XX UNIT OPERATING INSTRUCTION YY-XX

Unit logo or seal is optional

DD Mmmmm YYYY

FINAL VERSION

 Functional Series

 TITLE OF PUBLICATION

This instruction prescribes the procedures for enter a summary of the OI and identify which chartered unit the OI is applicable.

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.

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.

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 OI 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 OI 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). |