

**FREQUENTLY ASKED QUESTIONS FOR  
CAP REGULATION 1-2 – PUBLICATIONS MANAGEMENT**

1. Do all current publications issued by regions and their subordinate units become invalid on November 7, 2016?

It depends on the document:

Policy letters and similar documents that direct requirements or establish procedures are prohibited.

Supplements and OIs to current regulations will not need to be rewritten until the parent regulation is revised.

In accordance with [ICL 17-02](#) (15 Mar 17) to CAPR 173-1, *Financial Procedures and Accounting*, Financial Management Procedures (FMP) will now be issued as supplements or OIs depending on their purpose. They will be submitted to CAP/FM for approval and posted on the [Supplements and OIs](#) publication pages.

2. What is the procedure for existing OIs and supplements?

All currently **approved** OIs and supplements must be sent to the CAP/DA, [pubs@capnhq.gov](mailto:pubs@capnhq.gov) for posting on the CAPMembers.com publications website. CAP/DA should receive these publications by 7 Nov 16 to satisfy the requirement of paragraph 8.3.3.4.

If the existing OI or supplement was previously approved by NHQ, they will remain current until the parent regulation (for supplements) is revised. For these publications, recertification will occur on the anniversary of its original implementation date (paragraph 8.3.4.).

If the existing OI or supplement was **not previously approved** by NHQ, it needs to be submitted to the applicable OPR immediately for approval and posting on the publications website.

3. Do supplements and OIs require “compliance elements” as Attachment 1?

Yes, they do. (Paragraph 7) As a general rule, the existence of supplements and OIs are reviewed during compliance inspections only if the parent regulation requires their issuance. However, in contrast, the contents (i.e. requirements) of the supplement/OI are usually only assessed for compliance during subordinate unit inspections. Supplement and OI OPRs are responsible for monitoring and tracking subordinate unit compliance.

4. Do operating instructions written by the wing apply only to Wing HQ?

Yes, OIs are applicable only to the chartered unit issuing them, unlike supplements that are applicable to the issuing unit and all subordinate units. (Paragraph 8.3.2.3. and Attachment 4)

5. Our unit has OIs that do not correspond with a specific regulation. What happens to them?

The subject matter will still align with a functional department within NHQ and should be sent to that OPR for approval. Keep in mind that supplements and OIs should be used sparingly. Unless the parent regulation requires a supplement or OI, they should be the exception and not the norm. (Paragraph 8.3.2.1.)

6. Where do I find templates for OIs, supplements and waivers?

[https://www.capmembers.com/forms\\_publications\\_regulations/publications-management/](https://www.capmembers.com/forms_publications_regulations/publications-management/)

7. I have a policy letter that is critical. What should I do?

Carefully review the policy and determine if it is really necessary. If not, rescind the letter. If you believe it critical, rewrite it as a supplement or operating instruction and submit it through your chain of command to the appropriate NHQ office of primary responsibility (OPR).

8. How does the regulation effect wing and region communication plans, mission exercise plans, improvement plans in AARS, etc.?

CAPR 1-2 will not affect the development of plans. As a general rule, plans are tools to help guide a unit to a desired end state and may provide “how to” information for attaining the desired end state. For example, a disaster response plan guides a unit on how to recover from a disaster; the desired end state being to return to normal operations. Although a regulation may require development of a plan and direct its minimum contents, the plan itself serves more to promote a readiness posture than a list of “go do” requirements. As such, plans are more closely related to nondirective pamphlets.

9. Does my chain of command have to approve every publication?

Each parent regulation will eventually define their respective supplement and OI approval process. (Paragraph 8.3.3.) If the supplement or OI is associated with Air Force Assigned Missions or federally provided resources, it must be coordinated with intermediate levels of command and the CAP region and CAP-USAF liaison region prior to being sent to NHQ for approval. (Paragraph 8.3.3.2.)

10. Can any unit really issue a pamphlet?

Yes, pamphlets are nondirective publications and may be issued at any level unless limited or prohibited by the regulation pertaining to the subject matter. (Paragraph 9)

11. Is NHQ approval required to supplement Index 0-2?

No, indexes are not directive in nature and may be developed locally without higher approval. No supplement is needed. (Paragraphs 14.1, 14.2 and 14.3)

12. Is there concern NHQ OPRs will be inundated with publications to approve?

Although some increase is anticipated, most NHQ OPRs currently review and/or approve supplements and OIs to their respective regulations.

Contact CAP/DA, Jeanne Stone at [jstone@capnhq.gov](mailto:jstone@capnhq.gov) with any additional questions.