



**Civil Air Patrol**  
United States Air Force Auxiliary

**Plan of Action For SWR-TX-**

**1. Problem (discrepancy):**

*Example: The Aerospace Officer failed to prepare and submit the Annual AE report in a timely manner.*

**2. The cause(s) of the problem (discrepancy):**

*Example: The officer was new and unaware of the requirement.*

**3. The problem (discrepancy) can be corrected by:**

*Example: Ensure awareness through prompt training (including self-study) at the time of appointment.  
See #5 below.*

**4. The responsible officer(s) to see that corrective action is taken:**

*Example: Commander, Chief of Staff and the officer involved.*

**5. To prevent this from occurring again:**

*Example: Upon appointment, each appointee shall read the inspection checklists for his/her area of responsibility, all materials in the respective Specialty Track Study Guide and those listed in CAP Index 0-2 with the OPR for their position.*

**6. Anticipated completion or follow up date (specify):**

*Example: The Aerospace Officer has complied on 01 Jan 2017, The commander will continue to follow up to ensure the report is completed.*

7. This plan has been reviewed and approved by:

\_\_\_\_\_  
Signature of Unit Commander on

(date)\_\_\_\_\_

**Note that the only name on this plan is the Unit commander's. Discrepancies are not personal;**