**XX UNIT SUPPLEMENT** **#**

Unit logo or seal is optional

**CAP REGULATION** **X-X**

**DD Mmmmm YYYY**

**DRAFT**

**Functional Series**

**FINANCIAL MANAGEMENT PROCEDURE –** **SUBJECT (e.g. TRAVEL)**

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

**Paragraph #.** 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.

**Paragraph # 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. Unlike regulations, subordinate paragraphs are not indented.

NAME OF UNIT COMMANDER, Grade, CAP

Commander

# Attachment 1 COMPLIANCE ELEMENTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| OPR | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
| OPR (for example XXWG/DO, XX Sq/AEO or simply PA) | Q# | Primary question pertaining to the compliance requirement. For example, "Are crew members managed IAW XX Unit Supplement # to CAPR X-X?"  |  |  |  |
|  |  | a) Optional related question. For example, "When assigning crew members, are individual experience levels considered?"  | a) How compliance is verified. For example, "Crew member experience levels are verified in XXXX."  | a) Detailed write-up of the discrepancy, for example "(A-Discrepancy): [xx] (Question 1) Unit failed to consider crew member experience IAW XX Unit Supplement # to CAPR X-X, para 8.3." | a) Attach a copy of the       to the discrepancy in the Discrepancy Tracking System (DTS). |
|  |  | b) Additional related question (optional)  | b) How to verify additional related question  | b) Detailed write-up of the discrepancy | b) Attach a copy of the       to the discrepancy in the Discrepancy Tracking System (DTS). |
| OPR (for example XXWG/DO, XX Sq/AEO or simply PA) | Q# | Primary question pertaining to the compliance requirement  | How compliance is verified  | Detailed write-up of the discrepancy. NOTE: Use sub-bullets to identify sub parts leading to overall noncompliance.  | Attach a copy of the       to the discrepancy in the Discrepancy Tracking System (DTS). |
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