

SPECIAL INSTRUCTIONS – CFMA AOP TEMPLATE

This new template is intended to help standardize the verbiage and layout of the various AOP's around the state.

As a precursor to what you will see when you open the document, You will find that there three general categories of information for each section. They are as follows:

1. Section headers and any mandatory language that must appear in that section. This information has been locked down and cannot be changed by the standard writer of the document.
2. Directions for the section in **red font**. This information is provided to give the AOP writer some direction as to what is expected to be inserted in the section. The red font directions should be replaced with the actual needed information during the writing process. The replacement language should be in black font.
3. Suggested language for the section. This language appears as black *Italicized* font that may be used by the writer but is not required. Whatever portions of the suggested language that are not used by the writer should be removed.