

An Introduction to CAP Publications

DURATION: 15 Minutes

TEACHING METHOD: Demonstration (Live or Webinar)

READING: Student Guide, Slide Presentation, Live Demonstration on Web Page

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. Describe how to quickly find the needed information in the proper publication.
3. Know where to find the current version of CAP publications.
4. Identify the new publications numbering system.

LESSON STRATEGY: This lesson is designed to familiarize students with the CAP Publications system, the pubs pages at capmembers.com as well as the new pubs numbering system.

INSTRUCTOR NOTE: This lesson is demonstration-based “show and tell”, ideally using live web pages, and when possible encouraging the students to follow along using their own electronic devices. This allows them to bookmark desired web pages/publications as they wish.

REVIEW: Ask the students if they have any questions about the reading. If they have questions, answer them. If not, proceed with a short review. The point of the class is to help them to see how to quickly see which regulation is right for their needs or answers their question. It is also to familiarize them with the new numbering system so that they can more easily go from the old to the new system through the transition period.

BRIDGE: All organizations require publications to get and stay organized. CAP is no exception. There are procedures, instructions, training, and other items that must exist to keep chaos at bay. Because CAP’s operations are so vast, it requires its own system to keep things straight.

SUGGESTED DISCUSSION QUESTIONS: Feel free to add or adjust questions as necessary to meet students’ needs as well as the unique conditions of your wing.

Lead off question: Why does CAP have such a comprehensive library of publications?

Supporting Question: What is the difference between regulations, manuals, and pamphlets?

Supporting Question: What are the pubs that you refer to most frequently in your unit? Why?

EXERCISE: Using the provided slide presentation, have the students complete the “Pop” quiz on the publications series titles and numbers. You may split them into teams or have them compete individually. NOTE: This is a great “after lunch wake up” activity.

CLOSURE: Knowing how to quickly access CAP’s publications and knowing the structure behind the system will save you and your members a lot of time.

CLOSELY RELATED LESSONS: The Complaint Process and Your Responsibility