**Exercise Guide for the Participants**

1. Attached you will find the Corrective Action Plan (CAP) template for the fictional State of USAPIA.
2. The USAPIA CAP template includes some of the recommendations that might be contained in a report produced following a USAP-CMA activity.
3. The USAPIA Corrective Action Plan template covers all nine audit areas and also includes some of the most common recommendations identified during audits under the second cycle of USAP audits.
4. Each group has been provided with template CAPs for 2-3 audit areas, all of which include the associated recommendations for the State of USAPIA.
5. Work collaboratively with your teammates to draft corrective actions for each of the recommendations covered in the CAP templates provided to you. These corrective actions should include:
   1. Both immediate remedial actions and permanent solutions for each recommendation, as applicable;
   2. The designation of an entity as responsible for the implementation of each corrective action;

* 1. An estimated start and end date for the implementation of each action.

1. When developing corrective actions, use your experience from your home State’s aviation security oversight system in order to identify parameters for the exercise. You should also consider that certain actions might require changes in official policy, transition periods and staggered implementation dates.
2. Each group has two hours to develop the corrective actions for their assigned CAP templates.
3. Each group will then have 15 minutes to present their actions to all participants.
4. After each group presentation, time will be allocated for discussions, in order to identify concerns or issues in each corrective action proposed by the group.

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