Unit logo or seal is optional

{XX UNIT} SUPPLEMENT {#}

CAP REGULATION {X-X}

{DD Mmmmm YYYY}

DRAFT

{Functional Series}

{TITLE OF PUBLICATION}

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.}

{NAME OF UNIT COMMANDER, Grade, CAP}
Commander

Supersedes: XX Unit Supplement # to CAPR X-X, DD Mmmmm YYYY
Distribution: {Identify distribution plus next higher commander}

OPR: XX
Pages: XX
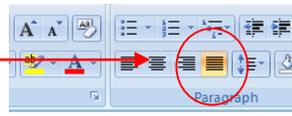
Standard header for attachments

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 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.

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
{OPR}	01	Are fruits properly managed IAW XX Unit Supplement # to CAPR 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 selection guidance IAW XX Unit Supplement # to CAPR X-X, para 3.1.	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 Supplement # to CAPR X-X, para 3.2.	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 Supplement # to CAPR 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 Supplement # to CAPR X-X, para 4.3.1. 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