



NATIONAL HEADQUARTERS CIVIL AIR PATROL

# CAP REGULATION 1-2

07 NOVEMBER 2016

CIVIL AIR PATROL STANDARDS

PUBLICATIONS MANAGEMENT

This regulation implements federal statutes, United States Air Force policy, the Constitution and Bylaws of the Civil Air Patrol (CAP), and policy of the CAP Board of Governors pertaining to the establishment and maintenance of CAP regulations. Commanders have the overall responsibility for compliance with procedures outlined in this regulation. This regulation is applicable to all CAP units.

## SUMMARY OF CHANGES.

This document replaces CAPR 5-4 *Publication and Forms Management*. It has been extensively revised and needs to be reviewed in its entirety. For clarity, a distinction is made between National Headquarters Office of Primary Responsibility (NHQ OPR, the functional area responsible for a respective publication issued at the CAP level) and OPR, the functional area responsible for a respective publication released at any level. A distinction is also made between CAP publications released at the national level and applicable to all CAP members, and other publications released at the region-and-below level applicable as prescribed in this Regulation. References to office symbols formerly displayed as "NHQ/XX" are now represented as "CAP/XX" signifying the functional lead on the NHQ staff. Templates are introduced to assist members in developing CAP publications.

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Supersedes: CAPR 5-4, 13 Jan 2015.

OPR: DA

Distribution: National CAP website.

Pages: 22

Notice: CAP publications and forms are available digitally on the CAP National website at:

<http://www.capmembers.com/publications>.

**1. Overview.** This regulation prescribes procedures for the effective management of publications issued at all CAP levels. Publications are necessary for the orderly administration of CAP activities, business and affairs, and the effective execution of CAP programs and missions.

**2. Roles and Responsibilities.**

2.1. The Board of Governors (BoG), United States Air Force (USAF), or law shall establish policies in accordance with the Constitution and Bylaws of Civil Air Patrol.

2.2. The CAP National Commander (CAP/CC) is responsible for the adoption and maintenance of regulations applicable to all CAP members. In his/her capacity as the Chief Executive Officer (CAP/CEO), CAP/CC takes necessary actions to ensure an effective and efficient organization.

2.3. The Chief Operating Officer (CAP/COO) takes necessary actions to administer the daily affairs of the Corporation and manage the CAP National Headquarters (NHQ). The CAP/COO oversees development and implementation of CAP-issued publications and management of the publications program.

2.4. The National Executive Officer (CAP/XO) provides review of and advises CAP/CC on all CAP regulations and revisions thereof.

2.5. The NHQ staff, under the direction of the CAP/COO, shall act on behalf of the CAP/CC to incorporate all policies, changes to existing policies, and management practices into drafts of CAP regulations or revisions thereof. The NHQ staff also produces other publications applicable to all CAP members.

2.6. The CAP Publications Manager (CAP/DA) is responsible for the management of the publishing program to include editing, formatting, tracking progress, maintaining publications related databases, and distribution of CAP publications and NHQ approved supplements and operating instructions.

2.7. The Office of Primary Responsibility (OPR) is responsible for drafting and coordinating proposed new publications and revisions to existing publications. Each publication shall be assigned an OPR.

2.8. CAP commanders at all levels are responsible for ensuring members under their command comply with all publications released under their authority and with all higher headquarters' directive publications.

2.9. Administrative officers at all levels are responsible to their commanders for publications management.

**3. Waivers.** CAP/DA is the waiver authority for this regulation. Other directive publications established in accordance with this regulation shall state the waiver approval process, if any, applicable to that publication. In those cases, the OPR is the waiver authority unless stated otherwise. At the end of each month, NHQ OPRs shall submit to CAP/XO, through CAP/DA for consolidation, a list of approved waivers to CAP regulations.

**4. Supplements and Operating Instructions (OI) to this Regulation.** Supplements and OIs pertaining to this regulation shall not be issued below the wing level and must be approved by CAP/DA. Wings shall courtesy copy the region when submitting OIs and supplements for approval.

**5. Relevance, Efficiency and Sustainability.** All directive publications or revisions thereof, to include prescribed forms, should be mindful of any additional administrative burden to CAP volunteers or employees. Therefore, OPRs must consider relevance, efficiency and sustainability of directive requirements when developing regulations, supplements and OIs.

**6. Policy, Directive Statements and Management Practices.** For the effective conduct of CAP's affairs, a distinction must be made between policy, directive statements and management practices. By definition, policy presents the overarching guiding principles (the desired end state or "what"). Directive statements

prescribe actions needed to remain compliant with a policy's intent (the "how"). Similarly, management practices are directive statements that are essential to efficiently and effectively conduct CAP's daily affairs and serve as a commander's tool to improve processes without establishing or deviating from governing policy. Management practices, being directive in nature, shall be implemented through regulations, supplements and OIs.

**7. Compliance.** Members are required to comply with all applicable directive publications. To assist members in maintaining compliance, OPRs shall include as Attachment 1 to each regulation, supplement and operating instruction the compliance elements mandated in the publication. Listed compliance elements are those actions that are critical to mission accomplishment or impact the use of appropriated resources, and can be verified through inspection. The items in Attachment 1 will not necessarily include all requirements mandated in the directive publication, only those that meet the above criteria.

**8. Directive Publications.** Regulations, supplements and operating instructions are directive publications. They prescribe actions necessary to meet the requirements of law or policy.

**8.1. Regulations.** Regulations may only be issued by National Headquarters. The CAP/CC in conjunction with CAP/COO, shall establish a timeline for the incorporation of any policy or management practice changes into CAP regulations.

8.1.1. NHQ OPRs will review their regulations annually in the anniversary month of the regulation's release to ensure currency and relevancy. CAP/DA will record completion of this review, annotating the OPR's validation that the regulation is current, requires revision, or is obsolete.

8.1.2. The NHQ OPR in concert with CAP/DA will ensure regulations or revisions thereof are staffed for approval according to the flowchart in Figure 1. CAP/DA will reflect the current progress of the regulation's coordination in eServices (accessible to anyone authorized to coordinate on or review regulations).

8.1.3. New regulations or those undergoing revision will be routed to each NHQ functional lead (director, department head or OPR), CAP/XO, and all region commanders for review and comment, unless CAP/CC directs otherwise. The review period shall follow the established timeline, normally 15 days, but may be less based on urgency. Coordination will be recorded using the established staffing and coordination process.

8.1.4. Following the review period and adjudication of comments, NHQ OPRs will prepare updates to the Compliance Inspection and Subordinate Unit Inspection worksheets and [Inspection Knowledge Base](#), as reflected in Attachment 1 of each regulation, to be effective on the regulation's release date.

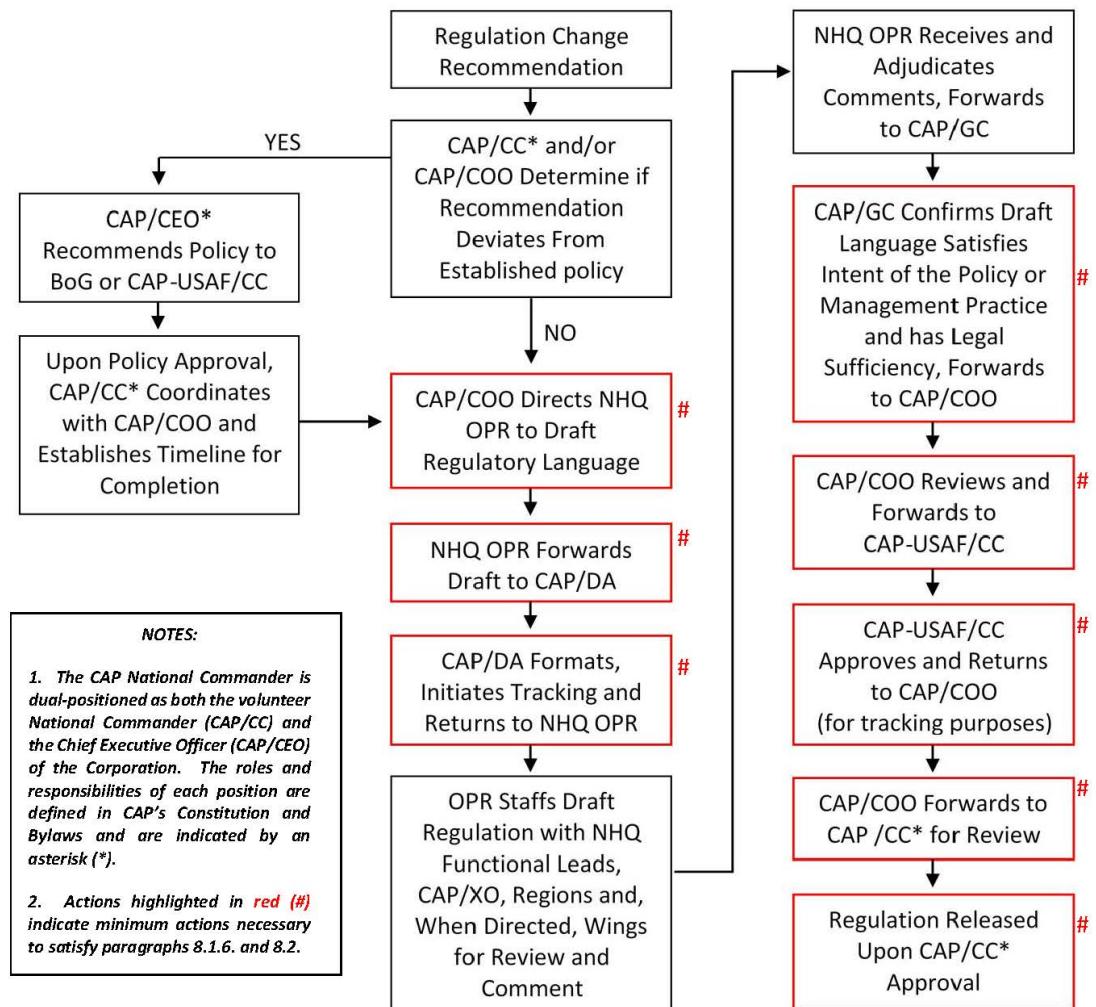
8.1.5. NHQ OPRs, when forwarding regulations for CAP-USAF/CC and CAP/CC approval, will include as a minimum the proposed regulation, all comments received during the coordination and review, the source of the comment, the status or acceptance or non-concurrence of the comment and reason for non-concurrence.

8.1.6. Regulation revisions of a nondirective or administrative nature, or revisions necessitated by a change in law or USAF policy pertaining to CAP, may forgo the review and comment period directed in paragraph 8.1.3.

8.1.7. CAP/DA will provide a copy of all new or revised regulations to Command Council members one day prior to the official release date to assist them in preparing for members' questions. On the release date, CAP/DA will electronically announce the issuance to wing administrators and the general membership.

**8.2. Interim Change Letters (ICL).** Situations requiring immediate action due to a state of emergency or an unforeseen circumstance involving the preservation of life or property may result in an interim change letter being issued outlining necessary actions. The National Commander is the only commander authorized to issue ICLs or emergency regulations.

**Figure 1 – Regulation Development and Revision Process**



**8.3. Supplements and Operating Instructions.** Supplements and OIs may be issued by any level of command unless specifically limited or prohibited by the regulation governing the publication's subject matter. Publications will not conflict with higher headquarters directives or the parent regulation.

8.3.1. The use of any document other than a supplement or OI to direct requirements or procedures at or below the region level is prohibited.

8.3.2. **Supplement and Operating Instruction Development.** Templates, downloadable from the CAP publications website, shall be followed to ensure consistency in readability, presentation and effect. Additional information is provided in CAPP 1-2.

8.3.2.1. To minimize member burden, challenges to maintaining compliance, and the potential to degrade uniformity CAP-wide, commanders will make every attempt to keep the number of directive publications issued by their headquarters to the absolute minimum needed for mission accomplishment. Unless directed by regulation, supplements and OIs should be the exception and not the norm. OPRs will provide compliance elements as Attachment 1 to each supplement and OI in accordance with paragraph 7.

8.3.2.2. The release of a revised regulation supersedes any associated supplement, OI or waiver. Commanders may temporarily continue use of their supplement or OI provided the publication

does not conflict with the newly revised regulation. Commanders will ensure the supplement or OI is revised and re-approved or rescinded within six months of the parent regulation's issuance.

8.3.2.3. Commanders will ensure supplements and OIs released under their authority pertain only to those personnel within their command for supplements or chartered unit for OIs. In the event of multi-region/multi-wing activities where standardization is paramount, participating regions'/wings' supplements, OIs, or approved waivers to CAP regulations shall not be used when doing so creates a conflict with participating regions/wings that jeopardizes mission accomplishment.

8.3.2.4. All publications shall be clearly marked as "DRAFT" until NHQ approval.

**8.3.3. Supplement and Operating Instruction Approval.** All supplements and OIs require NHQ OPR approval prior to issuance. Additional approval requirements will be defined in each regulation.

8.3.3.1. CAP/COO is the approval authority for NHQ staff operating instructions.

8.3.3.2. All supplements and OIs issued at the region level and below that pertain to Air Force Assigned Missions (AFAMS) or federally provided resources must be coordinated with the CAP-USAF liaison region and the CAP region prior to submission to the NHQ OPR for approval. Coordination with intermediate levels of command is required.

8.3.3.3. Upon receipt of a proposed supplement or OI, the NHQ OPR will, within 30 days, either approve the publication or return to the submitting unit noting the disapproval and actions needed to secure approval.

8.3.3.4. For each approved supplement and OI, the NHQ OPR will replace the word "DRAFT" with "APPROVED" and the name and office symbol of the approving authority. CAP/DA will date and post NHQ approved supplements and OIs on the CAP publications website. The publication's issue date is the date of posting.

**8.3.4. Supplement and Operating Instruction Certification.** In the anniversary month of each supplement or OI, the administrative officer of the unit that issued the publication (CAP/DA for NHQ OIs) will ensure the OPR certifies the publication is still current and essential. Administrative officers will inform CAP/DA of the certifier's name and the date the certification was made. CAP/DA will reflect the certification date on the CAP publications website. Commanders are encouraged to review unit supplements and OIs, and direct their re-certification upon assuming command.

**8.4. Forms.** All forms, regardless of the issuing unit, must be prescribed in a directive publication. The prescribing publication states the purpose of the form and directs when to use the form, when to complete it, and how to submit it.

8.4.1. A new form and the prescribing publication must be published and distributed simultaneously. Revised forms may be published and distributed independently unless the parent regulation requires NHQ OPR re-approval.

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

8.4.3. Previous editions of revised forms may be used until stock is exhausted unless the new form prohibits all use of other versions or includes a usage end date.

**9. Nondirective Publications.** Pamphlets, certificates and visual aids are nondirective publications. Although pamphlets are non-directive by definition, OPRs are encouraged to seek subject matter expertise in their development and revision. OPRs are the approval authority for all pamphlets unless limited or prohibited by the regulation pertaining to the subject matter. Pamphlets will be forwarded to the next higher level of command immediately upon issue.

**10. Changes.** Changes may only be published by the same authority that issued the publication. To ensure currency and consistency in use, regulations may only be revised and reissued; page or write-in

changes are not authorized. Suggestions for changes to correct deficiencies or provide clarity in existing publications are made by submitting to the publication's OPR a completed CAP Form (CAPF) 1-2, *Recommendation for Change of Publication*. OPRs retain the CAPF 1-2 for consideration during the publication's next revision. See attachment 5 for instructions on completing the CAPF 1-2.

**11. New Publications.** Suggestions for implementation of new publications shall be submitted for consideration to the OPR who has purview over the subject matter at the anticipated level of approval (e.g. CAP, wing, etc.). If the OPR concurs with the suggestion, he/she will seek approval from the proposed publication's approving authority. Upon approval, the OPR drafts the publication. For CAP regulations, the process in paragraph 8 shall be followed. If the OPR rejects the suggestion, he/she will provide rationale for the rejection to the publication's approving authority for concurrence. Upon concurrence, the OPR notifies the submitter of the rejection.

**12. Tests and Controlled Material.** Tests and other controlled material shall not be locally reproduced unless specifically authorized by the controlled material's NHQ OPR.

**13. Reproducing Publications.** Except for tests and controlled material, reproductions of publications are authorized provided no changes or alterations are made. Blank forms may only be altered by overprinting with common local information (e.g. unit name, address, etc.).

**14. Administration and Distribution of Publications.**

14.1. The CAP publications website <http://www.capmembers.com/publications> is the official source for CAP issued publications and approved supplements and OIs. Use of this official source ensures access to current documents.

14.2. To ease the administrative workload associated with creating and maintaining a current set of higher headquarters publications that mirror their official sources, commanders are encouraged to designate higher headquarters' publications websites as their unit's official set of publications and use their unit website as an additional source for posting locally issued publications.

14.3. The unit's official set of publications may be electronic, paper, or a combination of both so long as all documents required to be maintained are available to applicable members. Unit administrative officers will establish a process to index all publications issued by their unit.

14.4. Tests, forms, certificates and visual aids that are available only from National Headquarters are indicated on the online indexes found on the CAP publications website. The Material Orders web page in eServices is used to requisition these items, except for tests and certain certificates which are requested through the OPR. Only the commander, administrative officer or others authorized to request Material Orders may do so. Permissions by the web security administrator are needed for access.

14.5. Commanders shall establish a distribution plan for publications issued under their authority that ensures the widest dissemination to members within their respective span of authority.

Joseph R. Vazquez  
Major General, CAP  
Commander

### Attachment 1 - COMPLIANCE ELEMENTS

| Checklist and Tab | Compliance Question  | How to Verify Compliance   | Discrepancy Write-up   | How to Clear Discrepancy   |  |
|-------------------|--|--|--|--|--|
| SUI D-4           | Are publications managed IAW CAPR 1-2?   | <p>a) When publishing supplements and OIs, does the unit ensure the content does not conflict with higher headquarters directives?</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p> | <p>a) Unit will provide access to online publications or copies of unit publications for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p>   | <p>a) (A-Discrepancy): [xx] (Question 1) Unit failed to ensure supplement to CAPR XX-X or OI did not conflict with the parent directive IAW CAPR 1-2 para 8.3.</p> | <p>a) Attach a copy of the revised supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p> |
|                   | b) In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential and did administrative officers inform CAP/DA of the certifier's name the date the certification was made? | <p>b) Unit will provide access to online publications or copies of unit publications for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p>                                   | <p>b) (A-Discrepancy): [xx] (Question 1) Unit failed to ensure supplements and OIs were certified by the OPR, in the anniversary month of the supplement and OI by informing CAP/DA of the certifier's name the date the certification was made IAW CAPR 1-2 para 8.3.4.</p> | <p>b) Attach a copy of the certified supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p>   |  |
|                   | c) Have supplements, OIs and pamphlets been forwarded to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9.  | <p>c) Unit will provide email traffic or other documentation showing the publication was forwarded to the next higher headquarters.</p>  | <p>c) (A-Discrepancy): [xx] (Question 1) Unit failed to forward a copy of its supplement to CAPR XX-X [OI ###] or pamphlet to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9.</p>   | <p>c) Attach a commander approved plan of action to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p>                            |  |

| <b>Checklist and Tab</b> | <b>Compliance Question</b>  | <b>How to Verify Compliance</b>   | <b>Discrepancy Write-up</b>   | <b>How to Clear Discrepancy</b>   |
|--------------------------|---|---|---|---|
|                          | d) Are unit supplements and OIs revised and re-approved or rescinded within 6 months of the parent regulation's revision? | d) Unit will provide access to online publications or copies of unit publications for review.<br><br>Note: All approved directive publications will eventually be posted on the CAP publications website. | d) (A-Discrepancy): [xx] (Question 1) Unit failed to ensure supplement to CAPR XX-X or OI was revised and re-approved or rescinded within 6 months of the parent regulation's revision IAW CAPR 1-2 para 8.3.2.2.<br><br>NOTE: Use sub-bullets to identify the offending supplements and OIs. | d) Attach a copy of the revised supplement or OI or documentation showing the publication's rescission to the discrepancy in the Discrepancy Tracking System (DTS). |
| SUI D-4                  | Are unit OIs published IAW CAPR 1-2?<br><br>Do unit published OIs apply only to their unit (charter xxx)?                 | Unit will provide access to online publications or copies of unit publications for review.<br><br>Note: All approved directive publications will eventually be posted on the CAP publications website.    | (A-Discrepancy): [xx] (Question 2) Unit failed to ensure Operating Instructions (OI) applied only to their chartered unit IAW CAPR 1-2 para 8.3.2.3.<br><br>NOTE: Use sub-bullets to identify the offending OIs.  | Attach documentation showing referenced OI has been modified, rescinded or replaced to the discrepancy in the Discrepancy Tracking System (DTS).                    |

| <b>Checklist and Tab</b> | <b>Compliance Question</b>  | <b>How to Verify Compliance</b>   | <b>Discrepancy Write-up</b>   | <b>How to Clear Discrepancy</b>   |
|--------------------------|---|---|---|---|
| SUI D-4                  | <p>a) Are unit forms published IAW CAPR 1-2?</p> <p>(1) A new form and the prescribing publication must be published and distributed simultaneously. Revised forms may be published and distributed independently.</p> <p>(2) The prescribing publication states the purpose of the form and directs when to use the form, when to complete it, and how to submit it.</p> | <p>Unit will provide access to online forms or copies of unit forms for review. All forms, regardless of the issuing headquarters, must be prescribed in a directive publication.</p> | <p>(A-Discrepancy): [xx] (Question 3) Unit failed to properly publish forms IAW CAPR 1-2 para 8.4.</p> <p>NOTE: Use sub-bullets to specify the forms in question.</p>                       | <p>a) Attach a copy of the revised prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).</p> |
|                          | <p>b) If the unit publishes unit forms, is the use of each form specified in a unit directive publication?</p>  |   | <p>b) (A-Discrepancy): [xx] (Question 3) Unit forms are not prescribed in a directive publication IAW CAPR 1-2 para 8.4.</p> <p>NOTE: Use sub-bullets to specify the forms in question.</p> | <p>b) Attach a copy of the prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).</p>         |

| Checklist<br>and Tab | Compliance Question   | How to Verify Compliance   | Discrepancy<br>Write-up   | How to Clear<br>Discrepancy  |   |
|----------------------|---|--|---|--|---|
| SUI D-4              | Are unit supplements and OIs properly coordinated and approved?   | <p>a) Have all supplements and OIs pertaining to AFAMs or federally provided resources been coordinated with the CAP-USAF liaison region and CAP region?</p> | <p>a) Unit will provide access to online publications or copies of unit publications for review and will show record that the coordination was completed.</p> | <p>a) (A-Discrepancy): [xx] (Question 9) Unit failed to ensure supplements and Operating Instructions (OI) pertaining to Air Force Assigned Missions or federally provided resources were coordinated IAW CAPR 1-2 para 8.3.3.2.</p> | <p>a) Attach a copy of the email traffic illustrating coordination efforts to the discrepancy in the Discrepancy Tracking System (DTS).</p> |
|                      |   |  | <p>NOTE: Use sub-bullets to identify the offending supplements and OIs.</p>   |  |   |
|                      | <p>b) Have all supplements and OIs been approved by the NHQ OPR as verified by their posting on the CAP publications website?</p> | <p>b) Unit will provide access to online publications or copies of unit publications for review.</p>   | <p>b) (A-Discrepancy): [xx] (Question 9) Unit failed to ensure supplements and Operating Instructions (OI) were approved IAW CAPR 1-2 para 8.3.3.</p>         | <p>b) Attach a copy of the properly approved supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p>   |   |
|                      |   | <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p>  | <p>NOTE: Use sub-bullets to identify the offending supplements and OIs.</p>   |  |   |
|                      | <p>c) Has the unit issued any supplements or OIs to CAPR 1-2?</p>   | <p>c) Unit will provide access to online publications or copies of unit publications for review.</p>   | <p>c) (A-Discrepancy): [xx] (Question 9) Unit (below wing level) issued a supplement or OI to CAPR 1-2 in violation of para 4.</p>                            | <p>c) Attach a copy of official correspondence rescinding the supplement or OI in the Discrepancy Tracking System (DTS).</p>   |   |

| Checklist and Tab | Compliance Question   | How to Verify Compliance   | Discrepancy Write-up   | How to Clear Discrepancy  |
|-------------------|---|--|--|---|
|                   | d) Did unit OPRs provide compliance elements, as defined in CAPR 1-2, para 7, as Attachment 1 to each supplement and OI issued by their headquarters? | <p>d) Unit will provide access to online publications or copies of unit publications for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p>                           | <p>d) (A-Discrepancy): [xx] (Question 9) Unit failed to include compliance elements as Attachment 1 to a supplement or OI IAW CAPR 1-2 paragraphs 7 and 8.3.2.1.</p> <p>NOTE: Use sub-bullets to identify the offending supplements and OIs.</p> | <p>d) Attach a copy of the revised supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p>  |
| SUI D-4           | Are all documents that direct requirements or procedures either a supplement or an OI?  | <p>Unit will provide access to online publications or copies of unit publications or other directive documents for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p> | <p>(A-Discrepancy): [xx] (Question 10) Unit directed requirements or procedures from a document other than an Operating Instruction (OI) or supplement as prohibited by CAPR 1-2 para 8.3.1.</p>   | <p>Attach a copy of the directive publication or documentation that the prohibited document has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).</p> |
| CI D-4            | Are publications managed IAW CAPR 1-2?  | <p>a) When publishing supplements and OIs, does the wing ensure the content does not conflict with higher headquarters' directives?</p>  | <p>a) Wing will provide access to online publications or copies of wing publications for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p>                                 | <p>a) (A-Discrepancy): [xx] (Question 1) Wing failed to ensure supplement to CAPR XX-X or OI did not conflict with the parent directive IAW CAPR 1-2 para 8.3.</p>              |
|                   |   |  |  | <p>a) Attach a copy of the revised supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p>  |

| Checklist and Tab  | Compliance Question  | How to Verify Compliance   | Discrepancy Write-up   | How to Clear Discrepancy  |
|--|--|--|--|---|
|  | b) In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential and did administrative officers inform CAP/DA of the certifier's name the date the certification was made? | <p>b) Wing will provide access to online publications or copies of unit publications for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p> | b) (A-Discrepancy): [xx] (Question 1) Wing failed to ensure supplements/OIs were certified by the OPR, in the anniversary month of the supplement or OI by informing CAP/DA of the certifier's name the date the certification was made IAW CAPR 1-2 para 8.3.4. | b) Attach a copy of the certified supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).   |
|  | c) Have supplements, OIs and pamphlets been forwarded to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9?  | <p>c) Wing will provide email traffic or other documentation showing the publication was forwarded to the next higher headquarters.</p>  | c)(A-Discrepancy): [xx] (Question 1) Wing failed to forward a copy of its supplement to CAPR XX-X [OI ###] or pamphlet to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9.   | c) Attach a commander approved plan of action to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).                                    |
|  | d) Are wing supplements and OIs revised and re-approved or rescinded within 6 months of the parent regulation's revision?  | <p>d) Wing will provide access to online publications or copies of unit publications for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p> | d) (A-Discrepancy): [xx] (Question 1) Wing failed to ensure supplement to CAPR XX-X or OI was revised and re-approved or rescinded within 6 months of the parent regulation's revision IAW CAPR 1-2 para 8.3.2.2.  | d) Attach a copy of the revised supplement or OI or documentation showing the publication's rescission to the discrepancy in the Discrepancy Tracking System (DTS). |
| NOTE: Use sub-bullets to identify the offending supplements and OIs. |  |  |  |   |

| Checklist and Tab | Compliance Question                       | How to Verify Compliance   | Discrepancy Write-up   | How to Clear Discrepancy  |
|-------------------|---|--|--|---|
| CI D-4            | Are wing OIs published IAW CAPR 1-2?      | Wing will provide access to on-line publications or copies of wing publications for review.  | (A-Discrepancy): [xx]<br>(Question 2) Wing failed to ensure Operating Instructions (OI) applied only to their chartered unit IAW CAPR 1-2 para 8.3.2.3.                      | Attach documentation showing referenced OI has been modified, rescinded or replaced to the discrepancy in the Discrepancy Tracking System (DTS).  |
| CI D-4            | a) Are wing forms published IAW CAPR 1-2? | <p>Wing will provide access to online forms or copies of wing forms for review. All forms, regardless of the issuing headquarters, must be prescribed in a directive publication.</p> <p>(1) A new form and the prescribing publication must be published and distributed simultaneously. Revised forms may be published and distributed independently.</p> <p>(2) The prescribing publication directs organizations and individuals to use the form, how and when to complete it, and how to submit it.</p> | <p>a) (A-Discrepancy): [xx]<br/>(Question 3) Wing failed to properly publish forms IAW CAPR 1-2 para 8.4.</p> <p>NOTE: Use sub-bullets to specify the forms in question.</p> | <p>a) Attach a copy of the revised prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).</p> |

| <b>Checklist and Tab</b> | <b>Compliance Question</b>  | <b>How to Verify Compliance</b>   | <b>Discrepancy Write-up</b>   | <b>How to Clear Discrepancy</b>   |
|--------------------------|---|---|---|---|
|                          | b) If the wing publishes wing forms, is the use of each form specified in a wing directive publication? |   | b) (A-Discrepancy): [xx] (Question 3) Wing failed to issue a prescribing publication for the following wing forms IAW CAPR 1-2 para 8.4.<br><br>NOTE: Use sub-bullets to specify the forms in question.   | b) Attach a copy of the prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).  |
| CI D-4                   | Are wing supplements and OIs properly coordinated and approved?   | a) Have all supplements and OIs pertaining to AFAMs or federally provided resources been coordinated with the CAP-USAF liaison region and CAP region?<br><br>b) Have all supplements and OIs been approved by the NHQ OPR as verified by their posting on the CAP publications website? | a) Wing will provide access to online publications or copies of unit publications for review and will show record that the coordination was completed.<br><br>b) Wing will provide access to online publications or copies of unit publications for review.<br><br>Note: All approved directive publications will eventually be posted on the CAP publications website. | a) (A-Discrepancy): [xx] (Question 10) Wing failed to ensure supplements and Operating Instructions (OI) pertaining to Air Force Assigned Missions or federally provided resources were coordinated IAW CAPR 1-2 para 8.3.3.2.<br><br>NOTE: Use sub-bullets to identify the offending supplements and OIs.<br><br>b) (A-Discrepancy): [xx] (Question 10) Wing failed to ensure supplements and Operating Instructions (OI) were approved IAW CAPR 1-2 para 9.<br><br>NOTE: Use sub-bullets to identify the offending supplements and OIs. |

| Checklist<br>and Tab | Compliance Question   | How to Verify Compliance   | Discrepancy<br>Write-up   | How to Clear<br>Discrepancy   |
|----------------------|---|--|---|---|
|                      | c) Did wing OPRs provide compliance elements, as defined in CAPR 1-2, para 7, as Attachment 1 to each supplement and OI issued by their headquarters? | <p>c) Wing will provide access to online publications or copies of unit publications for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p>                           | <p>c) (A-Discrepancy): [xx] (Question 10) Wing failed to include compliance elements as Attachment 1 to a supplement or OI IAW CAPR 1-2 paragraphs 7 and 8.3.2.1.</p> <p>NOTE: Use sub-bullets to identify the offending supplements and OIs.</p> | <p>c) Attach a copy of the revised supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p>  |
| CI D-4               | Are all documents that direct requirements or procedures either in a supplement or OI?  | <p>Wing will provide access to online publications or copies of unit publications or other directive documents for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p> | <p>(A-Discrepancy): [xx] (Question 11) Wing directed requirements or procedures from a document other than an Operating Instruction (OI) or supplement as prohibited by CAPR 1-2 para 8.3.1.</p>  | <p>Attach a copy of the revised directive publication or documentation that the prohibited document has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).</p> |

**Attachment 2 - REPORTING AND DUE DATES PRESCRIBED IN THIS REGULATION**

| <b>Requirement</b>  | <b>Due Date</b>   | <b>Responsible Office</b>   | <b>Reference</b> |
|---|---|---|------------------|
| Report to CAP/DA all waivers issued to a CAP regulation during the month                                    | End of each month   | NHQ OPR   | 3.               |
| Review regulations to ensure currency and relevancy   | Annually in the anniversary month of the regulation's release         | NHQ OPR   | 8.1.1.           |
| Revise and re-approve or rescind supplements and OIs following the release of the revised parent regulation | Six months following the release of a revised regulation              | Approving authority for the supplement or OI<br><br>Note – previously approved waivers must also be re-approved by the regulation's OPR | 8.3.2.2.         |
| Approve or disapprove a proposed supplement or OI   | 30 days after receipt of the proposed supplement or OI                | NHQ OPR   | 8.3.3.3.         |
| Review supplements and OIs to ensure they are still current and essential                                   | Annually in the anniversary month of the supplement's or OI's release | Applicable OPR  | 8.3.4.           |

**Attachment 3 - GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****References.**

- Title 10, United States Code, Chapter 909, *Civil Air Patrol*  
Title 36, United States Code, Chapter 403, *Civil Air Patrol*  
AFPD 10-27, *Civil Air Patrol*  
AFI 10-2701, *Organization and Function of the Civil Air Patrol*  
AFI 10-2702, *Board of Governors of the Civil Air Patrol*  
*Cooperative Agreement Between the Civil Air Patrol and the United States Air Force Statement of Work for Civil Air Patrol*  
*The Constitution and Bylaws of the Civil Air Patrol*

**Forms Prescribed.**

- CAPF 1-2, *Recommendation for Change of Publication*

**Acronyms.**

- AFAM – Air Force Assigned Mission  
BoG – Board of Governors  
CAP – Civil Air Patrol  
CAP/CC – Civil Air Patrol National Commander  
CAP/CEO – Civil Air Patrol Chief Executive Officer  
CAP/COO – Civil Air Patrol Chief Operating Officer  
CAP/DA – Civil Air Patrol National Headquarters Publications Manager  
CAP/XO – Executive Officer to the Civil Air Patrol National Commander  
CAP-USAF – Civil Air Patrol-United States Air Force  
CSAG – Civil Air Patrol Senior Advisory Group  
NHQ – Civil Air Patrol National Headquarters  
OPR – Office of Primary Responsibility  
USAF – United States Air Force

**Terms.** As used in all CAP publications, the following words/terms are defined as indicated:

- Shall, Shall Not, Will, Will Not, Must or Must Not – when used in a directive publication indicates a mandatory requirement, action, or procedure.  
Should – indicates a non-mandatory but preferred method of accomplishment (nondirective).  
May – indicates an acceptable or suggested means of accomplishment (nondirective).  
Certificate – a document that serves as evidence of qualifications, privileges, course completion or other similar accomplishments.  
Change – an amendment to the content of an existing publication. Changes are limited scope revisions that pertain to discrete pages as opposed to a full revision that affects the entire publication.

**Directive Publication** – a publication that is necessary to meet the requirements of law, policy, safety, security or other areas where common direction and standardization benefit the Civil Air Patrol by establishing rules for the actions and behaviors of CAP members.

**Emergency Regulation** – a directive publication prescribing actions to take due to a state of emergency, an unforeseen circumstance involving the preservation of life or property, or other contingency. See also paragraph 8.2, Interim Change Letters.

**Form** – 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.

**Management Practice** – an action directed by the CAP Chief Executive Officer, Chief Operating Officer or unit commander and implemented through a directive publication that promotes the effectiveness, efficiency or administration of CAP's daily affairs.

**Nondirective Publication** – a publication, the contents of which are not mandated to be followed for compliance; rather they serve to provide "how to," "best practice," technique or general information.

**Operating Instruction** – a directive publication that mandates procedures or actions of a local nature within one unit (charter number).

**Office of Primary Responsibility** –the National Headquarters directorate or functional lead, or region, wing or unit office having primary responsibility for the issuance and maintenance of a publication.

**Pamphlet** – a nondirective, informative, "how-to" type publication that may include suggested methods, techniques and best practices for implementing CAP policies.

**Policy** – a formal declaration of the guiding principles and procedures by which CAP will operate. Embedded in policy are CAP's mission statement, objectives and principles by which strategic decisions are to be made. It also forms the basis for measuring performance and ensuring accountability at all levels. Per CAP's Constitution and Bylaws, Article XX, only the Board of Governors, the United States Air Force or law may establish policy.

**Publication** – a regulation, supplement, operating instruction, or pamphlet. Forms, certificates, tests, controlled material and visual aids are also publications; however, they are distinct in that they can sometimes be viewed as both directive and nondirective publications, or could have unique development or handling requirements.

**Publications Manager** – the person or office at National Headquarters (CAP/DA) designated by the CAP Chief Operating Officer as responsible for coordinating, editing, tracking progress of revisions and distributing publications applicable to all CAP members.

**Regulation** – a publication issued at the national level that directs actions and prescribes standards to meet a policy's intent or implement management practices. Regulations also present rules designed to govern or control a procedure, behavior or conduct.

**Revision** – the act of updating an entire publication, not to be confused with a change of limited scope.

**Supplement** – an auxiliary publication that augments a higher headquarters directive publication and applies to all members of the issuing headquarters and their subordinate units.

**Visual Aid** – a nondirective publication that summarizes complex directive or nondirective information found in other CAP publications.

**Attachment 4 - SUMMARY OF CIVIL AIR PATROL PUBLICATIONS**

| <b>Publication</b>    | <b>Applicability</b>                                       | <b>Issued By or Approval Authority</b>                           | <b>Notes</b>   | <b>Reference Paragraph</b>                   |
|-----------------------|--|--|--|--|
| Certificate           | All CAP members within and subordinate to the issuing unit | Any commander unless prohibited by higher headquarters directive | See Index 0-9  | 9, 10, 11, 13, 14.4.                         |
| Controlled Material   | Applicable CAP members                                     | NHQ OPR  | Requisition through NHQ OPR, do not reproduce              | 10, 11, 12, 13, 14.4.                        |
| Form                  | Same applicability as prescribing directive                | Any commander unless prohibited by higher headquarters directive | Must be prescribed by a directive publication              | 8.4., 10, 11, 13                             |
| Operating Instruction | All CAP members within the chartered unit                  | Any commander unless prohibited by higher headquarters directive | Requires NHQ OPR approval                                  | 4, 5, 6, 8.3., 10, 11, 13                    |
| Pamphlet              | All CAP members within and subordinate to the issuing unit | OPR unless directed otherwise by higher authority                | Do not direct use of a pamphlet in a directive publication | 9, 10, 11, 13                                |
| Policy                | All CAP members  | Board of Governors, USAF or law                                  | CAP Constitution and Bylaws, Article XX                    | 2.1. and 6                                   |
| Regulation            | All CAP members  | CAP/CC   | Implements law, policy and management practices            | 2.5., 3, 4, 5, 6, 8 through 8.2., 10, 11, 13 |
| Supplement            | All CAP members within and subordinate to the issuing unit | Any commander unless prohibited by higher headquarters directive | Requires NHQ OPR approval                                  | 4, 5, 6, 8.3., 10, 11, 13                    |
| Test                  | All CAP members  | NHQ OPR  | Requisition through NHQ OPR, do not reproduce              | 10, 11, 12, 13, 14.4.                        |
| Visual Aid            | All CAP members within and subordinate to the issuing unit | Any commander unless prohibited by higher headquarters directive | See Index 0-2  | 9, 10, 11, 13, 14.4.                         |

### Attachment 5 - COMPLETING THE CAP FORM 1-2

A5. 1. The CAPF 1-2, *Recommendation for Change of Publication*, was developed as a tool to ensure publications released at all levels were of the highest quality and error free, and presented content that was easily understood by every applicable member. The form is not to be used to introduce new policy or suggest changes to existing policy.

A5. 2. **Appropriate use of the CAPF 1-2.** When a member identifies a deficiency in a publication or perceives language to be unclear, they are encouraged to submit the CAPF 1-2 to help the publication's OPR and approval authority improve the document. Suggestions that attempt to create new or change existing policy, or are beyond the scope or authority of the publication, are considered inappropriate and will not be considered. Examples of appropriate use of the form are provided below.

**Table A1 – Examples of Appropriate and Inappropriate Uses of the CAPF 1-2**

| Suggestion   | Appropriate Use | Inappropriate Use |
|--|-----------------|-------------------|
| Correcting typographical, formatting or grammar errors   | X               |                   |
| Recommending a more easily understood or better way to display same content (e.g. figure or table versus text) | X               |                   |
| Clarifying language to confusing subject matter  | X               |                   |
| New policy or changes to existing policy   |                 | X                 |
| Changes to uniform wear policy   |                 | X                 |
| Elimination of an established requirement  |                 | X                 |
| Creation of a new publication  |                 | X                 |

A5. 3. The above examples marked as inappropriate for using the CAPF 1-2 may be resolved through other avenues. For example, a unit unable to maintain compliance with an established requirement may seek a waiver using the process defined in the governing directive publication.

A5. 4. **Completing the CAPF 1-2.** Entries on the CAPF 1-2 should be clear and accurate. Members are encouraged to cut and paste existing language to be changed into the form so coordinating and approving officials know the original context. The recommended change should be clear in order to avoid further confusion. Submitters may also include tables and figures if doing so presents the same content in a more easily understandable manner.

A5. 4.1. Instructions for completing the CAPF 1-2 are as follows:

- Block 1: enter date of submission
- Block 2: enter submitter's wing and unit of assignment
- Block 3: identify if the recommended change is required because of an emergency or safety incident
- Block 4: check the appropriate block for the type of publication (regulation, supplement, operating instruction, pamphlet or other)
- Block 5: enter the full title of the publication
- Block 6: enter the publication's number (for example: 123-1 for a regulation, 16-2 for an operating instruction, or 60-1 for the parent regulation of a supplement)

- Block 7: enter the publication's release date  
Block 8: enter the page number(s) to which the submitter is recommending a change  
Block 9: enter the paragraph title, paragraph number, figure number, table number, form block number, etc. to which the submitter is recommending a change  
Block 10: enter the publication Office of Primary Responsibility (OPR). The OPR is usually identified on the bottom of the first page.  
Block 11: identify if supporting documentation is attached  
Block 12: check the level at which the publication is released: CAP, Region, Wing, Group or Squadron  
Block 13: enter the text or describe the figure/table as it currently reads in the publication  
Block 14: describe exactly how the submitter believes the text, figure, table, etc. should be presented  
Block 15: describe the rationale for why the recommended change is needed  
Block 16: enter the submitter's name, grade, duty title and CAPID number  
Block 17: enter submitter's email address or phone number for contact regarding the recommended change  
Section 1: completed by the respective Wing Commander. For wing-level publications, the wing commander will also complete Section 4.  
Section 2: completed by the respective Region Commander. For region-level publications, the region commander will also complete Section 4.  
Section 3: completed by the publication's OPR. The OPR, with the administrative officer's assistance, assigns an optional tracking number for reference.  
Section 4: completed by the appropriate Approving Authority. Determination is made on the appropriate use of the form. Upon approval, the form is sent to the publication's OPR to retain for consideration during the publication's next revision.  
NOTE: all applicable sections are to be completed even if a preceding section indicates a "Do Not Concur."

A5. 4.2. Appropriately used and completed forms are retained by the publication's OPR. Approved suggestions are considered during the publication's next revision. Suggestions that are disapproved by the approval authority are not incorporated.

A5. 4.3. The CAPF 1-2 process is depicted in Figure A1.

**Figure A1 – CAP Form 1-2 Process**