

## CAP Office Symbols and Office of Primary Responsibility (OPR)

### CAP Office Symbols

From [CAPP 1-2 The CAP Guide to Effective Communication](#) pages 16-17

Military style documents possess a language of their own, often using acronyms to shorten common phrases or when referring to office symbols. This is not unique to military agencies as many federal, state, and local government agencies have their own style. It is preferred for authors to write in the style of their intended recipient. Civil Air Patrol is no different.

Given our close association to the Air Force, we too use our own acronyms and office symbols. Office symbols are shortcuts representing the organization structure and functional responsibility. Office symbols may be used on correspondence, e-mail, forms, etc. Major functions have two-letter symbols, for example, director of operations (DO). Since basic functions report to major functions, basic functions have three-letter (or more) symbols. For example, the wing emergency services officer is expressed as DOS. There is one exception to the two-letter office symbol. CAP's Chief Operating Officer is identified as CAP/COO, reflecting CAP's corporate status and common across many industries.

Office symbols may be used alone (CC) or with the organization designation (CAP/CC). Some office symbols apply to specific command levels or organizations. For example, GLR/XX for Great Lakes Region, MIWG/XX for Michigan Wing, MC248/XX for Kellog Senior Squadron, or CAP-USAF/XX for Headquarters CAP-UASF.

### Table of Office Symbols

Commander .....	CC	Historian .....	HO
Vice Commander .....	CV	Human Resources (NHQ only) .....	HR
Deputy Commander .....	CD	Information Technology.....	IT
Deputy Commander for Cadets .....	CDC	Inspector General .....	IG
Deputy Commander for Seniors .....	CDS	Legal Officer .....	JA
Chief Operating Officer (NHQ only) ...	COO	Logistics .....	LG
Chief of Staff .....	CS	A/C Maintenance Officer .....	LGM
Deputy Chief of Staff .....	DCS	Supply Officer .....	LGS
Command Chief Master Sgt.....	CCC	Transportation Officer .....	LGT
Executive Officer .....	XO	National Operations Center.....	NOC
First Sergeant .....	CCF	Operations .....	DO
(Cadet or Composite Squadrons only)		Communications (NHQ only).....	DOK
Administration .....	DA	Counterdrug .....	DOC
Aerospace Education .....	AE	Emergency Services .....	DOS
Cadet Programs .....	CP	Homeland Security .....	DOH
Chaplain.....	HC	Operations Training.....	DOT
Communications (Director) .....	DC	Standardization & Evaluation .....	DOV
e-Learning (NHQ only) .....	EL	Personnel .....	DP
Finance .....	FM	Plans and Programs .....	XP
Wing Financial Analysts.....	FMA	Professional Development .....	PD
General Counsel (NHQ only) .....	GC	Public Affairs .....	PA
Government Relations Advisor.....	GR	Safety .....	SE
Government Relations (NHQ only) .....	GVR	Wing Administrator (NHQ employee) ..	WA
Health Services .....	HS		

## Office of Primary Responsibility (OPR)

Civil Air Patrol lists the Office of Primary Responsibility (OPR) on the regulations, pamphlets, and forms on the NHQ web pages. This allows members to know which area is responsible for the regulation and pamphlet's content and forms. To view the OPR for regulations, go to the [Publication Library](#) on the Civil Air Patrol national website and select [Indexes, Regulations, and Manuals](#). The right-hand column lists the Office of Primary Responsibility.

Example:

Pub	Date	Name	OPR
<a href="#">Index 0-2</a>	7 Nov 18	Numerical Index of CAP Regulations, Manuals and Pamphlets	DA
<a href="#">Index 0-9</a>	1 May 15	Numerical Index of CAP Forms, Test Material, and Certificates	DA
<a href="#">R1-1</a>	15 Mar 12	Ethics Policy	PD
<a href="#">R1-2</a>	7 Nov 16	Publications Management (Replaces CAPR 5-4)	DA
<a href="#">R39-1</a>	3 Mar 20	Civil Air Patrol Uniform Regulation (Includes <a href="#">ICL 21-01</a> , 9 August 2021)	DP
<a href="#">R39-2</a>	28 Dec 22	Civil Air Patrol Membership (Includes <a href="#">ICL 22-05</a> , 28 December 2022)	DP
<a href="#">R39-3</a>	28 Dec 12	Award of CAP Medals, Ribbons and Certificates ( <a href="#">ICL18-02</a> , <a href="#">ICL19-02</a> and <a href="#">ICL 21-03</a> attached but not incorporated)	DP
<a href="#">R40-1</a>	24 May 21	Civil Air Patrol Senior Member Education & Training Program	ET
<a href="#">R40-2</a>	1 Jan 18	Testing Administration and Security	PD
<a href="#">R50-1</a>	9 Nov 20	Aerospace Education Mission	AE
R50-4	25 Oct 12	Test Administration and Security (replaced by R 40-2, Testing Administration and Security 1 Jan 18)	PD

Use the table to decipher the OPR symbol for the regulation. This is the same as the list for pamphlets and forms. Please note that PD and ET are the same. CAP is still in the process of changes from Professional Development to Education and Training.