

SAMPLE RESPONSE TO FINDINGS

[Unit Letterhead]

(Transmittal Date)

MEMORANDUM FOR [CAWG/IG, CAWG/CC and CAWG/CV]  
Or  
[GROUPX/IG, GROUPX/CC and CAWG/IG]

FROM: [Group / Unit XYZ]/CC

SUBJECT: [Initial / Follow-up] Reply to Inspection Report, (Date of Inspection)

The following corrective actions have been taken relative to findings noted in the subject report.

**TAB A-1 AEROSPACE EDUCATION**

**(Finding #1) An Aerospace Education Officer has not been appointed by the commander as required by CAPR 280-2, Para 3.** A well-qualified former teacher has been recruited to serve as Group X AEO. The Group X/CC has appointed member in writing. Member has established a workable aerospace library for use of the group and subordinate unit personnel. He is currently developing a plan of action for instituting a group-wide AE program. Estimated publication date: 20 Nov 2003. Request finding be **CLOSED**. POC: Major John E. Rocket, GroupX/ETA, (123) 999-1234.

**TAB C-3 OPERATIONS**

**(Finding #2) Listing of current Flight Release Officers is not being forwarded to the State Director's office as required by CAPR 60-1, Para 4-9a(5).** The Flight Release Officer roster for Group X was mailed to the State Director at the close of the last calendar quarter IAW CAPR 60-1. The GroupX/DO has established a procedure to maintain the roster and forward copies to the State Director each quarter. Request finding be **CLOSED**. POC: Lt Col Joseph R. Jones, GroupX/DO, (123) 123-4567.

HELEN A. SMITH, Lt Col, CAP  
Commander

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