organization. CAP draws its strength from the fact that as a civilian auxiliary of the Air Force, we can and do include people from all backgrounds in our essential work that we do, and that proud tradition continues. From the Spring Edition 2020 Volunteer Magazine. *America's Civil Rights history is missing a page about the pioneering work of Civil Air Patrol in March 1942. With little fanfare outside of the black press, the 111<sup>th</sup> Flight Squadron of the Illinois Wing became the first race and gender-integrated, uniformed Flying unit in United States history. The Legacy of Coffey lives on today... His CAP unit is now known as the Cornelius R. Coffey Composite Squadron.*

**2. MISSION & VISION STATEMENTS**

Our **MISSION** is to promote a supportive and enriching climate that allows all members to thrive and succeed, by seeking to collaborate with Wing, Groups and Squadrons. Providing a comprehensive Wing-wide approach to diversity and inclusion, to ensure access and equity to all members. Through strategic planning and programmatic development, we hope to empower cadets and seniors to build a diverse and inclusive culture. Given Illinois Wings direction towards a more diverse and inclusive organization, and that diversity in Civil Air Patrol means that an organization employs a diverse team at all levels of the organization, which is reflective of the society in which it exists and operates.

Our **VISION** is to recognize that the pursuit of excellence intersects with a commitment to diversity, in all aspects of Illinois Wing life. We seek to create a value-added program with a consistent, positive, professional team-oriented approach. By embracing diversity and thereby helping to shape Illinois Wing into a more inclusive environment that values and respects all members and into a place where all members will thrive and grow. Diversity in an organization means that an organization employs a diverse team of people that is reflective of the society in which it exists and operates.

The **CAP CORE VALUES** naturally align with a robust, deliberate focus on diversity and inclusion. American society is intrinsically diverse, and the communities we live in and serve reflect this diversity.

We aim to reflect the value of **INTEGRITY** by supporting our organization in acting with conviction and moral uprightness in recruiting and retaining a diverse membership. We believe our commitment to **VOLUNTEER SERVICE** calls on us to include and empower members that add dimension, depth and breadth to our capabilities and core missions, and providing for the welfare of others is enhanced by the empathy and understanding inclusion builds into our organization. **EXCELLENCE** calls on us to go beyond “good enough” and set an example for other organizations while living up to our sacred public trust. **RESPECT** calls on us most clearly in this regard. We are challenged to view each other as fundamentally equal. We seek to support our leadership and members in living up to the spirit of these values while enhancing the reputation of Illinois Wing of Civil Air Patrol.

**Our Tag Line: Uniqueness is Powerful; Our Foundation is “Equal”!**

### **3. GOALS**

Following are the goals for the Program (in Alphabetical Order):

#### **CAP MISSIONS**

**Aerospace:** Work with the depart of Cadet Programs to support external aerospace education outreach programs and activities requested of the Wing including but not limited to minority and handicapped student. Reasonable accommodations must be made per Civil Air Patrol Regulations for cadets with handicaps and religious obligations. Discuss diversity and inclusion with your unit’s cadets to further establish diversity and inclusion as a part of the cadet program.

**Cadet Programs:** Work with the Wing Cadet Programs Officer to ensure there diversity and inclusion included in what they present. The CAP Cadet Program is a year-round program where Cadets fly, learn to lead, hike, camp, get in shape, and push themselves to new limits. Reasonable accommodations must be made for cadets with handicaps and religious obligations. Discuss diversity and inclusion with your unit’s cadets to further establish Diversity and Inclusion as a part of the cadet program.

**Emergency Services:** Work with the Wing ES Officer to ensure that if there are properly trained personnel to operate in the specialty required for the mission, and the needs for the mission will be met, then all members should be utilized to their capacity.

#### **CHARACTER DEVELOPMENT/CHAPLAINS**

**Character Development/Chaplains:** Work with the Wing CDI/Chaplains to ensure that there is diversity and inclusion included in what they present. The character development program helps cadets grasp the relevance of morals and ethics in all aspects of their public and private life. It seeks to develop the skill of examining their present values and decision-making processes. There is an increasing awareness of diversity in the public sector, armed forces and thus Illinois Wing. We recognize that all members of Illinois Wing are part of a team, and as such, part of our culture. As Illinois Wing Members, it is our responsibility to recognize every members’ value to us. We must consider the religious beliefs of members, and work with them to accommodate their needs. The Chaplains and Character Development Officers have a key role in this. At the national meeting in 2018, CAP’s leadership adopted the Five Pillars of Wellness and Resilience, a comprehensive model to provide “personal excellence” in CAP and life.

“The five pillars are **Mind, Body, Relationships, Spirit, and Family**. They represent the focus areas that contribute to our personal level of “wellness.” This personal wellness enables us to operate at our best, sustaining us during times of stress and making us resilient to the difficulties of life. This helps us to be successful as CAP Volunteer Airmen.” (Maj. Gen. Mark Smith)



## LEADERSHIP

**Diversity and Inclusion Representative:** Obtain Wing Leadership’s approval to encourage Squadrons and Groups to choose a Diversity and Inclusion Officer at their level. Currently, the diversity and inclusion program discussions are only at Wing, Region and National level. Illinois Wing has established a Wing diversity and inclusion team to work on bringing this program to the Group and Squadron levels.

**Cadet Representative:** Active participation by at least one cadet representative from Illinois Wing. Cadets on the Diversity and inclusion committee are important members, as one third of our program is dedicated to cadets. Illinois Wing has provisions for cadets to serve as Illinois Wing Diversity and Inclusion staff. We will look to the Illinois Wing Cadet Advisory Council for recommendation for Cadet Membership in the Diversity and Inclusion committee.

**Mentorship Resource:** Through the diversity and inclusion team, there will be subsets of individuals (disability, gender, ethnicity, etc.) that can guide anyone needing support or advise on how best to handle inclusion into Illinois Wing. The Illinois Wing Diversity Team has members who are proficient in many areas such as: disabilities, LGBTQ populations and minorities. These people will step forward to be a mentor to people who seek diversity and inclusion assistance. We can be reached at [DIO@ilwg.cap.gov](mailto:DIO@ilwg.cap.gov).

## MARKETING

**Public Affairs:** Work with the Wings PAO on:

- a. **Articles:** Every month a member of the diversity and inclusion team will provide an article to the Illinois Wing PAO to post on social media or use as an attachment to the Illinois Wing Newsletter. We need to get the message out to Illinois Wing about the diversity and inclusion team and the program.

We believe the diversity and inclusion team will present a cultural changing program that will take time to implement and accept.

b. **Posters and Business Cards:** Create posters and other materials to have approved for distribution. Business cards would be a quick way of getting out that we have a commitment to diversity and inclusion, when used for introduction. Posters can be used in public and when recruiting to show that Illinois Wing has something to offer everyone, and the business cards will give them a point of contact with the diversity and inclusion reminder.

c. **Social Media:** Diversity and inclusion will be on the Wing webpage with a message from the diversity and inclusion officer, one of the diversity and inclusion team members, or a member of the command staff. Additionally, we would encourage Groups and Squadrons to include a Diversity statement on their individual webpages or Facebook page.

d. **Branding:** Develop a logo to use on all diversity and inclusion materials similar to example below, and if possible, incorporate the image from the Wing patch.



**Information Technology:** Work with the Wing's IT Officer on:

a. **Creation of Departmental Email Address:** The entire Illinois Wing diversity and inclusion team can be accessed by emailing [DIO@ilwg.cap.gov](mailto:DIO@ilwg.cap.gov). This will put a person in touch with everyone in the team, so the person with the best qualifications to answer the question will be able to reach out. Our diversity and inclusion web page is at <https://ilwg.cap.gov/members/wing-staff/diversity>.

## RECRUITING & RETENTION

### Recruiting:

a. **Activities:** Work with the Wing Recruiting & Retention officer to get a diversity and inclusion team member involved working with the recruiting and retention officer.

b. **Yearly Goals:** Ensure there is a goal established with diversity and inclusion in mind; using eServices Reports to pull the titles and current stats to establish the below base line as of 29 May 2020, which will allow us to track growth in our numbers:

American Indian or Alaskan Native	Asian	Black or African American	Hispanic, Latino or Spanish	Native Hawaiian or Other Pacific Islander	Prefer not to Disclose	Race Unknown	Two or More	White	Non-white	Total
5	60	60	47	1	5	128	18	837	191	1161

	FEMALE	MALE	Total
ADULT	102	518	620
CADET	128	413	541
Total	230	931	1161

There are approximately 80% males and 20% females in Illinois Wing. National Headquarters has not given specific goals as to what sector we may be looking to increase; however, we are to monitor and then determine where we feel our specific goals will be. However, Illinois Wing will look for at least a 1% increase in membership in all sections considered diverse.

**Retention:**

a. **Orientation Flights:** Orientation flights are a capstone event in the cadet’s overall aerospace experience. Every accommodation will be made to see that all cadets enjoy the thrill of flight. Work with Orientation Flight and Operations staff to make sure regulations are followed:

3.2 of the CAPR 36-1 “Qualified Member with a Disability” means a CAP member with a disability who, either with or without *reasonable* accommodation, can perform the essential functions required by a CAP program or activity that such CAP member desires to participate in *without endangering him/herself, other CAP members, or CAP property.*

b. **Encampments:** Work with the encampment planners and commandants to make sure a class on diversity and inclusion is included at every encampment to emphasize the importance within Illinois Wing. Planners are to make sure they avoid religious holy days and make all other reasonable religious accommodations.

**TRAININGS**

a. **Professional Development Courses:** Work with the Professional Development Officer to ensure that appropriate CAP training sessions have a segment on diversity and inclusion. Every organization needs a strong professional development program to ensure its members can perform the duties that are required of them. However, to truly train a senior member in today’s Illinois Wing, there has to be an understanding of diversity and inclusion in our ranks. (see CAPP 0-1)

b. **Conferences:** Work with Wing’s conference planner to ensure there is a break out session for diversity and inclusion. Wing conferences are to educate members on the wing’s direction. Diversity and inclusion are an intricate part of every Illinois Wing activity, especially one that is there to educate. Therefore, diversity and inclusion need to be a part of the conference. The long-term goal of diversity and inclusion is to change the culture of Illinois Wing to a more accepting and inclusive organization. The

people attending National, Regional and Wing conferences are those who want to learn where the organization is headed. Diversity and inclusion presentation should be part of any pre-conference Planning Committee meetings, and for any session presenters scheduled for the Wing Conference.

## REVIEW OF PLAN

Our Plan is a living document which will be reviewed quarterly by the team on what might need to be modified as we move forward throughout the year.

## SUMMARY

This plan provides an overview of the current Diversity and Inclusion Action Plan, observations of the current environment, and goals and strategies for the program for 2020.

As the statistics are ever changing, this plan is reviewed and reported at the Wing monthly Staff meetings. Those reports are held in the diversity and inclusion folder on Google Drive.

## PROMULGATION

Upon approval by the Illinois Wing Diversity Officer, and the Illinois Wing Commander, this Plan will be communicated to the members of the team. The Illinois Wing will be notified by the program's inclusion in the Illinois Wing Newsletter and the Illinois wing website. It will reside in our files for continued review by all involved.

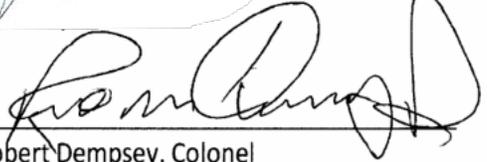
Submitted: 9 June 2020

Diversity and Inclusion Team Members

Approved:



Jaquelyn Rounds, Maj, Diversity Officer



Robert Dempsey, Colonel  
Illinois Wing Commander