

An Introduction to CAP Publications

Lesson Objective: Demonstrate how to find current CAP publications (regulations, pamphlets, manuals, and forms), and how to use them efficiently and effectively.

Desired Learning Outcomes (DLO):

1. Explain the differences between regulations, manuals, and pamphlets.
2. Know where to find the current version of CAP publications.
3. Describe how to quickly find the needed information in the proper publication.
4. Identify the new publications numbering system.

Scheduled Lesson Time: 15 minutes

Introduction

The Civil Air Patrol uses regulations “to enforce an organization-wide standard or evoke a behavior with members.” (From the 26 October 2015, *Concept of Operations for Civil Air Patrol Publications Reengineering*) Some of the regulations came about due to personal injury or equipment damage. Others are designed to share the best practices across the organization. Others are there to ensure consistency, efficiency, and/or fairness are available to everyone in the organization. Knowing where to find these publications, how to use them properly and efficiently, and the differences between the types of publications will make your experience less stressful and more productive.

1. Explain the differences between regulations, manuals, and pamphlets.

Regulations are mandatory. They are the rules that are not to be broken. Think of them as being rigid: no flexibility.

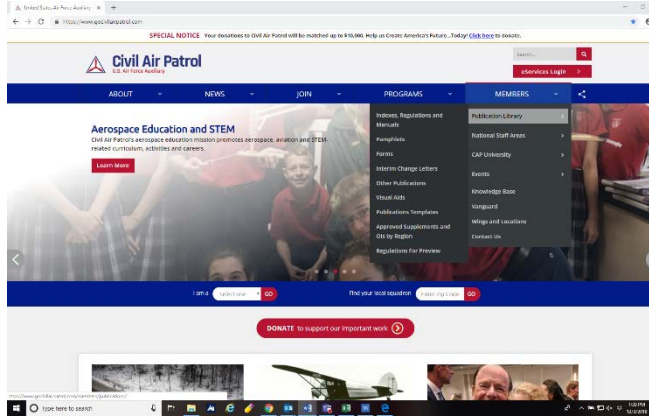
Manuals may require mandatory compliance (e.g. CAPM 39-1, *CAP Uniform Manual*), or they may have best practices, but allow for a little flexibility (e.g. CAPM 60-1G, *Glider Program Procedures*).

Pamphlets are guiding or best practice in nature. While compliance is not mandatory, you should have a good reason to support any decision to deviate from the pamphlet should you do so. “Pamphlets should be the document that highlights recommended means or identified “best practices” for attaining regulatory compliance. Placing most “how to” processes in the non-directive pamphlet provides freedom of action and inspires members’ innovation on how best to accomplish the mandatory item (regulation).” (From the 26 October 2015 *Concept of Operations for Civil Air Patrol Publications Reengineering*) However, use of and/or adhering to what is contained in a pamphlet may be directed by regulation.

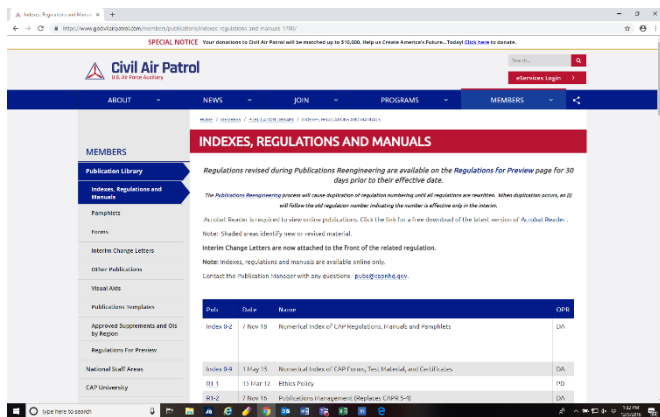
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2. Finding the current version of CAP publications.

Civil Air Patrol publications are public knowledge and accessible without an account or password at <https://www.qocivilairpatrol.com/members/publications/>.



This link will take you to more choices. Choose Indexes, Regulations, and Manuals.

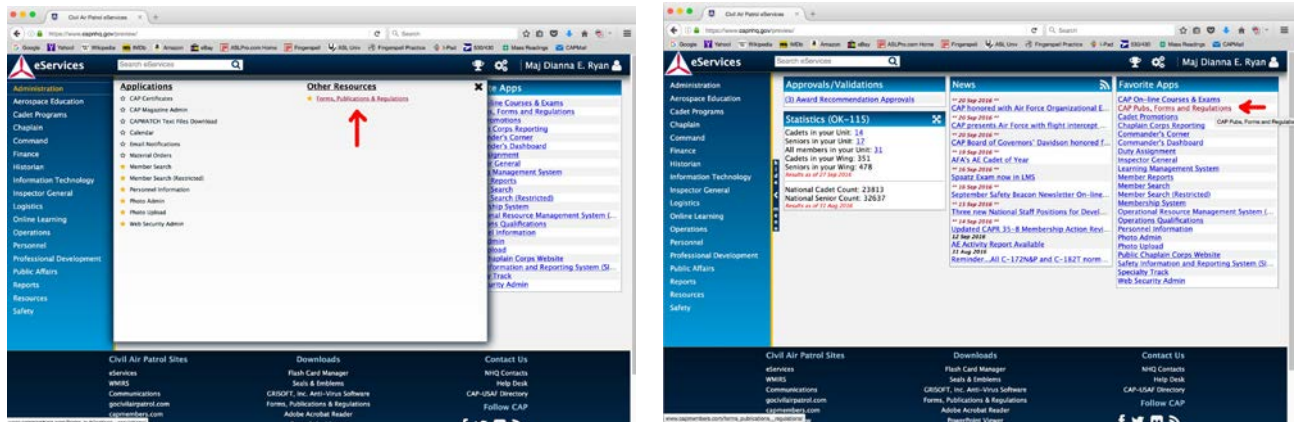


This link will give you the option of downloading all or just the ones you want:

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If you have signed into eServices, you can also access forms, publications, and regulations simply by going to the home page under Administration, then choosing Forms, Publications, and Regulations:



Either way, you now have the regulations, manuals, and pamphlets you want.

3. Quickly find the needed information in the proper publication.

Efficiently finding the information you want will help you avoid feeling overwhelmed by what will seem like a mountain of regulations. Luckily, we have two indices available to do a quick search. This eliminates a lot of wasted time. On a Windows based computer, pushing the **Ctrl** and **F** buttons simultaneously will help you find what you want. The Ctrl buttons are on the bottom row of the keyboard. This same find function is done on a Mac by using the “**command**” and **F** buttons simultaneously. The command buttons are located on either side of the spacebar.

When you type in the key word for what you want, the results will give you the regulation series, as well as the specific regulations and pamphlets (Index 0-2) or forms, tests, and certificates (Index 0-9) that apply to your search. As an example, if we want to search for the safety regulation and safety pamphlet to help a member become rated at the senior level, we would “find” then type in safety, then go among the 3 answers we get (only the first one shown):



You can see that the 62 series is the safety series of CAP Regulations (CAPRs).

The other two results from this search are CAPR 62-1, *CAP Safety Responsibilities and Procedures* and CAP Pamphlet (CAPP) 217, *Specialty Track Study Guide-Safety Officer*. Incidentally, this same process would work in Index 0-9 if you were looking for the safety briefing card.

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If you open CAPP 217 and search for “senior” you will find the first “hit” takes you to a link that is for the senior rating and that link will take you to page 9. There you will find the list that contains the knowledge, academic, and service requirements for the senior rating in safety. There are many hits for the word, “senior,” but there are only 7 hits for the combined term, “senior rating.” Judicious use of your search terms will get you what you want without having an overload of possibilities. Likewise, if you limit your search terms too much, you may not get any hits, or the hits will not have what you are looking for: in that case, you need to broaden the search terminology.

4. CAP’s new publications numbering system.

The numbering system for our regulations and pamphlet is essentially split up into four groups:

- 1) Keep the organization and our members out of trouble
- 2) Take care of and develop our members
- 3) Our Missions
- 4) Mission Support

There is a change underway to renumber some of the regulations and pamphlets. The following image is how NHQ is working towards a simplification of the system:

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Recommended Prefix	Series Title	Current Publication Prefix	
1	Civil Air Patrol Standards	R1, P3, R5, R10, R20	Keep CAP and Our Members Out of Trouble
10	Legal	R1, P110, R111, R112, R173-4, R900	
20	Inspector General	R36, R123, P203	
30	Personnel	R20, R35, R39, M39, P39, R147, P200, P226	Take Care of and Develop Our Members
40	Education and Training	R1, P4, P5, P6, R50, P50, P204, R210, P217, P222, P223	
50	Aerospace Education	P15, R50-20, P215, R280	Our Missions
60	Cadet Programs	R52, P151, P216	
70	Operations	P2, P35, R60, R76, R100, R160, R173-3, P211, P212, P213, P214	
80	Chaplain	P221, P225, R265, P265	Our Mission Support
90	Communications	R100, P214	
100	Finance	R173-1, P202	
110	History	R210, P223	
120	Information Technology	R110, P227	
130	Logistics	R66, R70, R77, R174, P206	
140	Medical	R160	
150	Public Affairs	R190, P201, R900-2	
160	Safety	R62, P217	

Lesson Summary and Closure

What you learned in this lesson was where and how to find the publications relevant to your current needs/situation, and you learned how to efficiently search for exactly what you need in those publications. You also learned the differences between Regulations, Pamphlets, and Manuals.