CAP Regulation {X-X}, dated {DD Mmmmm YYYY}, is supplemented as follows:

{3.1.} {Enter language that supplements the same paragraph in parent regulation. Language cannot be less restrictive and cannot delete or replace the parent regulation’s paragraph.}

{4.3. Added.} {New supplemental paragraphs that do not align with a paragraph in the parent regulation are identified by the word “Added” after the new paragraph number.}

{4.3.1. Added.} {Unlike regulations, subordinate paragraphs are not indented.}

Entries in {brackets} describe the language OPRs are to enter for the respective supplement.

NHQ OPR approval replaces “DRAFT” prior to issuance.

Supplement header is 1.5 line spaced, Normal style using Calibri, boldface, 12-point font.

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

Signature not required.

{NAME OF UNIT COMMANDER, Grade, CAP}
Commander

Paragraphs are justified to left and right margins.

½ inch bottom margin on all pages

Supersedes: XX Unit Supplement # to CAPR X-X, DD Mmmmm YYYY

Standard footer for first page only

Distribution: {Identify distribution plus next higher commander}

OPR: XX

Pages: XX
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 supplements are applicable only to the issuing headquarters and their subordinate units, examples for OPRs might appear as XXWG/DO, XX Sq/AEO or simply PA.

<table>
<thead>
<tr>
<th>Checklist and Tab</th>
<th>#</th>
<th>Compliance Question</th>
<th>How to Verify Compliance</th>
<th>Discrepancy Write-up</th>
<th>How to Clear Discrepancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>{OPR} 01</td>
<td></td>
<td>Are fruits properly managed IAW XX Unit Supplement # to CAPR X-X?</td>
<td>a) Unit will provide access to online publications or copies of unit publications for review.</td>
<td>a) (A-Discrepancy): [xx] (Question 1) Unit failed to provide fruit selection guidance IAW XX Unit Supplement # to CAPR X-X, para 3.1.</td>
<td>a) Attach a copy of the guidance to the discrepancy in the Discrepancy Tracking System (DTS).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b) Unit will provide a copy of the index for review.</td>
<td>b) (A-Discrepancy): [xx] (Question 1) Unit failed to establish an index that ensured all fruits were inventoried and stored alphabetically IAW XX Unit Supplement # to CAPR X-X, para 3.2.</td>
<td>b) Attach a copy of the index to the discrepancy in the Discrepancy Tracking System (DTS).</td>
</tr>
<tr>
<td>{OPR} 02</td>
<td></td>
<td>Does the wing issue guidance for determining fruit freshness prior to providing to all members IAW XXWG Supplement # to CAPR X-X?</td>
<td>Unit will provide access to online publications or copies of unit publications for review.</td>
<td>(A-Discrepancy): [xx] (Question 2) Wing failed to provide fruit selection guidance IAW XXWG Supplement # to CAPR X-X, para 4.3.1.</td>
<td>Attach a copy of the guidance to the discrepancy in the Discrepancy Tracking System (DTS).</td>
</tr>
</tbody>
</table>

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