



OI header is 1.5 line spaced, using Calibri, 11-point font

Chartered unit by name or number

½ inch top margin first page only

XXXX Wing Supplement 1

CAP Regulation XX-X

CAP/DA completes date when posted {DD-Mmmmm YYYY}

NHQ OPR approval replaces "DRAFT" prior to issuance → DRAFT/NAME/CAP/XX

{Functional Series}

→ {TITLE OF PUBLICATION}

↑
1 inch logo/seal if used
Entries in {brackets} describe the language OPRs are to enter for the respective OI

This instruction prescribes the procedures for {enter a summary of the OI and identify which chartered unit the OI is applicable. For example, "...scheduling the aircraft assigned to the Alabama Wing."}

1. {Enter language that defines the requirement or procedure. Language cannot be less restrictive than higher headquarters directives, if applicable.}

2. {Paragraphs are numbered using the same convention as regulations.}

OI body is double spaced between paragraphs, Normal style using Calibri, 11-point font

2.1. {Just like regulations, subordinate paragraphs are indented ¼ inch from the preceding superior paragraph.}



2.2. {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.}

4 blank lines

Signature not required

{NAME OF UNIT COMMANDER, Grade, CAP}
Commander

← 1 inch side margins →

Paragraphs are justified to left and right margins



1 inch top margin on all pages except for the first

**Attachment 1
COMPLIANCE ELEMENTS**

Attachment 1 (mandatory) outlines compliance requirements directed in the OI. Entries follow the format shown below. OPR identifies the Office of Primary Responsibility charged with ensuring compliance of the subject matter. The OPR for the compliance element might not be the OPR for the OI. Given that OIs are applicable only to the chartered unit, examples for OPRs might appear as XXWG/DO, XX Sq/AEO or simply PA.

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
{OPR}	01	Are fruits properly managed IAW XX Unit OI X-X?			
		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 freshness guidance IAW XX Unit OI X-X, para 2.1.	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 a copy of the index for review.	b) (A-Discrepancy): [xx] (Question 1) Unit failed to establish an index that ensured all fruits were inventoried and stored alphabetically IAW XX Unit OI X-X, para 2.2.	b) Attach a copy of the index to the discrepancy in the Discrepancy Tracking System (DTS).
{OPR}	02	Does the wing issue guidance for determining fruit freshness prior to providing to all members IAW XXWG OI X-X?	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 XXWG OI X-X, para 2.2. NOTE: Use sub-bullets to identify the offending fruits.	Attach a copy of the guidance to the discrepancy in the Discrepancy Tracking System (DTS).

The OPR is the person responsible for accomplishing the compliance element.

The question summarizes the requirement (i.e. did the unit do XXXX or not).

Description states the process for how inspectors will verify compliance.

Format for discrepancy write-ups.

Description states actions necessary to clear the discrepancy.

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