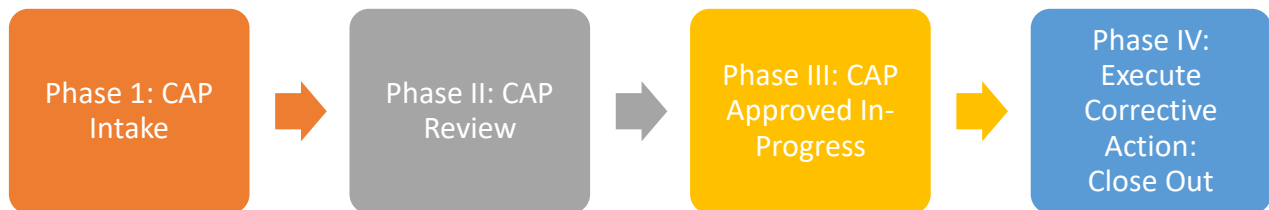
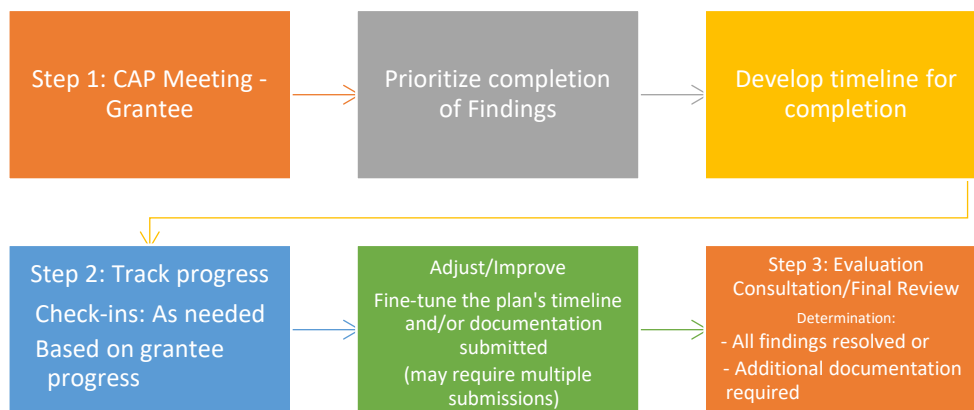


## Office of Monitoring Corrective Action Planning at a Glance

This resource provides an overview of the CAP Approved-In Progress process. Timeframes for each procedural step are individualized, based on approved flexibilities and extensions. This document guides the process for completing corrective action planning (CAP).



Your CAP has been approved. You are now in Phase II.



The CAP Specialist or Associate/Monitoring Officer assigned to your post-monitoring CAP will be there to support email you to schedule a conference to review your finding(s) and develop a plan to support your organization in completing your CAP. Your organization's Authorized Representative for handling the CAP process will meet regularly with your CAP Specialist or Associate/Monitoring Officer to review the progress of each finding. Regular communication is necessary to close the CAP as quickly as possible.

When you are ready to submit a document for review, contact your CAP Specialist or Associate/Monitoring Officer and they will provide you with a link to access your OneDrive Secure Folder. Once updates are received, the CAP Specialist or Associate/Monitoring Officer will review the document and provide feedback, if needed. Feedback will consist of the following results:

- If all CAP items are marked as *Resolved*, no further action is required.
- If there are any CAP items marked as *Approved In-Progress*, it is the expectation that additional work is required to fully implement your CAP actions, as planned.

Status updates should include a completed AIP update template and all necessary documentation demonstrating completion. Any planned actions not completed and

submitted to OM within six months of CAP approval may be subject to additional monitoring and enforcement.