

## Plan of Action

1. Problem (discrepancy): The \_\_\_ Officer failed to prepare and submit the \_\_\_ report in a timely manner.
2. The cause(s) of the problem (discrepancy): The officer was new and unaware of the requirement.
3. The problem (discrepancy) can be corrected by: 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: Commander, Chief of Staff and the officer involved.
5. To prevent this from occurring again: 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): The OI has been published. The \_\_\_ Officer has complied. The Chief of Staff is following up with other staff officers.
7. This plan has been reviewed and approved by:

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Signature of Wing Commander  
on (date)\_\_\_\_\_

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