

## Publications Management

### PUBLICATIONS AND BLANK FORMS MANAGEMENT

This regulation establishes policies and procedures for use, requisition, distribution, and maintenance of publications and blank forms. It explains how members may purchase personal copies of publications. This regulation is applicable to all Civil Air Patrol (CAP) units.

#### 1. Definitions:

a. Publications. Publications are established for issuance by Headquarters CAP and CAP commanders at all levels to announce policies, assign responsibilities, prescribe procedures, direct actions, and inform or motivate people.

b. Regulations/Manuals. These announce policies, direct actions, and prescribe procedures.

c. Pamphlets. These are nondirective, informative type publications.

d. Operating Instructions (OIs). These announce local policies or procedures, and direct actions of a local nature within one unit or office. The wing cannot publish an OI for use by units below them. The wing must publish a SUPPLEMENT. See Attachment 1 for proper format of an OI.

e. Changes. A change is a separate printed or duplicated publication that amends the content of an existing publication. A change may only be published by the same unit that published the basic publication. A change will only be published using the page-insert method. Changed material will be shown by use of a vertical line in the left margin of each column next to the changed material. Write-in changes are NOT AUTHORIZED

f. Supplements. These are auxiliary publications that augment publications issued by a higher headquarters. Each supplement bears the number of the publications it augments and is filed with it. It is only used to add essential local information. When a publication is revised or rescinded, the supplement then becomes obsolete. See Attachment 2 for proper format of a supplement.

g. Posting. Follow instructions on the change transmittal sheet by adding or removing pages when you are posting the change. The same procedures are followed when posting supplements. You are simply transferring information from the change or supplement to the basic publication. Posting will be accomplished as outlined in Attachment 3.

h. Issuing New Policy with a Letter or Message in Place of a Publication. A new policy or procedure that affects many people may be prescribed in a letter or message when there isn't enough time to process and distribute a publication. The letter or message should be replaced by a printed publication within 90 days after it is issued. However, it remains in effect until rescinded, superseded, or replaced by a publication.

#### 2. Responsibilities:

a. The commander has the overall responsibility of the procedures outlined in this regulation. The maintenance of publications and blank forms will be spot checked every six months by the commander or an appointed individual. This spot check must be documented.

b. The administration officer:

(1) Maintains the official set of CAP publications for the unit. One copy of all publications will be automatically distributed to each unit.

(2) Establishes strict unit policy for filing and posting publications in a timely manner, safeguarding and lending publications, and the storing and issuing of blank forms.

(3) Establishes procedures to preclude excessive stocking of blank forms for conservation purposes.

(4) Ensures all CAP Forms 8, *Requisitioning for Publications and Blank Forms*, are correctly completed and forwarded to the Headquarters/MSA signed by the administration officer or commander. Also, ensures that PURCHASE ITEMS ONLY are not requisitioned on CAP Form 8.

(5) Ensures that CAPRs 0-2 and 0-9 are published annually.

(6) Maintains all copies of OIs and supplements published by their units. On the anniversary date of the OI or supplement, the office of primary responsibility (OPR) signs and dates the record copy indicating that it's still current and essential.

#### 3. Publishing of Regulations/Supplements/Operating Instructions.

Commanders at region level only may publish regulations using this regulation format. All commanders down to the squadron level may publish supplements or operating instructions. Commanders are encouraged to keep the number of regulations, supplements, and operating instructions they publish to the absolute minimum needed for mission accomplishment. Commanders must also ensure that when publishing regulations, supplements, and operating instructions that the content only pertains to those personnel within his/her purview and that they do not conflict with higher headquarters directives. In addition, a copy of each publication must be forwarded to the immediate higher level of command for review immediately upon publication.

In some cases supplements or operating instructions must be approved by NHQ prior to publication (i.e., CAPR 60-1, CAPR 173-2, etc.). When a proposed supplement or operating instruction is received at National Headquarters for approval, National Headquarters staff will, within 60 days, review it and will take one of the following actions: (1) approve the supplement, (2) provide detailed feedback to the submitting unit as to why it cannot be approved or (3) provide the reasons for delay and a specific date within 120 days of receipt of the proposed supplement by which the preceding will be accomplished.

#### 4. Automatic Distribution:

a. Distribution Procedures and Materials. Automatic distribution will be sent to units once a month. The commander will ensure that only authorized personnel: commander, administration officer, or testing officer receive and open mail addressed to the unit.

b. New Units. When a new unit is chartered, this Headquarters forwards the unit one complete set of regulations, manuals, required pamphlets, and a small supply of forms necessary to conduct initial squadron activities.

c. Revised Forms. Previous forms will be used until stock is exhausted to ensure economy of operations unless the new form indicates that the previous edition is obsolete.

d. Regulations and Manuals. New or revised regulations and manuals will be distributed automatically in the amounts listed below:

UNITS	NO. OF COPIES
National HQ Staff Sections	1
CAP Regions	2
CAP Wings	2
CAP Wing Liaison Offices	1
Sectors, Groups, Sqdns, and Flts	1
CAP-USAF Liaison Offices	1
CAP-USAF Liaison Regions	1
National Executive Committee Members	1

e. Disposition Procedures. When a regulation or manual is replaced, becomes obsolete, etc., the records become a permanent history record. These historical records are maintained by the Mission Support Directorate at National Headquarters.

**5. Publications for Personal Use.** Members who desire to have publications for their personal use may purchase them through the CAP Bookstore. See Bookstore catalog and price list for details. Bookstore catalog and order blanks are distributed to each CAP unit by HQ CAP-USAF/MSAD when published. Additional copies should be ordered from the Bookstore.

#### 6. Official Requisitioning Procedures:

a. CAP Form 8. CAP Form 8 will be sent to National Headquarters/MSAD in two (2) copies. Arrange orders

for forms in numerical sequence beginning with the lowest number form requested. Use the same guidelines for publications. All requests for tests may also be submitted on the same CAP Form 8 as the forms. Refer to CAPR 0-2 and CAPR 0-9 when ordering publications, forms, tests, etc., to ensure there are no special requisitioning requirements, i.e., PURCHASE ITEM ONLY.

b. Forms. Every six months, units should inventory their stock of blank forms and requisition sufficient quantities to last until the next semiannual requisition. If the annual requirement for a particular item is less than 50, a year's supply may be requisitioned. Order forms on CAP Form 8. Emergency requisitions must be justified.

c. Replacement of Official Copies of Publications. Replacement copies of regulations or manuals, not pamphlets and purchase items, will be ordered on CAP Form 8. Whenever a replacement copy is requested, it must be fully justified in the remarks section and requires the commander's signature. Again, those items listed in the CAPR 0-2 as PURCHASE ITEMS ONLY or those items with a special distribution will not be requisitioned on CAP Form 8. Missing or torn publications are considered mismanagement and do not qualify for receiving replacement copy(s) free of charge.

d. Conservation of Publications and Forms. Commanders should ensure that maximum effort is made to conserve publications and blank forms so that National Headquarters may ensure economy of operation.

#### 7. Reproduction of CAP Publications and Blank Forms.

Any CAP or US military unit may locally reproduce CAP publications or blank forms providing no changes or alterations are made. In addition, overprinting of blank forms with common information is authorized. Test and other controlled material must never be locally reproduced under any circumstances.

#### 8. Posting Indexes:

a. Indexes. Upon receipt of a new index, conduct an inventory of all publications or forms on hand using the index as a guide. Before each required publication, place a plus sign (+) to indicate that it is on hand or a minus sign (-) to indicate that it is required and not on file. All publications denoted with a minus sign should then be ordered.

b. Revised Publications. Upon receipt of a revised publication, change the date of the publication in your index.

c. Change to a Publication. Upon receipt of a change to a publication, add C1 (using appropriate change number) directly under the number of the basic publication and date of the change directly under the date of the basic regulation.

OFFICIAL

PAUL J. ALBANO, SR., Colonel, CAP  
Executive Director

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Chief, Administration

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National Commander

- 3 Attachments
1. Sample Operating Instruction
  2. Example of How to File and Post Publications
  3. Sample NER Supplement

**SUMMARY OF CHANGES:** This revision changes utilization of obsolete forms disposition (para 4c); adds CAP Wing Liaison Offices to automatic distribution (para 4d); changes office symbol of MSIA (para 5, 6a); changes procedures of ordering tests (para 6a), and deleted the write-in changes sample in Figure 2.

Place your unit address here

Functional address symbol may be used

CIVIL AIR PATROL  
Alabama Wing  
810 Willow Street  
Maxwell AFB AL 36112-5903

WING OPERATING INSTRUCTION 5-1

1 January 1996

Publications Management

PUBLISHING DIVISION OPERATING INSTRUCTION

This instruction prescribes the media to be used in providing information to elements of the Publishing Division.

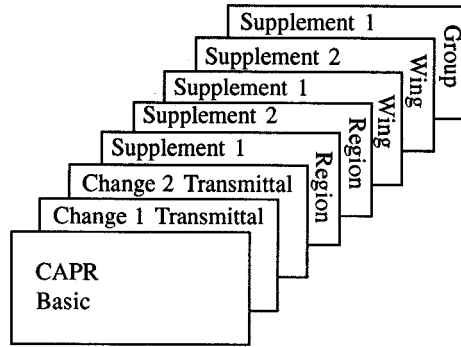
1. Media and Format. Wing operating instructions (WOI) are used to provide policy and regulatory material. The format should conform to that established in this instruction. Information applying to only one element of the division normally is issued as a branch operating instruction.
2. Numbering System. The basic numbering system established for Air Force publications in AFR 5-4 will be used in numbering WOIs.
3. Responsibility. This division monitors the WOI system and is responsible for formatting, numbering, reviewing, and preparing the final copy.
4. Coordinating. The originator of the WOI must get the coordination of organizational elements affected by the proposed WOI.
5. Distribution and Backup Stock. The originator of the WOI must distribute and maintain a small backup stock.

CAROL R. WHITE, Lt Col, CAP  
Administration Officer

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|---|
| <ol style="list-style-type: none"> <li>1. Summary of Changes - Optional.</li> <li>2. OPR and Distribution-Optional. If used, place below supersession line.</li> <li>3. Publication number, date, and page number-show at top of each page after page one.</li> <li>4. Annual review-paragraph 2b(6) explains.</li> <li>5. Records sets (other than HOIs)-exempt.</li> <li>6. Index-optional.</li> <li>7. Maintenance in libraries-optional.</li> </ol> |
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Supersedes WOI 5-1, 31 July 1993  
OPR: DAP (Ms Carol D. Bray)

**SAMPLE OPERATING INSTRUCTION**



**FIGURE 1. HOW TO FILE CHANGES AND SUPPLEMENTS**

Paragraph Supplements

New paragraph added by a supplement

3. **Operation Room.** The operation Room is the focal point of the base operations.

*wg suppl* a. A dispatch section with facility for transmitting receiving flight plans and other necessary communications.

b. A counter service for receiving and checking flight plans submitted by aircrews.

*Region sup 2 3.1 Added*

**FIGURE 2. HOW TO ANNOTATE A PUBLICATION**

CIVIL AIR PATROL  
Headquarters  
Northeast Region  
Bath ME 04530-0124

NER Supplement 1  
CAPR 10-1  
1 January 1996

### **Administrative Communications**

#### **PREPARING AND PROCESSING CORRESPONDENCE**

CAPR 10-1, 1 April 1994, is supplemented as follows:

**2a.** This is used to add material to para 2a. Remember that when supplementing a publication, you cannot delete or change the higher headquarters publication.

**8.** Added. This is used when adding an additional paragraph. When writing supplements, be sure that you are direct to the point and that the intended reader will understand what you are directing.

JAMES E. JAMESON, Capt, CAP  
Administration Officer

JOHN K. BANKS, Colonel, CAP  
Commander

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Supersedes NER Supplement 1, 23 April 1978  
OPR: MSIA  
Distribution: Each Unit (1); National Headquarters/MSA (1)

**SAMPLE NER SUPPLEMENT**



CIVIL AIR PATROL  
NATIONAL HEADQUARTERS  
MAXWELL AFB AL 36112-6332

CHANGE 1  
CAP REGULATION 5-4  
6 OCTOBER 2005

### Publications Management

#### PUBLICATIONS AND BLANK FORMS MANAGEMENT

CAP Regulation 5-4, 1 January 1996, is changed as follows:

Page-Insert Change.

Remove	Insert
1/2	1/2

**Note: Shaded areas identify new or revised material.**