

Inspections

CIVIL AIR PATROL ASSESSMENT PROGRAM

CAPR 123-3, 17 August 2002 is supplemented as follows:

10. Subordinate Unit Inspection Reports (added)

f. Reports. The CAWG IG or the Group IG will prepare written Group or Unit inspection reports, respectively, within 30 days following completion of the inspection. Refer to the Attachment 1 for the correct format.

g. Responses to Subordinate Unit Inspection Reports. Each Group / Unit Commander will respond to each of the findings within 90 calendar days (60 days for safety-related findings) following receipt of the Group / Unit inspection report. The Commander will indicate what has been or is being done to correct each finding. For findings still open at the time of the initial response, the commander will indicate when correction is expected, and who is delegated responsibility for the corrective action. Groups will respond directly to the Wing IG with information copies to the Wing Commander and Vice Commander. Unit Commanders will respond directly to the Group IG with information copies to the Group Commander and Wing IG. Attachment 2 shows the preferred format for the response letter.

h. Follow-up to Findings. Each Group / Unit Commander will correct all findings as soon as possible. Safety findings should be corrected within sixty days of receiving the Group / Unit inspection report. A reasonable target for correcting other findings is within four months after the actual inspection.

Each Group Commander will report progress to the Wing IG on correcting open findings every sixty days following the initial response.

Each Unit Commander will report progress on correcting open findings every sixty days following the initial response. The report will be made to the Group IG with an information copy to the Wing IG.

i. Releasing a Group / Unit as Having Corrected a Finding. Corrective action will be reviewed by the Wing / Group IG and staff. The Group / Unit will be released as having corrected a finding when the described action is deemed adequate. This assessment may involve a repeat visit to validate the corrective action only on rare occasion.

OFFICIAL

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Attachment:

1. Sample Subordinate Unit Inspection Report Format
2. Sample Response to Findings