



NAME COMPOSITE SQUADRON  
GROUP X CIVIL AIR PATROL  
PENNSYLVANIA WING  
UNITED STATES AIR FORCE AUXILIARY  
ADDRESS  
CITY PA 18951

Date 2008

MEMORANDUM FOR PA Wing Commander  
ATTENTION: Mark Lee, Col, CAP

FROM: CAP xxx COMPOSITE SQUADRON

SUBJECT: Unit Self Assessment (SA) Inspection Report, (Date of SA)

1. The Findings resolution of the Unit Self Assessment (SA) identified during the Unit Inspection that took place on Date 2008, are as follows:

TAB A-1 AEROSPACE EDUCATION  
**(Finding):** (Example - No AE Plan of Action established.)

**Response:** (Example - Overall director of aerospace education relieved of duties by wing commander due to failing health. New wing AE recruited internal and external AE officers and is currently working AE Plan of Action. Estimated completion date: 30 Nov 02; POC: Colonel Edward Edsel, State CAP Wing/CC, (334) 555-1212. Request Finding be closed)

TAB C-4 AIRCRAFT MANAGEMENT  
**Finding:** (Example - Aircraft N98428 did not have a cargo net and the items in the aft storage compartment were not secured in any way IAW CAPR 66-1 Para 11f.)

**Response:** (Example - A new cargo net has been ordered and installed. Completion date: 15 Oct 02; Request Finding be closed. POC: Major Sam Smith, State CAP Wing/LGM, (334) 555-9988.)

Tab D-7 SUPPLY  
**Finding:** (Example - The S-3 had not yet been revalidated for the current year, however the deadline of 31 March has not been reached. Request Finding be closed.)

**Response:** (Example - Deadline met.)

Name, Rank , CAP  
Unit Commander

cc:  
Group X Unit Commander  
PA Wing Inspector General  
PA Wing Commander