



Regulation header is 1.5 line spaced, Normal style using Calibri, boldface, 12-point font

NATIONAL HEADQUARTERS CIVIL AIR PATROL

1/2 inch top margin (first page only)

20 pt font for regulation name. → CAP REGULATION {X-X}

{DD Mmmmm 20YY}

{Functional Series}

{TITLE OF PUBLICATION}

Entries in {brackets} describe the language OPRs are to enter for the respective regulation

1 inch CAP seal

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.

1 inch side margins

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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Use Heading 1 style for major paragraph headers to enable automatic Table of Contents

1. Overview. {General overview and opening statement for the publication. Typically, this is one paragraph, but may have subparagraphs as needed.}

- 1.1.
1.2.
1.2.1.
1.2.2.
1.3.

Use Normal style, Calibri, 11-point font for paragraph text



1/2 inch bottom margin on all pages

Supersedes: CAPR X-X, DD Mmmmm YYYY

Distribution: National CAP website

OPR: XX

Pages: XX

Standard footer for first page only

Notice: CAP publications and forms are available digitally on the National CAP website at:

http://www.capmembers.com/forms\_publications\_regulations/

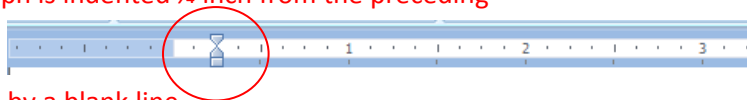
1 inch top margin (all pages except the first page)

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.)}

- 2.1.
- 2.2.
- 2.2.1.
- 2.2.2.
- 2.3.

Each subordinate paragraph is indented ¼ inch from the preceding superior paragraph.

Paragraphs are separated by a blank line.



3. **Waivers.** {Describe the applicability and process for waiving requirements of this regulation. Unless stated otherwise, the OPR is usually the waiver authority.}

- 3.1.
- 3.2.
- 3.2.1.
- 3.2.2.
- 3.3.

The first four paragraphs are consistent in each regulation:

1. Overview
2. Roles and Responsibilities
3. Waivers
4. OIs and Supplements to this Regulation

The balance of content is at OPR's discretion

Attachment 1 will always list the CI/SUI Compliance Elements

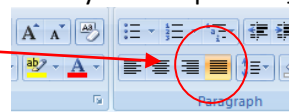
4. **Operating Instructions and Supplements to this Regulation.** {Describe if the regulation may be supplemented or have OIs and to what level OIs/Supplements may be allowed (e.g. not below wing level)}

- 4.1.
- 4.2.
- 4.2.1.
- 4.2.2.
- 4.3.

5. **{Core Content.** the balance of the publication follows}

5.1. {Use color, as appropriate, to highlight significant points. CAUTION – although the use of colors can aid comprehension, the value that colors provide is eliminated when printing in black & white. Additionally, those with visual impairment might not detect the colors. In either case, authors should augment their use of colors with supporting text or symbols when necessary for compliance.}

5.2. {Paragraphs are justified to left and right margins}



5.3. {It is acceptable to imbed website links into existing text; however, doing so will render the links hidden when the document is printed. If authors believe the regulation is more likely to be printed than viewed online and the referenced website not readily known by the reader, the web address should not be hyperlinked to the text. Instead, provide the reader the entire address.}

5.3.1. {For example, most members know where [CAP's publications](#) are found.}

5.3.2. {However, members might not know that AF publications are located at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) }

5.4. {Be careful to not direct the reader to follow guidance in a nondirective publication (pamphlet). Doing so makes the nondirective publication mandatory.}

5.5. {Normally, “how to” or best practice type information is provided in nondirective pamphlets; however, when standardized processes are deemed necessary for the effective conduct of CAP business, such processes may be prescribed in the regulation.}

5.6. {Any requirements mandated in the regulation must pass the following tests:

5.6.1. Does the requirement make sense (i.e. is it truly needed and what purpose does the change serve)? [Reasonableness test]

5.6.2. Does the requirement levy an unrealistic or overly burdensome challenge for members to accomplish and sustain compliance? [Sustainability test]

5.6.3. Is the language clear and easily understood by all CAP members? [Efficacy test]

5.6.4. Ultimately, does the regulation change make CAP a better organization? [Value test]}

5.7. When subparagraphs are used, there must be two or more of them (i.e. you can’t have just one subparagraph). If there is only one subparagraph, then it’s better to make it a main paragraph.

**6. {Core Content. the balance of the publication follows}**

6.1. {Use graphics, tables, flowcharts, etc. to better display information historically presented in textual format. When properly displayed, these items improve readability, understanding and comprehension of the subject matter.}

6.2.

6.2.1.

6.2.2.

6.3.



**Figure 1 {CAP Seal}**

**Table 1 {Alphabet}**

Title may be above or below the graphic, table, flowchart, etc. Use boldfaced text.

a	b	c
d	e	f

7. {Core Content. the balance of the publication follows}

- 7.1.
- 7.2.
  - 7.2.1.
  - 7.2.2.
- 7.3.

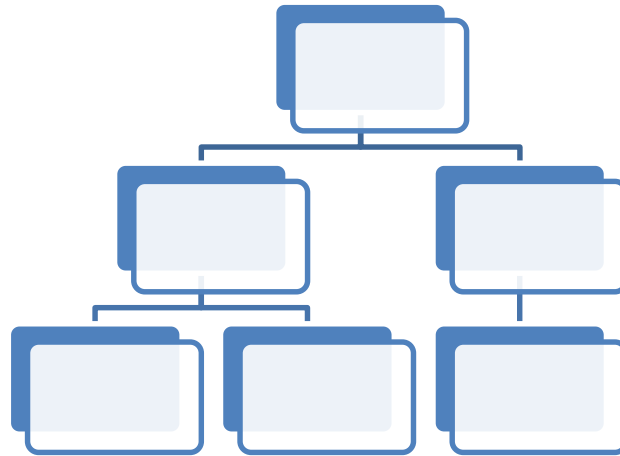


Figure 2 {Hierarchy Flowchart}

8. {Core Content. the balance of the publication follows}

- 8.1.
- 8.2.
  - 8.2.1.
  - 8.2.2.
- 8.3.

4 blank lines

Signature not required

{NAME OF NATIONAL COMMANDER}  
Major General, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

{Attachment 1 (mandatory) outlines compliance requirements directed in the regulation. Entries follow the format shown below. Checklist and Tab identify the type inspection (CI or SUI) and the Tab covering the subject matter.}

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
SUI D-4	01	Are fruits properly managed IAW CAP regulations?			
		a) Does the unit have guidance for determining fruit freshness prior to providing to all members?	a) Unit will provide access to online publications or copies of unit publications for review.	a) (A-Discrepancy): [xx] (Question 1) Unit failed to provide fruit selection guidance IAW CAPR X-X para 8.3.	a) Attach a copy of the guidance to the discrepancy in the Discrepancy Tracking System (DTS).
		b) Does the unit have an index to ensure all fruits are inventoried and stored alphabetically?	b) Unit will provide access to online publications or copies of unit publications for review.	b) (A-Discrepancy): [xx] (Question 1) Unit failed to establish an index that ensured all fruits were inventoried and stored alphabetically IAW CAPR X-X, para 3.1.	b) Attach a copy of the index to the discrepancy in the Discrepancy Tracking System (DTS).
CI D-4	02	Does the wing issue guidance for determining fruit freshness prior to providing to all members?	Unit will provide access to online publications or copies of unit publications for review.	(A-Discrepancy): [xx] (Question 2) Wing failed to provide fruit selection guidance IAW CAPR X-X para 8.4.	Attach a copy of the guidance to the discrepancy in the Discrepancy Tracking System (DTS).
				NOTE: Use sub-bullets to identify the offending fruits.	

The table is presented in 10-point font to fit the page

**Attachment 2**  
**REPORTING AND DUE DATES PRESCRIBED IN THIS REGULATION**

<b>Requirement</b>	<b>Due Date</b>	<b>Responsible Office</b>	<b>Reference</b>
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.)

This attachment serves as a guide, reminder or heads up regarding due dates prescribed in the regulation.

This attachment is optional, based on the OPR's discretion and perceived value to the member.

**Attachment 3**  
**COMMANDER OPTIONS PERMITTED IN THIS REGULATION**

<b>Option</b>	<b>Who May Authorize</b>	<b>How to Authorize</b>	<b>Reference</b>
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.)

This attachment serves as a guide regarding commander-authorized options permitted in the regulation.

This attachment is optional, based on the OPR's discretion and perceived value to the member.

**Attachment 4**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

**References.** As applicable, list in order of precedence: law, federal codes, AF directives, and CAP directives

Title 10, United States Code, Chapter 909, *Civil Air Patrol*

Title 36, United States Code, Chapter 403, *Civil Air Patrol*

AFPD 10-27, *Civil Air Patrol*

AFI 10-2701, *Organization and Function of the Civil Air Patrol*

AFI 10-2702, *Board of Governors of the Civil Air Patrol*

*Cooperative Agreement Between the Civil Air Patrol and the United States Air Force*

*Statement of Work for Civil Air Patrol*

*The Constitution and Bylaws of the Civil Air Patrol*

**Forms Prescribed.** Numerically list all forms prescribed in this regulation

CAPF X-X, *Title of the Form*

**Acronyms.** Alphabetically list all acronyms identified in this regulation

AF – United States Air Force

BoG – Board of Governors

CAP – Civil Air Patrol

NHQ – Civil Air Patrol National Headquarters

USAF – United States Air Force

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

Apple – the round fruit of a tree of the rose family, which typically has thin red or green skin and crisp flesh.

Banana – a long curved fruit that grows in clusters and has soft pulpy flesh and yellow skin when ripe.

Tomato – a glossy red, or occasionally yellow, pulpy edible fruit that is typically eaten as a vegetable or in salad.



**Attachment 5**  
**ADDITIONAL ATTACHMENTS AS REQUIRED**

**A5.1. Header.** {the balance of the publication follows }

A5.1.1.

A5.1.2.

A5.1.2.1.

A5.1.2.2.

A5.1.3.