

Chapter 9

Publications & Forms



Chapter Goal

Students need to be able to navigate CAP publications on their own. This is key to their future success in what every specialty they choose. Also, students need to be able to right proper correspondence for both internal and external recipients.

INSTRUCTION

Types of Publications

Suggested Teaching Method: Lecture Method

Instruction: Inform the students about the different types of publications and forms used by the Civil Air Patrol. They should understand the significant meaning between each so they can understand where to get them and what are the acceptable rules and directions within the Civil Air Patrol.

Tip: Bring a few examples of each type of publication for the students to see.

Publication Terminology

Suggested Teaching Method: Lecture Method

Instruction: Review publication terminology so that the students understand the meaning of the words when applied in a publication.

Tip: Use a regulation to demonstrate the various meanings of words.

Forms

Suggested Teaching Method: Lecture Method

Instruction: Review the proper way to complete forms.

Tip: Pass out forms to students to complete (suggest CAP Form 60, *Emergency Notification*). Also use the lesson in chapter 10 on block-style letters so that the students complete the practice form as expected.

Office of Primary Responsibility

Suggested Teaching Method: Lecture Method

Instruction: Instruct the students where to locate and how to identify the office of primary responsibility (OPR).

Tip: Using forms, regulations, manuals, and/or pamphlets, have the student point out and identify the office of primary responsibility (OPR)

Publications and Forms Organization

Suggested Teaching Method: Lecture Method and Demonstration Method

Instruction: The instructor should take time with this section. Students need to be able to learn how to “decipher” publication numerical titles. This will assist the student in the future with navigating through publications in order to find the information needed.

Tip: Using the unit’s master regulations and manuals book, have students practice finding regulations on various subjects. For example, ask students to find out information on awards and decorations. Watch them as they try to navigate through the regulations and manual book to find the information. Assist them as needed. Repeat this process until the students feel comfortable with the process.

Once this task is complete, inform students how they can get their own set of publications and forms. (i.e. Vanguard, National, region and wing websites).

Putting it All Together

Suggested Teaching Method: Lecture Method

Instruction: Instructors should use this section as a review of the previous material.

Preparing Correspondence

Suggested Teaching Method: Lecture Method and Performance Method

Instruction: Instructors should take time with this section. Students need to be able to properly format and write proper correspondence. This will assist the student in maintaining a standard and a professional appearance amongst their peers and outside organizations.

Tip: Have the students write a memorandum to you pretending to inform you that they will not be attending unit meetings for a month since they will be out of town. Second have the students pretend to write a business-style letter to the local airport requesting a tour for cadets.

PUBLICATIONS & RESOURCES

CAP Index 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*

CAP Index 0-9, *Numerical Index of CAP Forms, Tests, and Certificates*

CAPP 200, *Specialty Track Study Guide – Personnel Officer*

CAPP 205, *Specialty Track Study Guide – Administration Officer*

CAPR 5-4, *Publications Forms Management*

CAPR 10-1, *Preparing and Processing Correspondence*

Summary Exercise Answer Key

SUMMARY EXERCISE – ANSWER KEY

1. Name six types of publications.

Answer – Regulations, Manuals, Pamphlets, Supplements, Operational Instructions, and Interim Change Letters
Reference – 9-1 to 9-2, Types of Publications

2. The words shall, will, or must in a publication indicate a non-mandatory requirement.

Answer – a. True

Reference – 9-2, Publications Terminology

3. A form is a tool used _____.

Answer – a. collection, recording, and/or extraction of information

Reference – 9-3, Forms

4. If you need to identify what office created a publication or form, you can do such by _____.

Answer – c. referring to the documents OPR

Reference – 9-3, Office of Primary Responsibility

5. If you needed to find out information on the cadet program, you should begin by researching publications in which series?

Answer – c. 52

Reference – 9-4, Publications and Forms Organization

6. When are memorandums used?

Answer – Used for communications between CAP units and when communicating with CAP-USAF Headquarters and/or liaison offices.

Reference – 9-6, Preparing Correspondence

7. In a letter, you should indicate who has been courtesy copied by using the letters _____.

Answer – b. cc

Reference – 9-6, Preparing Correspondence

8. Letters of private concern or to individuals not in the Civil Air Patrol should be which type?

Answer – Business-Style Letter

Reference – 9-7, Business-Style Letter

9. Which of the following is the correct format for the date in publications?

Answer – c. 1 January 2000

Reference – 9-6, Preparing Correspondence

10. CAPVA 201 is what type of publication?

Answer – Visual Aid

Reference – 9-4, Publications and Forms Organization