



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 1-3

26 DECEMBER 2012

Corporate Principles

DISCLOSURE OF CONFIDENTIAL INFORMATION BY VOLUNTEER MEMBERS

This regulation implements Civil Air Patrol's program for the protection of confidential CAP information. This regulation applies to all CAP members in leadership positions or other CAP members who in the course of their duties may receive CAP confidential information. **Note: Corporate employee Confidential Information requirements are governed by Civil Air Patrol's Corporate Handbook and Policies.**

SUMMARY OF CHANGES.

Incorporates recent CAP governance changes and updates that are applicable to corporate principles. **Note: Shaded areas identify new or revised material.**

1. CAP Confidential Information as used in this regulation, "CAP Confidential Information" means (i) information shared with the recipient in an "executive" or "closed" session of a CAP board or committee, (ii) information of a personal and sensitive nature concerning a CAP member that is not contained in the member's eServices database entry or disclosed on official CAP forms in any format, (iii) information that is marked by a CAP corporate officer as "CAP Confidential" or with a similar designation indicating that the information is not to be shared generally either within or outside CAP, (iv) any information the category of which is designated privileged, confidential, or with a similar designation in any CAP regulation or governing document; and (v) any information designated by any government agency as not for public disclosure.

2. Protection of CAP Confidential Information. CAP's volunteer corporate officers, commanders, officials and others may in the course of their duties receive CAP Confidential Information and possess information relating to CAP's business, including data, know-how, reports, records, specifications, proposals, studies, business plans, strategy and analyses, research and development, concepts, members or potential members, vendors or potential vendors, financial information and projections, and personnel information. CAP members have a duty to use this information only as appropriate to their position in the corporation. They have a further duty to protect such information from inappropriate use or improper disclosure.

a. CAPF 177, *Nondisclosure Declaration (NDD)*, signifies acknowledgement of the responsibility to preserve and protect CAP Confidential Information. The following duty positions are those that, by the nature of those positions, must execute a CAPF 177.

- (1) The National Commander and National Vice Commander.

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(2) Region and wing commanders.

(3) Others as determined by their immediate commander (e.g., DCSs/Directors of Operations, Finance, Logistics; unit operations, finance, supply officers).

b. Before appointment, every CAP member described in paragraph 2a of this regulation will execute a CAPF 177.

c. Before disclosure of CAP Confidential Information, recipients of the CAP Confidential Information who have not already signed a CAPF 177 will execute said form.

d. The signed original CAPF 177 will be provided through the member's immediate commander to the CAP General Counsel's office.

e. Anyone having knowledge of a failure to protect CAP Confidential Information or suspected misuse of CAP Confidential Information must report it to his/her immediate commander.

3. Application to CAP Legal Officers. Duly appointed CAP legal officers are not required to sign CAPF177 prior to receiving CAP Confidential Information in connection with their services as legal officers, as the attorney-client privilege will govern the use and disclosure of CAP Confidential Information in that circumstance.

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Commander