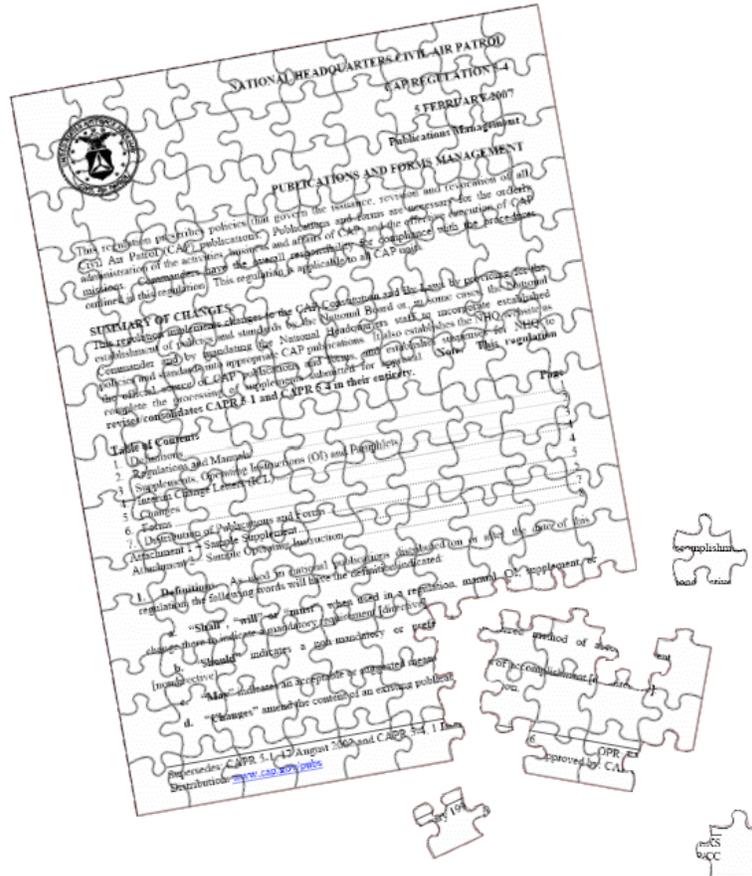


Chapter 9

PUBLICATIONS & FORMS



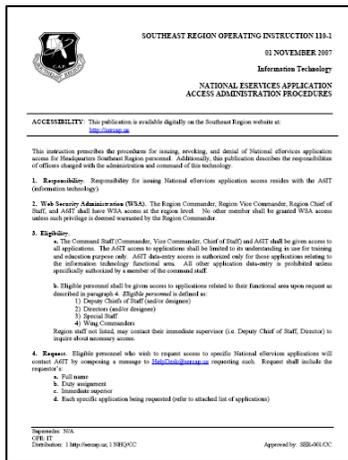
Organizations govern, manage, and conduct business through the use of publications and forms. Publications in the Civil Air Patrol mean regulations, manuals, pamphlets, operating instructions, any other documented guidance and supplements thereto. In the CAP, there are hundreds of publications and forms. Part of your success will be to learn how to read, navigate and use the appropriate publication or form.

Types of Publications

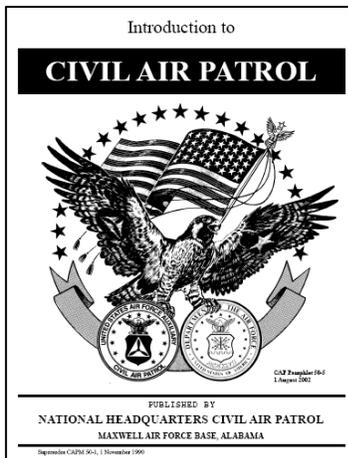
“We can lick gravity, but sometimes the paperwork is overwhelming.”
- Wernher Von Braun (1912 - 1977)
US (German-born) rocket engineer

The two most common types of publications are manuals and regulations. **Manuals** announce procedures and guidance for performing standard tasks and usually contain examples. **Regulations** differ, in that they announce policies, direct actions and prescribe standards. Both, manuals and regulations may only be issued by National Headquarters.

Manuals and regulations can leave room for command discretion when outlining a procedure or policy. If the command determines that a procedure or policy should be narrowed down in direction, then the command will issue a supplement. A **supplement** is defined as an auxiliary publication that augments higher headquarters directives and applies to all members of the issuing headquarters and all subordinate units. Supplements may be issued by any level of command unless specifically limited or prohibited by the regulation or manual governing the publication's subject matter.



Sample Operating Instruction



Sample Pamphlet. This one is CAPP 50-5, *Introduction to the Civil Air Patrol*

An example may be that the Civil Air Patrol Uniform Manual states that the wing patch *may* be worn on the Battle Dress Uniform. The wing commander can issue a supplement directing all personnel within their command *will* wear the wing patch on the Battle Dress Uniform. However the wing commander can not change the green color camouflage to blue because the manual specifically states that “Any variation from this publication is not authorized. Items not listed in this publication are not authorized for wear.”

Operating instructions (OI) is sometimes confused with a supplement, however they are quite different. **Operating instructions** announce local policies or procedures, and direct actions of a local nature within one unit (charter number) or office. Like supplements, operations instructions may be issued by any level of command unless specifically limited or prohibited by the regulation or manual governing the publication’s subject matter.

Pamphlets are nondirective, informative, “how-to” type publications that may include suggested methods and techniques for implementing CAP policies. You can think of pamphlets as a publication that *suggests* a method of accomplishing a task.

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** (ICL) being issued outlining immediate policies. ICLs may be issued by any level of command unless specifically limited or prohibited by the regulation or manual governing that subject matter. Issuance of policies by ICL is a temporary measure.

From time-to-time a change to a publication is necessary. Because this change may only be a couple of lines in a lengthy publication, a change may be published. A **change** amends the content of an existing publication. It is vital that when reading a publication that you ensure you review any issued changes that may have been published.

Publication Terminology

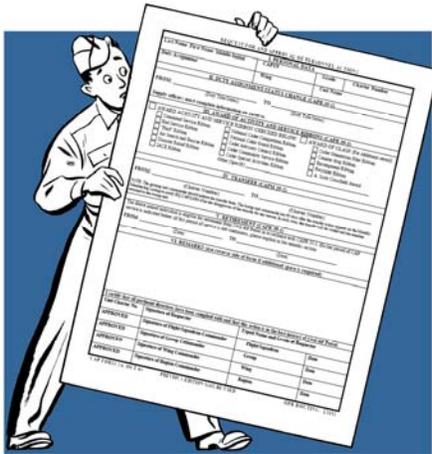
Now that you know the types of publications, you need to learn some of the terminology used in the publication. The proper interpolation of a publication can easily mean the success or failure in an objective or even life or death so take due care when reading publications.

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

“**Should**” indicates a non-mandatory or preferred method of accomplishment (nondirective).

“**May**” indicates an acceptable or suggested means of accomplishment (nondirective).

Forms



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.

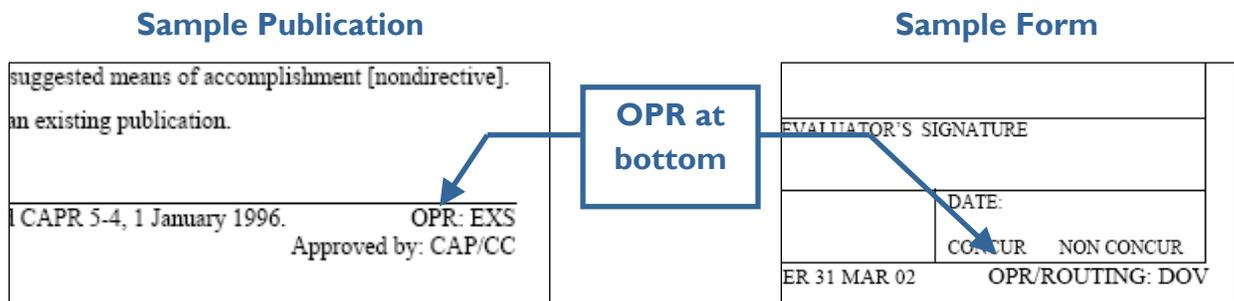
All forms, regardless of the issuing headquarters, are referenced by a publication that gives direction when it's to be completed. When completing forms, you should either complete them using a computer or typewriter. If you find that you have to complete a form using a pen, then use only a black pen and use block letters (more on block letters in Chapter 10). If you must sign the form, use a blue pen.

Never leave any fields blank. If an item does not need to be completed, then enter "N/A" (not applicable). Leaving fields can be a misinterpreted as you unintentionally not completing the form.

Office of Primay Responsibility

The office of primary responsibility (OPR) means the National Headquarters directorate having primary responsibility for the issuance and maintenance of a publication or the office at the region, wing or unit responsible for the issuance and maintenance of a publication. The OPR also has the authority to waive the provisions of a publication it is responsible for unless specifically prohibited in that, or any other, publication. Each publication is assigned an OPR. It can be found on the first page at the bottom of the publication.

The letters that follow "OPR" are called functional address symbols which identify the OPR. In the sample publication, EXS is Executive Support while in the sample form, DOV is Standardization/Evaluation Officer. To find a list of functional address symbols and their corresponding office refer to **CAPR 10-1, Preparing and Processing Correspondents**.



Publication and Form Organization

As mentioned at the beginning, there are hundreds of publications and forms. Because of this fact, there has to be a way to organize them in such a way that they become easily retrievable. The forms are organized by the use of acronyms and numbers.

The first acronym describes the organization. Civil Air Patrol publications issued by National Headquarters begin with "CAP". If the publication is issued by the Air Force, it would start with "AF". If the publication is from a headquarters subordinate to National Headquarters, then the acronym would describe the unit. For example, Texas Wing may be "TXWG".

The letter(s) directly following the organizational acronym describes the type of document. Following is a list of letters and the corresponding document:

- | | |
|------------------|-------------------|
| • M – Manual | • F – Form |
| • R – Regulation | • C – Certificate |
| • P – Pamphlet | • T – Test |
| • I – Index | • VA – Visual Aid |

The final part to the document organization is a numerical designation. In most cases, this designation is not specific. However, in the case of manuals, regulations, pamphlets, and indexes there is a specific numerical designation. The first number describes the series or functional area, and then a dash separates the last number(s) which is assigned sequentially.

Example:

CAPM 39-1, CAP Uniform Manual would read as "Civil Air Patrol Manual 39 dash 1"

Following is a list of series designation.

- 0 – Indexes and Visual Aids
- 5 – Publications Management (such as how publications will be distributed, numbered, etc.)
- 10 – Administrative Communications (such as how letters will be prepared, signature elements, address structure, etc)
- 20 – Organization and Mission – General (such as how cadet and senior squadrons will be organized)
- 35 – Personnel Procedures
- 39 – Personnel – General
- 50 – Training
- 52 – Cadet Program Training
- 60 – Flying, Operations, and ES Training
- 62 – Safety
- 66 – Maintenance of CAP aircraft
- 67 – Supply
- 70 – Contracting Management
- 76 – Transportation (such as travel of CAP members in military aircraft)
- 77 – Motor Vehicles
- 87 – Real Estate
- 100 – Communications
- 110 – Information Technology
- 112 – Claims (such as processing claims CAP members may have arising out of CAP activities)
- 123 – Inspections
- 147 – Exchange Service (concerning privileges CAP members have at base exchanges when taking part in authorized CAP activities)
- 160 – Medical
- 173 – Finance
- 178 – Management Analysis
- 190 – Public Affairs
- 210 – Historical Data and Properties
- 265 – CAP Chaplain Service
- 280 – Aerospace Education
- 900 – Miscellaneous (all those regulations and manuals which cannot be published under another numbered series because of the special nature of their content – insurance, for example.)

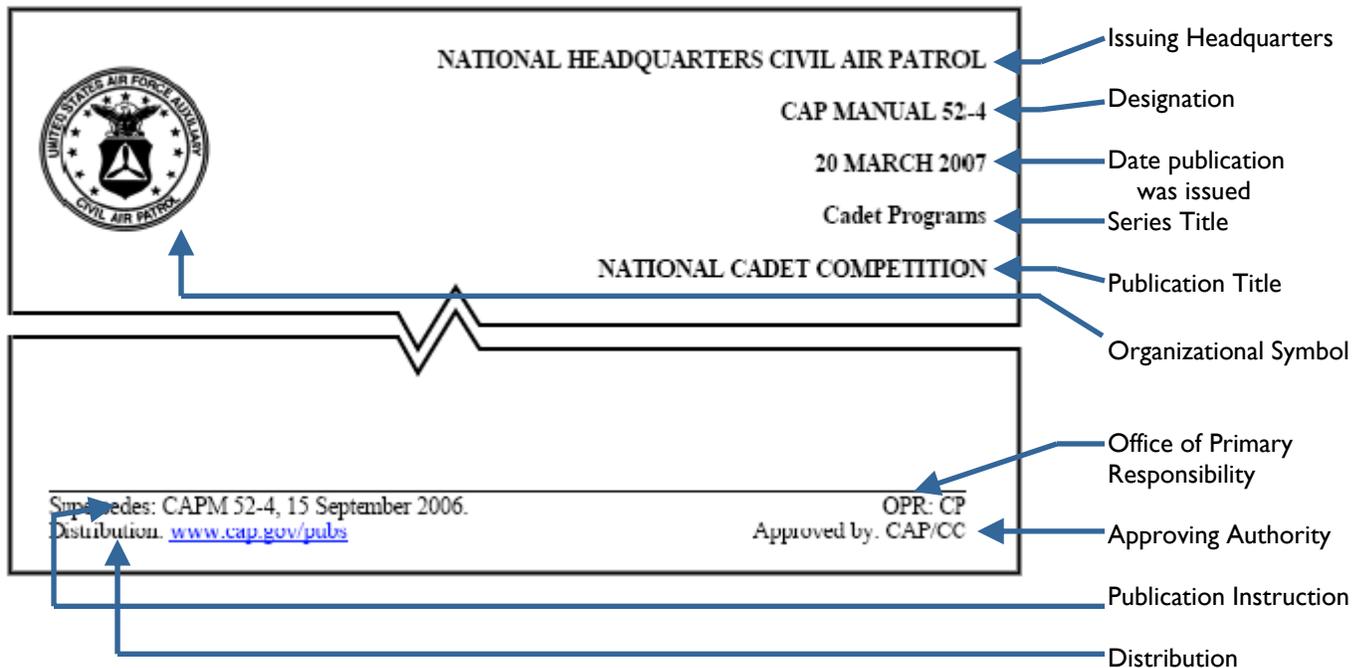
Putting it All Together

Having reviewed how to read, navigate, and use publications and forms, let's put it all together. Following is a sample publication and sample form. Each displays the format you'll find them in. Take the time to look over each to get an idea of the location of important information.

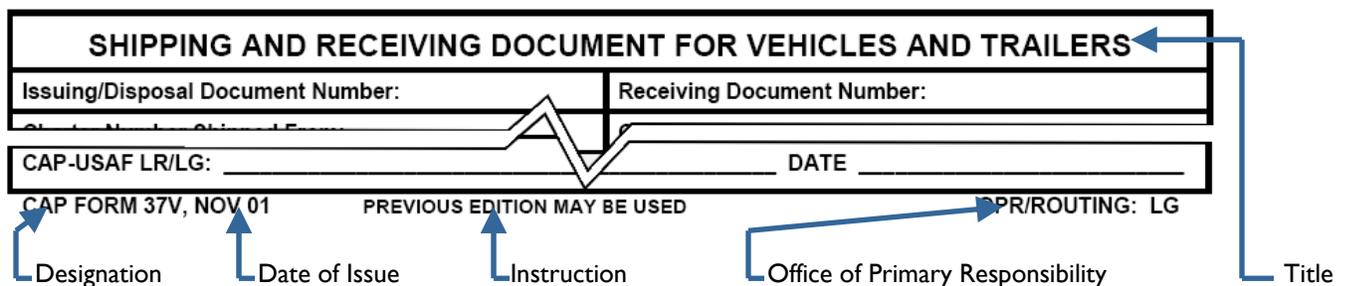
To learn more about publications and forms, review **CAPR 5-4, Publications Forms Management**. You can also learn if a publication, visual aid, form, certificate or test is current by reviewing the most recent issue of **CAPI 0-2, Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids** and **CAPI 0-9, Numerical Index of CAP Forms, Test Material, and Certificates**.

Publications and Forms can be found by going to <http://cap.gov> and contacting your local administration officer (for wing and local publications and forms).

SAMPLE PUBLICATION



SAMPLE FORM



Preparing Correspondence

Example of subject when referring to a previous correspondence:

SUBJECT: Non receipt of Registered Mail (Your Ltr/Memo, 28 Apr 96)

OR

SUBJECT: Support of CAP (Our Ltr, 1 Apr 96)

A correspondence is communication by the exchange of letters. In the Civil Air Patrol, we use two types of correspondence, the memorandum-style letter and the business-style letter.

When writing either type of correspondence, you should give complete and correct information in a clear and concise manner. Short sentences and short paragraphs will be used, and you should limit letters to one page. You should discuss only one subject in each letter. Present questions or facts logically. For example, a personal matter will not be discussed in a letter dealing with an aerospace education project. Separate letters should be written.

When referring to a previous correspondence on the same subject, you will add a brief reference (in parentheses) immediately after the subject line (you will learn more about the subject line shortly).

Memorandum-Style Letter

Memorandum-Style letters (memos) are used for communications between CAP units and when communicating with CAP-USAF Headquarters and/or liaison offices. To the right is a sample memo. Look over it to learn how to put a memo together.

A letterhead must include these elements: unit designation; the words "Civil Air Patrol"; "United States Air Force Auxiliary"; and the geographic location of the unit.

The left margin begins centered at the middle of the seal. The right and bottom margins are 1 inch each.

The CAP seal, CAP emblem, shoulder patch, or other distinctive decoration may be printed on the letterhead as long as it is in good taste.

Type the "MEMORANDUM FOR" in all caps 4 lines below the date followed by the functional address the memo is being sent to.

Type the "ATTENTION" or "THROUGH" line, one line below and aligned under address.

Type the "FROM" in all caps two lines below the "MEMORANDUM FOR" line.

Type the "SUBJECT" in all caps two lines below the "FROM" line.

Note any attachments accompanying the memorandum, any persons who have been courtesy copied (cc), and any distribution methods (ex: I. All unit commanders).



HEADQUARTERS
CIVIL AIR PATROL ARIZONA WING
 UNITED STATE AIR FORCE AUXILIARY
 1500 FALCON DRIVE
 LUKE AFB, ARIZONA 85952



25 March 2005

MEMORANDUM FOR HQ/CAP MSA
ATTENTION: Mr. Lynch

FROM: CAP Arizona Wing

SUBJECT: Format for Memorandum-Style Letter

1. Type or stamp the date on the right side of the memorandum 10 lines from the top of the page; about 1 inch from the right margin
2. Begin typing the text flush with the left margin, two lines below the "SUBJECT" or reference. Number each paragraph.
 - a. This is an example of a subparagraph.
 - b. Note, subparagraphs use letters.
3. The memorandum will be closed with the writer's full name in all caps, grade, and organization followed on the next line the duty assignment of the individual. Placement will be three spaces to the right of the center line. A signature will appear just above the name.


ROBERT MILLER, Lt Col, CAP
 Administration Officer

Attachments:
 1.-----
 cc:
 1.-----
 Distribution:
 1.-----

Business-Style Letter

Business-Style letters are used for communications with private concerns and individuals not connected with CAP. To the right is a sample memo. Look over it to learn how to put a memo together.

Unlike the memorandum-style letter, no prescribed margins are mandated, however one inch margins all around is suggested.

A letterhead must include these elements: unit designation; the words "Civil Air Patrol"; "United States Air Force Auxiliary"; and the geographic location of the unit. (*see note below letter)

The CAP seal, CAP emblem, shoulder patch, or other distinctive decoration may be printed on the letterhead as long as it is in good taste.

Type the "To" address three lines below the return address. Note: a return address may not be required. (*see note below letter)

Suggested salutations are: if writing to a CAP unit, use "Dear Colonel Jones," if writing to an organization other than CAP, use "Dear Sir," and if writing to a friend or associate, use "Dear Mr. Brown." Type it two lines below the last line of the address. Use punctuation after abbreviations such as "Mr.," "Mrs.," and "Dr.,"; however, no punctuation is used with CAP rank abbreviations. Double space between the salutation and first line of text.

Type the complimentary close "Sincerely," two lines below the text, three spaces to the right of the center. Type the signature element five lines below the flush with the complimentary close.



HEADQUARTERS
CIVIL AIR PATROL ARIZONA WING
UNITED STATE AIR FORCE AUXILIARY
1500 FALCON DRIVE
LUKE AFB, ARIZONA 85952



25 March 2005

Col Joseph Martin, USCAP
Southwest Region Headquarters
456 Rocket Lane
Laughlin AFB, Texas 48227

Dear Col Martin,

This is a sample format for a CAP business-style letter. This type of letter may be used for conducting official CAP business with a person or an organization outside of the CAP.

Type or stamp the date on the right side of the memorandum 10 lines from the top of the page; about 1 inch from the right margin. Begin typing the body of the letter two lines below the salutation. Do not number the paragraphs. Indent all major paragraphs five spaces; indent subparagraphs an additional five spaces.

Sincerely,
Robert J. Miller
ROBERT MILLER, Lt Col, CAP
Administration Officer

Attachments:
1.-----
2.-----
cc:
1.-----
2.-----

*Note: If the letterhead does not have the complete address of the sender, then type the return address 4 lines below the date or 14 lines from the top of the page at left margin. Type the "to" address three lines below the return address.

You can learn more about technical writing, document templates, and presentation techniques by reviewing **AFH 33-337, The Tongue and Quill**. Also remember to review CAPR 5-4, *Publications Forms Management* and CAPR 10-1, *Preparing and Processing Correspondents* for further details.

NOTES
