This regulation prescribes overview and purpose of this regulation. 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.**

Either provide a brief summary of the changes or state “This document has been extensively revised and needs to be reviewed in its entirety.”

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[1. Overview 2](#_Toc522706742)

[2. Roles and Responsibilities. 2](#_Toc522706743)

[3. Waivers. 2](#_Toc522706744)

[4. Operating Instructions and Supplements to this Regulation 2](#_Toc522706745)

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[Table 1.1 Table Title 3](#_Toc522706748)

[Figure 2 Flowchart Title 4](#_Toc522706749)

[6. Core Content. 4](#_Toc522706750)

1. Overview. General overview and opening statement for the publication. Typically, this is one paragraph, but may have subparagraphs as needed.
	1.
	2. 1.
		2.
	3.
2. Roles and Responsibilities. Responsibilities assigned in the regulation are summarized here, listed in order of precedence (e.g. Board of Governors, CAP/CC, CAP/COO, region commander, etc).
	1.
	2. 1.
		2.
	3.
3. Waivers. Describe the applicability and process for waiving requirements of this regulation. Unless stated otherwise, the OPR is usually the waiver authority.
	1.
	2. 1.
		2.
	3. 3.3.
4. Operating Instructions and Supplements to this Regulation. Describe if the regulation may be supplemented or have OIs and to what level OIs/Supplements may be allowed (e.g. not below wing level)
	1.
	2. 1.
		2.
5. Core Content. The balance of the basic regulation follows.
	1.
	2.
	3. 1.
		2.

Placeholder for Graphic

# Figure 1 Graphic Title

# Table 1.1 Table Title

|  |  |  |
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# Figure 2 Flowchart Title

1. Core Content. The balance of the basic regulation follows
	1.
	2. 1.
		2.

NAME OF NATIONAL COMMANDER

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 or CI Tab (for example D-4) | Q# | Primary question pertaining to the compliance requirement. For example, "Are publications managed IAW CAP regulations?"  |  |  |  |
|  |  | a) Related question. For example, "When publishing supplements and OIs, does the unit ensure the contenct does not conflict with higher headquarters directives?"  | a) How compliance is verified. For example, "Unit will provide access to online publications or copies of unit publications for review."  | a) Detailed write-up of the discrepancy, for example "(A-Discrepancy): [xx] (Question 1) Unit failed to provide XX IAW CAPR X-X para 8.3." | a) Attach a copy of the       to the discrepancy in the Discrepancy Tracking System (DTS). |
|  |  | b) Additional related question  | b) How to verify additional related question  | b) Detailed write-up of the discrepancy | b) Attach a copy of the       to the discrepancy in the Discrepancy Tracking System (DTS). |
| SUI or CI Tab | Q# | Primary question pertaining to the compliance requirement  | How compliance is verified  | Detailed write-up of the discrepancy. NOTE: Use sub-bullets to identify sub parts leading to overall noncompliance.  | Attach a copy of the       to the discrepancy in the Discrepancy Tracking System (DTS). |

# Attachment 2

#  Reporting and Due Dates Prescribed in this Regulation

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Due Date** | **Responsible Office** | **Reference** |
| Reporting requirement (e.g. Submit inspection results) | Due date or frequency of suspense (e.g. Monthly or 45 days after XX) | Who is responsible for completing the task (e.g. OPR) | List the paragraph directing the requirement (e.g. 2.1.1.) |
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# Attachment 3

# Commander Options Permitted in this Regulation

|  |  |  |  |
| --- | --- | --- | --- |
| **Option** | **Who May Authorize** | **How to Authorize** | **Reference** |
| Option (e.g. Authorizing wear of alternate uniform items) | Who is authorized to allow the option (e.g. wing commander) | How does the authorizing official approve the option (e.g. supplement or OI) | List the paragraph permitting use of the option (e.g. 2.1.1.) |
|  |  |  |  |
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|  |  |  |  |

# Attachment 4

# Glossary of References and Supporting Information

**References**.

As applicable, list in order of precedence: law, federal codes, AF directives, and CAP directives. Document titles are italicized.

 **Forms Prescribed**.

Numerically list all forms prescribed in this regulation. Form titles are italicized.

**Acronyms**.

Alphabetically list all acronyms identified in this regulation

**Terms**.

As deemed appropriate by the OPR, alphabetically define all terms listed in the publication

# Attachment 5

# Additional Attachments as Required

#  A5.1. Header. the balance of the attachment follows

A5.1.1.

A5.1.2.

A5.1.3.

A5.1.3.1.

A5.1.3.1.1.

A5.1.3.1.2.

A5.1.3.2.