



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5967

18 March 2020

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Coronavirus COVID-19 Impact on Inspection Process

1. Per my 14 March 2020 [Memorandum](#) on Coronavirus COVID-19, the following processes will be in effect for compliance inspections and subordinate unit inspections.

2. Wing level:

a. These wings have upcoming inspections. The assigned date and proposed new dates, subject to wing commander and CAP/IG coordination, are as follows:

- MT: 4-5 April 2020, will change to July (date TBD by WGCC and CAP/IG).
- MI: 25-26 April 2020, will change to Aug (date TBD by WGCC and CAP/IG).
- NY: 3-4 May 2020, will change to Sept (date TBD by WGCC and CAP/IG).
- PA: 16-7 May 2020, will change to Oct (date TBD by WGCC and CAP/IG).

3. Below wing level:

a. For squadrons with 24-27 months since their last inspection, remote inspections are encouraged. Alternately, Wing IGs may request a waiver from the CAP/IGI to be granted an extension. Both options are currently allowed per CAPR 20-3 para 9.

4. Wing and below wing level:

a. Closing discrepancies can still be accomplished remotely. In order to comply with my 14 March 2020 memo referenced above, personnel will not travel to units to perform close out actions. If necessary, contact CAP/IGI for a possible extension on closing the discrepancy.

5. This guidance is in effect immediately and until 11 May 2020. Comments or questions should be directed to Col Cheryl Fielitz-Scarborough, CAP/IG, at [cfielitzscarborough@cap.gov](mailto:cfielitzscarborough@cap.gov) or Lt Col Gallagher, CAP/IGI at [igi@cap.gov](mailto:igi@cap.gov).

A handwritten signature in black ink that reads "Mark E. Smith".

MARK E. SMITH  
Major General, CAP  
Commander