



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 5-4

13 JANUARY 2015

INCLUDES CHANGE 1, 1 APRIL 2015

Publications Management

PUBLICATIONS AND FORMS MANAGEMENT

This regulation prescribes policies that govern the issuance, revision and revocation of all Civil Air Patrol (CAP) publications and forms. 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.

Revises the CAP regulations and manuals coordination process. Establishes an online tracking system in eService accessible to anyone authorized to coordinate on regulations and manuals. **Note: Shaded areas identify new or revised material.**

Table of Contents

1. Definitions	1
2. Publication and Paperwork Reduction.....	2
3. Regulations and Manuals	2
4. Supplements, Operating Instructions (OI) and Pamphlets	4
5. Interim Change Letters (ICL)	5
6. Changes	5
7. Forms	5
8. Distribution of Publications and Forms.	6
Attachment 1 – Operating Instruction NHQ Approval.....	7
Attachment 2 – Sample Supplement.....	8
Attachment 3 – Sample Operating Instruction.....	9

1. Definitions. As used in publications, the following words/terms are defined as indicated:

- a. “Shall”, “will” or “must”, when used in a directive publication indicates a mandatory requirement.
- 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.

Supersedes: CAPR 5-4, 18 October 2012.

OPR: DA

Distribution: National CAP website.

Pages: 9

Notice: CAP publications and forms are available digitally on the National CAP website at: http://www.capmembers.com/forms_publications_regulations/

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, region office, wing or unit office having primary responsibility for the issuance and maintenance of a publication. The OPR has the authority to waive the provisions of a publication it is responsible for unless specifically prohibited in that, or any other, publication. Specific waiver procedures are outlined in the applicable regulation/manual. 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. A “directive publication” is a regulation or manual that establishes compliance standards.

k. “Publications Manager” means the person or office at National Headquarters (NHQ/DA) designated by the Civil Air Patrol Chief Operating Officer (NHQ/CO) as responsible for distributing National 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. Publication and Paperwork Reduction. In accordance with the CAP Strategic Plan and the National Commander, all new CAP publications and forms should be mindful of any additional administrative burden to CAP volunteers or employees. Whenever existing publications or forms are changed, the change should comply with this policy.

3. 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 Board of Governors, United States Air Force or the CAP National Commander shall establish policies, in accordance with the Constitution and Bylaws of Civil Air Patrol or law.

b. The CAP Senior Advisory Group (CSAG) may conduct business in which policies may be recommended to the CAP National Commander or the Board of Governors for consideration.

c. The CAP National Commander (CAP/CC), as the Chief Executive Officer of Civil Air Patrol, is responsible for the adoption and maintenance of CAP regulations and manuals. The CAP National Headquarters (NHQ) staff, under the direction of the NHQ/CO, shall act on behalf of the CAP/CC to incorporate all policies or changes to existing policies into drafts of CAP regulations, manuals or revisions thereof. The CAP/CC in conjunction with NHQ/CO, shall establish a timeline for the incorporation of any policy changes into CAP regulations and manuals. These regulations shall be based on policies established in accordance with the Constitution and Bylaws of Civil Air Patrol or law.

(1) The Publications Manager is responsible for the management of the publishing program, to include ensuring all policies approved by the Board of Governors, United States Air Force or the CAP National Commander are incorporated into the appropriate CAP publication(s).

(2) The OPR is responsible for coordinating jointly with the NHQ/CO and the CAP/XO, when changes or revision to publications are required.

(a) The OPR will coordinate the draft publication or revisions thereof with NHQ directorates using the established Electronic Staff Summary Sheet (eSSS) coordination procedures, CAP-USAF (if applicable) and any other affected agencies. Coordination includes any updates required for the Compliance Inspection (CI) and Subordinate Unit Inspection (SUI) checklists and CAP Knowledge Base information as defined in CAPR 123-3, Civil Air Patrol Inspection Program.

(b) The CAP/XO will route the proposed change to each region commander. Region commanders shall have not more than 30-calendar days of receipt of the proposed change from the CAP/XO to gather and forward comments. Region commanders shall share draft regulations under review with subordinate commanders as appropriate to ensure the best review possible. The region commander shall consolidate all wing commander comments and forward to the CAP/CV. The CAP/CV will consolidate all region commander consolidated comments and forward to the CAP/XO who, in turn, shall forward to the NHQ/CO.

(3) The OPR will edit the draft publication or revisions thereof based on inputs received, will attach a cover letter to the draft publication reflecting comments not incorporated, source of comment and the reason for not incorporating it and coordinate with the CAP/XO, through the NHQ/CO. The OPR will then forward the package to the Publications Manager.

(4) The Publications Manager will verify formatting and forward the package to the NHQ General Counsel prior to forwarding to the Chief Operating Officer (NHQ/CO) for review and coordination.

(5) Upon completion of the review, NHQ/CO will forward the draft publication or revision thereof, along with the cover letter, to CAP-USAF or to the CAP National Commander, as appropriate.

(a) By Air Force policy, the CAP-USAF/CC is required to approve all CAP manuals, regulations or revision thereof.

(b) For publications in this category, NHQ/CO will route the final draft manual, regulation, or revision to the CAP-USAF/CC for approval. When this process is completed, the CAP-USAF/CC will forward the draft publication back to NHQ/CO.

(c) NHQ/CO will then forward the final draft publication to the National Commander (CAP/CC) for final approval.

(6) NHQ/DA will create an online spreadsheet or database in eServices (accessible to anyone authorized to coordinate on regulations) to show where the regulation is in the coordination process. The NHQ/OPR will be responsible for updating the in-house coordination process and the CAP/XO will be responsible for updating the status of CSAG coordination.

d. The NHQ OPR, in conjunction with the NHQ/CO and CAP/XO, 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 without following the coordination process outlined above.

e. The National Commander may establish immediate regulations under the provisions of Article XX, paragraph 2, of the Constitution of Civil Air Patrol, when circumstances dictate.

f. Suggestions for changes to existing regulations or for implementation of new regulations from the field shall be submitted to the CAP/XO through the chain of command. The CAP/XO will forward these suggestions to the NHQ/CO for routing to the OPR for consideration. If the OPR rejects the recommendation, he/she will coordinate the decision with the NHQ/CO before forwarding to the CAP/XO for presentation to the CAP/CC for concurrence and notification of rejection to the submitting party. If a recommendation is accepted the OPR will ensure it is incorporated into the next revision/change to the regulation. The CAP/CC or his/her designate in conjunction with the NHQ/CO shall determine the date when the regulation will be revised or changed to reflect the policy change. An interim change letter may be issued in the intervening time between policy adoption and incorporation into the applicable directive publication.

4. 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 attachments 1, 2 and 3 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 within 6 months of the new parent publication's issue. However, higher headquarters policy documents shall supersede all lower headquarters publications during this 6 month period. Publications will not conflict with higher headquarters directives. Commanders must also ensure that when publishing supplements, operating instructions and pamphlets that the contents only pertain to those personnel within his/her command. 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 160-2, etc.). Commanders will ensure such approvals are received prior to issuing the supplements or operating instructions. 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 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 of receipt by the OPR, review it and will take one of the following actions:

(a) Approve the supplement. OPRs shall provide written approval for all OIs and supplements. A PDF version of the approved OI or supplement with the word "APPROVED", the date of approval and the name of the approving authority shall be provided to the unit official requesting approval of an OI or supplement (see attachment 1).

(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 2).

5. 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 wing commanders and above 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.

6. Changes. 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.

7. 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.

8. Distribution of Publications and Forms.

a. The CAP website is the official source for CAP National Headquarters forms and publications. They are available at http://members.gocivilairpatrol.com/forms_publications_regulations/. Use of this "official source" ensures access to the most current policies, standards and information.

(1) Whenever a new or revised NHQ regulation, manual or revision thereof is issued, the NHQ Publications Manager will update the publications pages of the NHQ website and will electronically announce the change to all CAP Command Council 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 no less frequently than 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.

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 units' websites as the official source for their command level's publications. Commanders will ensure that a copy of each publication issued by their headquarters is forwarded to the next higher level of command for review immediately upon publication.

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

d. Reproductions 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.

JOSEPH R. VAZQUEZ
Major General, CAP
Commander

Attachment 1 – Sample Supplement with NHQ Approval**XY WING SUPPLEMENT 1****CAPR 60-1****18 MARCH 2015****APPROVED/18 March 2014/S. Singh/NHQ/DO****Operations****CAP FLIGHT MANAGEMENT**

CAP Regulation 60-1, dated 3 May 2014, 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 a paragraph. When writing supplements, be sure that you are direct, to the point and easily understood by all.

JUANITA Q. OFFICER
Colonel, CAP
Commander

Supersedes: XYWG Supplement 1 to CAPR 60-1, 17 August 2002
Distribution: 1 each unit; 1 GLR/CC

OPR: DO
Pages: 1

Note 1: OPR at NHQ will insert “Approved” line and return a pdf version to the unit.

Attachment 2 – Sample Supplement**MI WING SUPPLEMENT 1****CAPR 5-4****18 MARCH 2011****Publications Management****PUBLICATIONS AND BLANK FORMS MANAGEMENT**

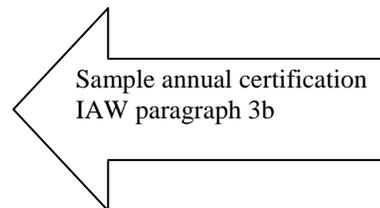
CAPR 5-4, dated 1 January 2005, is supplemented as follows:

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 a paragraph. When writing supplements, be sure that you are direct, to the point and easily understood by all.

JONATHAN Q. OFFICER
Colonel, CAP
Commander

Certified 15 Mar 12, Capt John Smith, DA



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

OPR: DA
Pages: 1

Note 1. Signature block is placed as in Memorandum Style letter (signature not required).

Note 2. Total number of pages in document including attachments.

Attachment 3 – Sample Operating Instruction**SMITH SQUADRON OPERATING INSTRUCTION 12-1****15 JANUARY 2012****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.

JANE C. SMITH, Major, CAP
Commander

Supersedes: MIWG OI 04-4, 24 May 2009
Distribution: 1 ea pilot; 1 Group 2/CC

OPR: DO
Pages: 1

Note 1. Number operating instructions by calendar year, i.e., 09, 10, etc., followed in numerical sequence, i.e., 1, 2, 3, etc.). Example as above 12-1.

Note 2. Signature block is placed as in Memorandum Style letter (signature not required).

Note 3. Total number of pages in document including attachments.



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CHANGE 1

CAP REGULATION 5-4

1 APRIL 2015

Publications Management

PUBLICATIONS AND FORMS MANAGEMENT

CAP Regulation 5-4, 13 January 2015, is changed as follows:

Page-Insert Change.

Remove	Insert
1/2	1/2
3/4	3/4
5/6	5/6
7/8	7/8
	9

Note: Shaded areas identify new or revised material.

JOSEPH R. VAZQUEZ
Major General, CAP
Commander