



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 5-4

5 FEBRUARY 2007

Publications Management

PUBLICATIONS AND FORMS MANAGEMENT

This regulation prescribes policies that govern the issuance, revision and revocation of all Civil Air Patrol (CAP) publications. Publications and forms are necessary for the orderly administration of the activities, business and affairs of CAP; and the effective execution of CAP missions. Commanders have the overall responsibility for compliance with the procedures outlined in this regulation. This regulation is applicable to all CAP units.

SUMMARY OF CHANGES.

This regulation implements changes to the CAP Constitution and By Laws by providing for the establishment of policies and standards by the National Board or, in some cases, the National Commander and by mandating the National Headquarters staff to incorporate established policies and standards into appropriate CAP publications. It also establishes the NHQ website as the official source of CAP publications and forms, and establishes suspenses for NHQ to complete the processing of supplements submitted for approval. **Note: This regulation revises/consolidates CAPR 5-1 and CAPR 5-4 in their entirety.**

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1. Definitions. As used in national publications distributed on or after the date of this regulation, the following words will have the definition indicated:

- a. **“Shall”, “will” or “must”**, when used in a regulation, manual, OI, supplement, or change there to indicate a mandatory requirement [directive].
- b. **“Should”** indicates a non-mandatory or preferred method of accomplishment [nondirective].
- c. **“May”** indicates an acceptable or suggested means of accomplishment [nondirective].
- d. **“Changes”** amend the content of an existing publication.

e. **“Immediate (policy or publication)”** refers to an action taken due to a state of emergency, an unforeseen circumstance involving the preservation of life or property, or other contingencies.

f. **“Manuals”** announce procedures and guidance for performing standard tasks and usually contain examples.

g. **“Operating Instructions”** announce local policies or procedures, and direct actions of a local nature within one unit (charter number) or office.

h. **“OPR”** (office of primary responsibility) means the National Headquarters directorate having primary responsibility for the issuance and maintenance of a publication or the office at the region, wing or unit responsible for the issuance and maintenance of a publication. The OPR also has the authority to waive the provisions of a publication it is responsible for unless specifically prohibited in that, or any other, publication. Each publication shall be assigned an OPR.

i. **“Pamphlets”** are nondirective, informative, “how-to” type publications that may include suggested methods and techniques for implementing CAP policies.

j. **“Publication”** means regulations, manuals, pamphlets, operating instructions, any other documented guidance and supplements thereto.

k. **“Publications Manager”** means the person or office at National Headquarters (NHQ CAP/EXS) designated by the Executive Director as responsible for coordinating, reviewing and distributing CAP publications.

l. **“Regulations”** announce policies, direct actions and prescribe standards.

m. **“Supplements”** are auxiliary publications that augment higher headquarters directives and apply to all members of the issuing headquarters and all subordinate units.

2. Regulations and Manuals. Regulations and manuals may only be issued by National Headquarters. The following responsibilities relate to the management of regulations and manuals:

a. **The National Board/National Executive Committee/Board of Governors** will establish policies in accordance with the Constitution and Bylaws of Civil Air Patrol. The National Commander may establish immediate regulations under the provisions of Article XX, paragraph 3, of the Constitution of Civil Air Patrol, when circumstances dictate.

b. **National Headquarters (NHQ) staff**, including volunteer members of CAP assigned to the National Commander’s staff, shall incorporate all policies, or changes to existing policies, into drafts of CAP regulations, manuals, or revisions thereof. The NHQ staff may also implement non-policy publications or changes to publications (e.g., address changes, points of contact, Air Force or other DoD mandated changes, statutory or other legal requirements) as needed.

c. The NHQ OPR shall coordinate draft regulations, manuals or revision thereof with NHQ directorates and, when applicable, other affected agencies in accordance with established NHQ CAP procedures. When a draft regulation, manual or revision is referred to a committee, the OPR will coordinate with that committee, in addition to the appropriate NHQ and CAP-USAF directorates. The OPR will edit the draft regulation, manual or revision based on inputs received during coordination and will submit the draft regulation to the NHQ publications manager to be posted for 30 days on the NHQ website for comment by the volunteer membership. The NHQ publications manager will promptly notify the National Board, CAP-USAF and such other parties as designated by the National Commander, National Vice Commander and/or National Chief of Staff, of such posting.

d. Resolving Comments. At the end of the comment period, the NHQ Publications Manager will send all comments received to the NHQ OPR. The NHQ OPR will evaluate all comments for inclusion into the regulation, manual or revision. Once complete, the OPR will attach a cover letter to the draft publication reflecting all comments received and whether the recommendation was incorporated or not. For those recommendations not incorporated, the cover letter will state the reason for not incorporating it. Draft regulations, manuals or revisions that govern Air Force assigned missions or CAP's use of federally provided resources will be forwarded to CAP-USAF for approval. CAP-USAF will forward approved draft regulations, manuals or revisions to the CAP/EX

e. The National Headquarters Executive Director (NHQ CAP/EX) shall review the final draft regulation, manual or revision. The final draft publication will then be sent it to the National Commander for approval. Once approved, the regulation, manual or revision will be sent to the NHQ publications manager for publication and distribution.

3. Supplements, Operating Instructions (OI) and Pamphlets. Supplements, OIs and pamphlets may be issued by any level of command unless specifically limited or prohibited by the regulation or manual governing the publication's subject matter. See [attachment 1](#) and [attachment 2](#) for proper formats. The following responsibilities relate to the management of supplements, OIs and pamphlets:

a. Commanders.

(1) Commanders are encouraged to keep the number of publications issued by their headquarters to the absolute minimum needed for mission accomplishment and must promptly rescind those publications that are no longer needed or have been superseded. When the parent publication of a supplement or OI is revised/reissued, commanders must ensure the supplement or OI is revised and re-approved, if required, or rescinded with 6 months of the new parent publication's issue. Publications will not conflict with higher headquarters directives. Commanders must also ensure that when publishing supplements operating instructions and pamphlets that the content only pertains to those personnel within his/her purview. In addition, a copy of each publication must be forwarded to the next higher level of command for review immediately upon publication.

(2) Some regulations and manuals require NHQ approval of all supplements or operating instructions pertaining to that publication (e.g.: CAPR 60-1, CAPR 173-2, etc.). Commanders will ensure such approvals are received prior to issuing the supplements or operating instruction. All supplements or OIs pertaining to Air Force Assigned Missions (i.e., CAPR 60-1, CAPR 60-3, CAPR 173-3, etc.) requiring NHQ approval must be coordinated with the State Director, CAP-USAF Liaison Region, and the CAP Region prior to submission to NHQ for approval. When such a proposed supplement or operating instruction is received at National Headquarters, NHQ staff will, within 60 days, review it and will take one of the following actions:

(a) Approve the supplement.

(b) Provide detailed feedback to the submitting unit as to why it cannot be approved/what changes are needed prior to approval.

(c) Provide the reasons for any delay and a specific date, within 120 days of receipt of the proposed supplement, by which one of the two preceding actions will be accomplished.

b. Administrative Officers (including wing/region) are responsible to their commander for publications and forms management. Administrative officers will maintain the unit's official set of publications, including National and all intervening headquarters publications, whether electronic or paper, and maintain copies of all OIs, supplements and pamphlets published by their units. OI, supplement and pamphlet copies may be either electronic or paper. On the anniversary date of each supplement or operating instruction the administrative officer will ensure the OPR certifies the publication is still current and essential by annotating the record copy with the name of the person making the certification and the date the certification was made. In the case of electronic publications, the name and date for the most recent certification must appear on the copy in the official headquarters set of publications (see [attachment 1](#)).

4. Interim Change Letters (ICL). Situations requiring immediate action due to a state of emergency, an unforeseen circumstance involving the preservation of life or property, or other contingencies that may require prompt action may result in an interim change letter being issued outlining immediate policies. ICLs may be issued by any level of command unless specifically limited or prohibited by the regulation or manual governing that subject matter. Issuance of policies by ICL is a temporary measure.

a. ICLs outlining immediate policies to be followed for a limited time will be issued with a stated expiration date. Such expiration dates shall not be more than 180 days from the date the letter was issued.

b. ICLs outlining immediate policies that are intended to become permanent shall be incorporated into an appropriate publication within 90 days of the date the letter was issued.

5. Changes may only be published by the same unit that published the basic publication. A change will only be published using the page-insert method. Write-in changes are NOT AUTHORIZED.

6. Forms.

a. A form is a tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive CAP purpose or objective. All forms, regardless of the issuing headquarters, must be prescribed in an official directive publication.

(1) A new form and the prescribing publication must be published and distributed simultaneously. Revised forms may be published and distributed independently.

(2) The prescribing publication directs organizations and individuals to use the form, states the purpose of the form, how and when to complete it, and how to submit it

(3) Blank forms will not be included in any publication to ensure version control and to eliminate a need to update the publication each time a form is revised.

b. Previous editions of revised forms will be used until stock is exhausted to ensure economy of operations, unless the new form indicates that the previous edition cannot be used.

c. Reproduction of CAP forms is authorized providing no changes or alterations are made, other than overprinting of blank forms with common local information. Test and other controlled material shall not be locally reproduced unless specifically authorized by the controlled material's OPR at NHQ.

d. Those tests, forms, certificates and visual aids that are only available from National Headquarters will be indicated on the on-line Index 0-9.

7. Distribution of Publications and Forms.

a. The CAP website is the official source for CAP National Headquarters publications and forms. They are available at www.cap.gov/pubs. Use of this "official source" assures access to the most current policies, standards and information.

(1) Whenever a new or revised NHQ publication is issued, the NHQ publications manager will update the publications pages of the NHQ website and will electronically announce the change to all National Board members and wing administrators.

(2) Commanders are encouraged to designate the publications pages of the NHQ website as their unit's official set of NHQ publications. Commanders that elect to maintain paper sets as their unit's official set of NHQ publications must ensure that spot checks of these sets are conducted every 6 months. The spot checks will be documented by the administrative officer or the commander's designee and will include a comparison with the official forms and publications listings on the CAP website at www.cap.gov/pubs.

b. CAP units below the NHQ level should establish a distribution plan for publications issued by their respective headquarters that ensures the widest dissemination within their headquarters' respective span of authority. Commanders are encouraged to use their respective units' websites as the official source for their command level's publications. Commanders will ensure that a copy of each publication issued by their respective headquarters is forwarded to the next higher level of command for review immediately upon publication.

c. The electronic Form 8 at e-services will be used to requisition those items available from NHQ. Only the commander, administrative officer or test control officer/alternate shall submit the electronic Form 8. Permissions by the web security administrator must be established.

d. Reproduction of CAP publications is authorized providing no changes or alterations are made. Test and other controlled material shall not be locally reproduced unless specifically authorized by the controlled material's OPR at NHQ.

Attachment 1 – Sample Supplement



MI WING SUPPLEMENT 1

CAPR 5-4

18 MARCH 2007

Publications Management

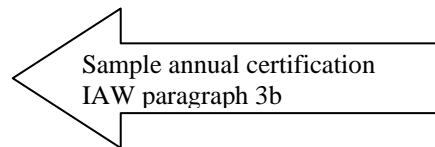
PUBLICATIONS AND BLANK FORMS MANAGEMENT

CAPR 5-4, dated 1 January 2005, is supplemented as follows:

3a(1). This is used to add material to paragraph 3a(1). Remember that when supplementing a publication, you cannot delete or change the higher headquarters publication.

7. Added. This is used when adding an additional paragraph. When writing supplements, be sure that you are direct to the point and that the intended reader will understand what you are directing.

Certified 15 Mar 08, Capt John Smith, DA



Supersedes: MIWG Supplement 1 to CAPR 5-4, 17 August 2002
Distribution: 1 each unit; 1 GLR/CC

OPR: DA
Approved by: MIWG/CC

Attachment 2 – Sample Operating Instruction**SMITH SQUADRON OPERATING INSTRUCTION 1-06****1 JANUARY 2007****Operations****SCHEDULING UNIT AIRCRAFT**

This instruction prescribes the procedures for scheduling the aircraft assigned to the Smith Squadron.

- 1.** Responsibility for scheduling the aircraft assigned to the Smith Squadron rests with the Aircraft Management Officer (AMO) assigned by the Squadron Commander.
- 2.** Members wishing to schedule the unit aircraft should contact the AMO by calling the scheduling cell phone: (999) 555-3333. If the AMO does not answer, the member may contact the Squadron Director of Operations.
- 3.** Priority. The unit aircraft shall be scheduled based on the following priorities:
 - a.** Air Force assigned ES missions.
 - b.** Corporate assigned ES missions.
 - c.** Air Force assigned training missions.
 - d.** Cadet orientation flights.
 - e.** Aircrew proficiency flights.
- 4.** Scheduling the aircraft in accordance with this OI does not constitute a flight release. Flight releases will be obtained prior to each flight in accordance with CAP directives.

Supersedes: MIWG OI 4-04, 24 May 2004
Distribution: 1 ea pilot; 1 Group 2/CC

OPR: DA
Approved by: MI-706/CC