



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 123-3

31 DECEMBER 2012

Inspection

CIVIL AIR PATROL COMPLIANCE INSPECTION PROGRAM

This regulation provides an explanation of the procedures used in the conduct of CAP unit inspections, staff assistance visits (SAVs), subordinate unit inspections (SUIs), and self-inspection programs. It establishes procedures and provides guidance regarding the responsibility of unit commanders in processing and replying to inspection and SAV reports.

SUMMARY OF CHANGES.

This revision implements changes to CAP governance; changes use of the term “assessment” to “inspection,” changes inspection grading from a four-tier system to a five-tier system, changes the term “Finding” to “Discrepancy,” merges wing-level survey audits into compliance inspections (CI) and staff assistance visits (SAV) in those years when a wing CI or SAV is scheduled and updates the “Details and Data” to be supplied by wing HQs prior to a CI. **Note: Shaded areas identify new or revised material.**

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1. General. Inspections are a responsibility of command. CAP commanders must continuously evaluate organizational readiness, efficiency and effectiveness. The inspection system provides the commander with a credible, independent inspection process to measure compliance and capability of assigned resources. The Bylaws of the Civil Air Patrol, Section 23, and the Statement of Work for the Civil Air Patrol authorize the inspection of CAP units.

a. Items subject to review include, but are not limited to the following:

(1) Implementation of policies, procedures, and regulations established by the Board of Governors, the Air Force, the National Commander and National Headquarters.

(2) Management of personnel, corporate resources and CAP programs.

(3) Compliance with CAP directives to include acquisition, control, use and disposition of Department of Defense (DoD) excess property.

(4) Financial management and controls, accounting, and general fiscal responsibility.

b. The following inspections are not covered under this regulation:

(1) Safety surveys conducted in accordance with CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

(2) Survey audits conducted in accordance with CAPR 174-1, *Property Management and Accountability*.

2. Responsibilities.

a. **Commanders.** This is a commander's program. Commanders at each level, with the support of their Inspectors General, are ultimately responsible for the success of this program.

b. **Members.** CAP members involved in the CAP programs are responsible for understanding and complying with CAP directives and ensuring all programs are performed in a safe manner. Safety, security and accountability is everyone's direct responsibility.

c. **Inspectors General and inspection team members.** It is the responsibility of Inspectors General at all levels, as well as members of IG inspection teams, to take immediate action (up to and including stopping operations) to prevent personal injury, damage to equipment, or the release of sensitive information should a potential/actual safety issue or security violation be observed.

3. Definitions. See CAPR 123-1, *Civil Air Patrol Inspector General Program*, Attachment 1.

4. Inspection Frequency and Scheduling.

a. CAP/IG and CAP-USAF/IG will conduct joint (compliance) inspections of each CAP wing approximately every 48 months. CAP-USAF/LRs are requested to conduct a SAV on each CAP wing in their respective region every 48 months. Ideally, this SAV will occur 24 months prior to the next scheduled joint inspection. The inspection guide will be revised at least annually, and will be distributed far enough in advance for the inspected wing to prepare.

b. CAP/IG and CAP-USAF/IG will jointly publish an updated schedule of inspections no later than 1 June and 1 December of each year. The schedule should project plans as far into the future as practicable. At least the first 12 months of the schedule will reflect specific inspection

dates with the remainder showing at least the month and year of the proposed inspection. The appropriate region/wing commander(s) is responsible to advise the CAP/IG of problems or conflicts with the proposed inspection schedule far enough in advance to allow for travel and other planning to occur, but not later than 3 months prior to the scheduled inspection.

c. CAP-USAF/LRs should publish an updated SAV schedule for their respective wings no later than 1 July and 1 January of each year. SAV schedules should project plans for at least the next 12 months.

d. Additional or follow-up inspections or SAVs may be scheduled as necessary.

e. Subordinate Unit Inspections (SUIs) will be scheduled in accordance with paragraph 12 of this regulation.

f. Any CAP wing receiving an overall marginal grade during an inspection should receive a SAV by the LR within 180 days of receiving the inspection report. If the grade was safety related, the LR should conduct the SAV within 30 to 60 days of receiving the inspection **outbrief**, with follow-up as necessary.

g. Any CAP wing receiving an overall unsatisfactory grade during an inspection should receive another joint inspection by the CAP/IG and CAP-USAF/IG within 180 days of receiving the inspection report.

h. CAP region/wing commanders may request additional inspections through coordination with the CAP/IG. The CAP/IG will, in turn, coordinate the request with the appropriate CAP-USAF office(s).

i. All CAP units, programs, and resources are subject to short notice **inspections** at the discretion of the Board of Governors, CAP/CC or CAP-USAF/CC.

5. Notification of Inspection. CAP units to be **inspected** will be notified in writing by the **inspecting** agency in advance, except for a short notice **inspection**. The notice will include:

a. The estimated date of arrival and duration.

b. The purpose and scope of the **inspection**.

c. Additional information that will enable the commander to prepare for and expedite the **inspection**.

d. Any special requirements or requests.

6. Staff Assistance Visit (SAV).

a. SAVs may be conducted by CAP-USAF, CAP National Headquarters, CAP regions, wings, or groups for their subordinate units. One of the purposes of a SAV is to assist the **inspected** unit to prepare for an up-coming Compliance or Subordinate Unit Inspection by providing an ungraded **inspection** similar to either a Compliance or Subordinate Unit Inspection.

b. SAVs will focus attention on items contained primarily in published inspection guides, but may include, as necessary and determined pertinent to CAP mission accomplishment by the headquarters staff: CAP Corporate policy and guidance; Air Force, Air Education and Training Command, Air University, CAP and CAP-USAF directives and instructions; functional area checklists.

c. All wing directors should be present for wing SAVs. Should a director be unavailable, someone knowledgeable in his/her functional area must represent the absent director. Any pertinent wing files and/or documentation must also be available for inspection.

d. In the interest of progress through assistance, special effort should be made during a SAV, time and resources permitting, to train functional experts, on the spot, to a level of expertise where a discrepancy may be corrected and reported as an Area of Concern instead of a Discrepancy.

e. SAVs conducted by CAP-USAF will be conducted in accordance with CAP-USAF Instruction 90-201, *CAP-USAF Inspector General Activities*.

f. SAVs are to be conducted in accordance with the instructions in this regulation for Compliance Inspections for SAVs conducted at Region and Wing HQ, and the instructions for Subordinate Unit Inspections for SAVs conducted below wing level.

(1) The SAV team chief will provide all details pertinent to the visit in an advance notification, except for short notice inspections. A formal in-brief is desired, but is not required.

(2) CAP commanders of the unit(s) receiving the SAV will provide unit details, data, and other "deliverables," to the assessing unit's point of contact (POC) prior to scheduled start of the SAV in accordance with the instructions provided by the inspecting unit's POC. Attachment 1 contains an example of the information requested from a wing. For units below wing level this list should be modified to fit the unit.

(3) At the conclusion of a SAV, the team chief may provide an out-briefing including observations, discrepancies, repeat discrepancies, Fraud, Waste and Abuse (FWA) items, major emphasis items, commendable items, and benchmark candidates. Safety related discrepancies will be addressed within 60 days of finding the discrepancy. Grades will not be assigned.

g. Wing commanders may attempt to obtain Air Force funded training missions to transport vehicles and aircraft selected for inspection by the SAV team to the SAV site. These funds will not be used solely to transport inspectees. The SAV program requirements must be met regardless of the availability of reimbursement funds.

7. Compliance Inspection (CI).

a. Prior to the scheduled inspection.

(1) The wing/region to be inspected will be provided all details pertinent to the visit in a 90-day notification, except for short notice inspections.

(2) The most recent visit (within 90 days of the scheduled CI) completed by a NHQ Wing Financial Analyst (WFA) will be the basis for the Finance tab contained in the Compliance Inspection report. A checklist supplied by the CAP Chief Financial Officer (NHQ CAP/FM) and approved by the CAP/CO will be used during the financial review. The WFA will forward a report of that review to the NHQ Inspector General Administrator (NHQ IG Administrator) prior to the first day of the scheduled inspection.

(2) The most recent survey audit (to be completed within 60 days of the scheduled CI) by a CAP-USAF Liaison Region Director of Logistics (LG) will be the basis for the Supply tab contained in the Compliance Inspection report, as well as the property portion of the Communications tab. The approved inspection guide will be the basis for the logistic portions of the compliance inspection. The CAP-USAF/LG will forward a report of that audit to the NHQ IG Administrator prior to the first day of the scheduled inspection.

(4) Each staff position to be inspected will prepare an Inspection Book as described in Attachment 2.

(5) CAP wing commanders will provide unit details, data and other “deliverables,” as specified in Attachment 1, to the inspecting unit’s POC prior to scheduled start of the inspection in accordance with the instructions provided by the inspecting unit’s POC.

b. During the scheduled inspection.

(1) Inspections will focus attention on items contained primarily in the currently published Compliance Inspection Guide, but may include, as necessary and determined pertinent to CAP mission accomplishment by the headquarters staff: CAP Corporate policy and guidance; Air Force, Air Education and Training Command, Air University, CAP, and CAP-USAF directives and instructions; functional area checklists. Compliance Inspection Guides do not replace current CAP directives which are the standard for any inspection. The requirements found in CAP directives published after the issuance of a Compliance Inspection Guide take precedent over the content of the guide.

(2) All wing program directors should be present for wing inspections. Should a director be unavailable, someone knowledgeable in his/her functional area must represent the absent director. Appropriate wing files and/or documentation must also be available for inspection.

c. After the scheduled inspection.

(1) At the conclusion of an inspection, the team chief will provide an out-briefing including overall grade, individual area grades, discrepancies, major emphasis items, commendable items, and benchmark candidates.

(2) A preliminary draft inspection report will be presented to the wing/region commander prior to the departure of the compliance team.

(3) The inspected wing should begin preparing their responses to the discrepancies in the draft inspection report presented at the conclusion of the inspection.

(4) **Safety Discrepancies.** The inspected unit must report initial actions to resolve all safety related Discrepancies within 60 days of the date of the inspection Out-brief.

8. Inspection Grade Definitions. The following grades will be used in Compliance Inspections and Subordinate Unit Inspections.

a. Outstanding. Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

b. Highly Successful. Performance or operation **exceeds** mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies. Existing deficiencies do not impede or limit mission accomplishment.

c. Successful. Performance or operation **meets** mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

d. Marginally Successful. Performance or operation **does not meet some** mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

e. Unsatisfactory. Performance or operation **does not meet** mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed or endanger personnel or resources. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

9. Reports.

a. A written report will be prepared for each **inspection** using the current joint CAP/IG and CAP-USAF/IG report format available on the NHQ web page. **Inspection** reports will consist of the following sections:

(1) **Section I** -- Includes the purpose and scope, executive summary and the **inspection's** administrative details, team composition and reply instructions for **discrepancies**.

(2) **Section II** -- Includes the **inspection** details. Each functional area, such as command, administration, aerospace education, etc., will be structured as follows:

(a) A **Program Summary** which consists of one or more short paragraphs which summarizes the direction and trends, staffing, and general condition and compliance of the inspected program.

(b) An **Identified Strengths** section.

(c) An **Identified Weaknesses** section.

(d) The **Identified Strengths** section and/or the **Identified Weaknesses** section may be deleted from the report if there are no entries for that section.

(e) Each functional area will receive a grade in this section.

(3) **Section III** -- Lists the report distribution.

b. Disclaimer. All inspection and SAV reports, and associated correspondence containing **discrepancy** reporting, will include the following statement:

"This is a PRIVILEGED DOCUMENT that cannot be released in whole or part to persons or agencies outside the Civil Air Patrol or USAF, nor can it be republished in whole or part in any publication not containing this statement, including the Civil Air Patrol magazines and general use pamphlets, without the express approval of the National Commander of the Civil Air Patrol and Commander of CAP-USAF."

c. **Special Report Entries.** There are four types of special report entries. They are:

(1) **Benchmark** – A Benchmark indicates the best of the best processes observed to date by the inspection team worthy emulation by other units. An exceptional program/process that cannot be emulated due to the availability of resources, personnel or skill level of the manager is not a Benchmark. Benchmarks are not routinely found during an inspection.

(2) **Commendable** – A Commendable indicates a highly effective concept, technique, or management practice that exceeds the program requirements specified by CAP directives.

(3) **Area of Concern (AOC)** – An AOC indicating a minor weakness which does not violate a directive and is listed when mission accomplishment, program purpose or membership satisfaction is impaired or threatened. Examples of AOC include, but are not limited to:

(a) A weakness or impairment that, if uncorrected, may lead to a violation of regulation or other standard.

(b) A sample which may indicate an unsatisfactory trend or violation if found to be prevalent in the unit.

(c) Non-mandatory processes or activities that are not accomplished, but would be beneficial or useful to the program.

(4) **Discrepancy** – A Discrepancy used to be called a Finding and is a deficiency which is a violation of a directive that requires specific answers. The use of “A-Discrepancy” and “B-Discrepancy” is not to be used in Subordinate Unit Inspection (SUI) reports, which will continue to use “Discrepancy.”

(a) **“A-Discrepancy”**: An A-Discrepancy is any deficiency that is a violation of a CAP directive that results or could result in significant mission impact or widespread mission impact or failure. A-Discrepancies will include all repeat discrepancies, potential Fraud, Waste and Abuse (FWA) discrepancies and Safety discrepancies. A-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

(a) **A-Discrepancy – Repeat**: A discrepancy reported in the wing’s previous compliance inspection that exists again during the current inspection. Repeat Discrepancies are highly undesirable and may indicate a systemic problem with leadership in the wing, in addition to the area under inspection.

(b) **A-Discrepancy – Potential FWA**: A significant deficiency that may reveal fraud, waste and/or abuse of CAP resources.

(c) **A-Discrepancy – Safety**: A significant deficiency that potentially affects the safety and well being of CAP members, equipment or assets. Safety discrepancies may be highlighted in any inspection area of the inspection report. [See paragraph 10a(4)].

(b) **“B-Discrepancy”**. A B-Discrepancy is any deficiency that is a violation of a CAP directive that is procedurally incorrect, but has less significant mission impact than an A-Discrepancy. B-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence. [See paragraph 10a(4)].

10. Report Processing.

a. Inspections of CAP Regions/Wings.

(1) CAP/CC, CAP/CO and CAP-USAF/CC will each receive a copy of the final inspection report for their review and concurrence.

(2) Following acceptance by CAP/CC and CAP-USAF/CC, two printed copies of the inspection report will be mailed to the inspected unit. Upon verification of receipt of the mailed copies of the inspection report by the unit, an electronic version will be distributed.

(3) All inspection discrepancies are to be closed within 14 months of the date of the final report of the inspection. Wing/region commanders not correcting all discrepancies within 14 months could face disciplinary action at the discretion of a higher headquarters commander.

(4) The inspected region/wing will forward a response to all discrepancies to the NHQ IG Administrator with information copies to CAP region/CC and CAP-USAF/LR using the format supplied by the NHQ IG Administrator.

(a) Responses to all discrepancies will be submitted to the NHQ IG Administrator either electronically, by FAX or by mail, at the intervals shown in the table below:

Type of Discrepancy	1 st Response is Due	2 nd Response is Due	All Subsequent Responses are Due
Safety Discrepancies	60 Days after Out-Brief	90 Days after 1 st response (150 days after Out-Brief)	60 Days after previous response
Non-Safety Discrepancies	90 Days after Out-Brief	60 Days after 1 st response (150 days after Out-Brief)	60 Days after previous response

(b) Progress updates will continue until all open discrepancies are closed by the CAP/IG and CAP-USAF/IG.

(5) The NHQ IG Administrator will coordinate responses to the inspected region/wing's replies with the responsible National Headquarters office and the CAP-USAF and CAP IGs, as appropriate. The NHQ IG Administrator will then forward the CAP and CAP-USAF/IGs' responses to the inspected region/wing.

(6) When all corrective actions are considered adequate, a close-out letter will be forwarded to the inspected unit jointly by CAP/CC and CAP-USAF/CC.

b. SAVs Conducted by a CAP HQ.

(1) Two copies of the SAV report are furnished to the evaluated unit approximately 30 days after completion of the visit. Information copies are provided the next higher headquarters. An electronic copy of all SAVs conducted of region and wing HQ, preferable in Microsoft Word, will be forwarded to the IG Administrator.

(2) Replies of corrective action(s) to discrepancies are submitted to the assessing agency that completed the SAV. Use an electronic format supplied by the assessing agency, as a format for replying to SAV discrepancies.

(3) When all discrepancies are corrected, the appropriate IG and Commander of the inspecting agency will issue a SAV close-out letter to the inspected unit, with copies to the next higher headquarters.

11. Maintenance and Disposition of Compliance Inspection and SAV Reports. CAP units will maintain reports and applicable correspondence until issuance of the next inspection report, i.e., inspection or SAV.

12. Subordinate Unit Inspections (SUIs). A regional SUI program is optional. If a region establishes an SUI program, the process described in this paragraph for the wing SUI program will be used. Each CAP wing will establish an inspection program for its subordinate units modeled after the wing inspection program outlined in this regulation. Subordinate AFROTC and legislative units are not subject to being inspected as part of the SUI program.

a. The wing IG will administer the SUI program and is responsible for all SUIs conducted below the wing level, as well as ensuring that all mandatory subordinate unit self-inspections are completed in a timely manner.

b. SUIs are to be conducted on an approximate 36-month cycle with the purpose of improving both safety and regulatory compliance. Any excess interval between SUIs beyond 36 months will be subtracted in computing the next SUI due date. Any unit that exceeds 39 months without a completed SUI will be prohibited from participating in any CAP activities (including weekly meetings) until an SUI is completed. Waivers to exceed the 39-month maximum without restrictions being placed on the unit must be approved by the CAP/CC and the CAP-USAF/CC.

(1) Wings may elect to conduct SUIs more often than the frequency specified above as long as all units in the wing are inspected on the same frequency. When conducting SUIs more frequently than every 36 months, the maximum interval between each unit's SUI will not exceed 3 months more than the scheduled frequency (i.e.: For a program with 24-month SUI intervals, the maximum interval is 27 months). This does not limit staff assistance visits or short notice inspections of a unit in accordance with paragraph 12q, below.

(2) During the period between scheduled SUIs each subordinate unit will accomplish a mandatory self-inspection, as described in paragraph 13, below, approximately every 12 months starting with the anniversary of the unit's most recent SUI. A written report documenting the results of the self-inspection will be provided up one level of command (i.e., squadron to group, group to wing) as well as to the Wing/IG, within 30 days of completing the self-inspection.

(3) Such self-inspections are not required in wings where the average SUI frequency is 24 months or less.

c. A schedule of SUIs should be published as far in advance as possible.

d. Wings may choose to conduct all SUIs for their units, may conduct SUIs of groups and delegate squadron and flight SUIs to the group, or may arrange SUI responsibility by other plans appropriate to the wing's organizational structure. The provisions of paragraph 12b(1) and 12b(2) above apply regardless of the plan selected.

e. The region/wing inspector general, in coordination with his/her commander, must appoint a sufficient number of inspection team members to conduct the required SUI program inspections. They may use personnel from throughout the wing to assist in the manning of the SUI teams.

(1) At no time will an SUI be performed with fewer than two highly qualified inspectors (see definition in CAPR 123-1, attachment 1), although three team members are desirable.

(2) For inspections of units with a flying program, the team must be comprised of at least one qualified mission pilot. The mission pilot on the team should be well versed in aircraft operations and maintenance, flying safety and CAP flying directives.

(3) For inspections of units with a counterdrug flying program, the team must be comprised of at least one counterdrug qualified mission pilot.

(4) An SUI team member (other than a formally appointed IG) cannot provide any form of Protected Communications coverage to a member of CAP. The attorney-client privilege for Legal officers participating in a SUI is governed by CAPR 111-1.

f. The applicable inspection guide developed jointly by the CAP/IG and CAP-USAF/IG will be used to conduct the SUI. Region/wing headquarters should add local requirements from their published supplements (if any) to allow for unique local requirements. These changes should be published in a region/wing modified SUI Guide.

g. A SUI shall not be considered complete until all tabs of the inspection guide that apply to the inspected unit have been completed.

(1) Should time constraints prevent a complete inspection during a single visit, the remaining inspection items must be completed within 30 days of when the inspection was started.

(2) If multiple visits are required to complete the SUI, the date the inspection was started shall be used to calculate the due date for the next SUI.

h. Major Emphasis Items (MEIs) within the flying and safety portion of the inspection must include the following:

(1) The unit's flying and ground safety programs to include safety meeting minutes and attendance records.

(2) A review of the unit's flying records to include the unit's pilot records.

(3) The unit's flight release procedures, to include the appointment and training of FROs, and a review of all CAPFs 99, *CAP Flight Release Log*, that have not already been forwarded to higher headquarters.

(4) The maintenance records and general condition of the unit's assigned CAP aircraft.

i. Should a unit receive a repeat discrepancy in a flying or safety MEI on consecutive inspections, the wing commander must reassign all of the unit's corporate aircraft and prohibit all CAP flying under CAPR 60-1, *CAP Flight Management*, for that unit in corporate and member-owned/furnished aircraft.

(1) The National Commander, on recommendation of the region commander may, for good cause shown, grant a waiver or delay to the reassignment of aircraft.

(2) After a successful reinspection of the unit, a wing commander may return flying privileges to that unit subject to approval of the region commander.

j. Wing commanders should attempt to obtain Air Force funded training missions to transport SUI inspectors. The SUI program requirements must be met regardless of the availability of reimbursement funds.

k. SUI teams will assign a grade to each functional area inspected as well as assigning an overall grade for the entire subordinate unit. The applicable grades and their definitions are found in paragraph 8b above.

l. Units will be provided written reports outlining the results of their SUIs within 45 days. It is strongly recommended that the standard report format on the IG Personal Training Disk, available from the NHQ IG Administrator, be used in writing SUI reports. The report organization shown in paragraph 9a above may be used for SUI reports.

m. The inspected unit will forward a reply to all **discrepancies** in the SUI report to the wing/IG within the suspense established by the wing's SUI program. Submit progress updates on all open responses until the wing/IG closes each **discrepancy**. Units that fail to close **discrepancies** in a timely manner may be subject to wing commander action.

n. Any subordinate unit receiving an overall unsatisfactory grade during an inspection will receive another SUI within 180 days of the original inspection.

(1) If safety is graded unsatisfactory, the wing commander will ground all flying and/or suspend all vehicle activities of that unit and conduct another SUI of the unit's safety function(s) within 30 to 60 days of the original inspection, with follow-up as necessary.

(2) If finance is graded unsatisfactory, the wing commander will take appropriate action in accordance with the guidance in the governing CAP 173 series regulation.

(3) If significant equipment/property accountability issues are noted during an SUI, the wing commander will require property recovery/report of survey procedures be completed prior to closing out the unit's SUI report processing procedures. The wing commander will consider appropriate sanctions to ensure compliance.

o. A copy of the SUI report and mandatory responses to **discrepancies** for units below wing level will be provided to the inspected unit's wing/IG.

p. **Wing inspectors general** will retain all SUI reports and mandatory responses to **discrepancies** for the last two cycles of inspections.

q. All wing programs, resources, and subordinate units are subject to short notice inspections at the discretion of the wing commander.

13. CAP Unit Self-Inspections.

a. Self-inspections, when conducted properly, provide feedback to the commander highlighting areas that require further emphasis. Administrative requirements should not burden managers, but should realistically identify and help resolve deficiencies. Emphasis should be on mission impact problems and fixing root causes.

b. The appropriate inspection guide and/or Self-inspection Tool will be used for region, wing, and local level self-inspections.

c. New directors or commanders should run a voluntary self-inspection within 60 days of assuming their respective positions, then annually thereafter.

- d.** A copy of the voluntary self-inspection report will be provided up one level of command (i.e., squadron to group, group to wing) as well as to the Wing/IG.
- e.** Self-inspections required by paragraph 12b(2) above are mandatory.

CHARLES L. CARR, JR.
Major General, CAP
Commander

Attachment 1 - Inspection and Staff Assistance Visit Unit Details and Data

The following outline covers data usually presented at an inspection in-brief. In the interest of timeliness and not burdening or requiring the CAP wing staff to attend the in-brief, one copy, except where noted, of the following data is to be e-mailed, faxed or mailed to the inspecting headquarters/POC NLT 6 weeks prior to the scheduled start date of the inspection. In case of the inspection team being assigned back-to-back inspections, the notification letter will specify a compliance date for meeting this requirement to ensure receipt at least 6 weeks prior to the team departing headquarters.

1. Number of units: groups, squadrons with cadet members, squadron without cadet members, flights with cadet members and flights without cadet members.
2. Number of members: seniors and cadets.
3. Copies of AE award nominations for this past year.
4. Copies of the minutes from the last two CAC meetings.
5. Number of cadet orientation flights last fiscal year (FY) and current year-to-date (YTD); the number of individual cadets who were flown on orientation flights last FY and current YTD.
6. A copy (preferably electronic) of each signed MOU under which your wing is operating.
7. Number of current pilots, number of current mission pilots, number of observers; Number and names of flight release officers currently on orders.
8. Counterdrug flying hours last FY, CD hours YTD, percent of private aircraft CD hours last FY and YTD.
9. Actual SAR flying hours last FY and YTD, actual ground team hours last FY and YTD.
10. Copies of all certificates of insurance for facilities doing maintenance on wing aircraft and of the latest completed CAPF 71 for each aircraft assigned within your wing.
11. A copy of the wing HQ test control log(s) for the last 2 years.
12. A copy of all CAPFs 34 submitted by your wing for the last reporting period and documentation of the last Chaplain Corps biennial meeting.
13. A copy of the wing HQ file plan; a copy (electronic) of all wing supplements and OIs and documentation of their annual recertification; a list of wing forms showing the directives that prescribe them.
14. Copies of the CAPFs 27 for each chartered unit within your wing.
15. A copy of your wing's media contact list, Crisis Communications and Public Relations plans.
16. Copies of your subordinate units' Crisis Communications and Public Relations plans.
17. Number of vehicles, last fiscal year (FY) vehicle expense, year-to-date (YTD) vehicle expense.
18. A copy of your wing's schedule of safety events for this year; a list of the subordinate unit safety visits by wing HQ; a copy of you wing's internal mishap notification procedure; documentation of participation in the FAA Wings program by your wing's members.
19. A list, by unit, of the date(s) of SUIs in the past 4 years and future scheduled inspections; copies of all SUI reports for the last two inspection cycles (electronically); a copy of the most recent self-inspection report for each subordinate unit (electronically); documentation showing the status of all Discrepancies from the most recent SUI cycle.
20. A list of primary interviewee(s) for each inspected area with a contact e-mail address and telephone number.
21. A copy of Sections 2 and 3 of each inspection book prepared by each staff section scheduled to be inspected. These should be submitted in Microsoft Word[®] file format (please see instructions attached to this e-mail).

Attachment 2 – The Inspection Book

Overview

One of the most important things you can do in preparing a self-inspection or for either a Compliance inspection or Subordinate Unit Inspection is the development of an inspection book.

An inspection book consists of in-depth answers to the questions found in the inspection guide for the inspected area/activity. How each function is accomplished must be critically reviewed and then explanations must be carefully constructed to accurately describe how the functions are performed of that area of responsibility. Honesty in the review is a critical part of this process.

If during the course of the preparation of the continuity book, weaknesses in how the function is being accomplished are identified, or it is determined that the function is not being accomplished at all, describe the weakness(es) and explain the plan to correct the weakness(es).

The inspection book should also contain any supporting documents, examples or material that will help explain the responses to the inspection guide questions.

Organization:

The inspection book should be organized in the following manner in a suitable sized three-ring binder or on computer media. When Sections 2 and 3 are submitted prior to a wing compliance inspection, they should be submitted electronically in MS Word format.

Section 1 The Table of Contents of the inspection book

Section 2 An introduction of yourself and your staff (if you have any) should be in this section. Additionally, describe those CAP and non-CAP experiences/background that help you in fulfilling the duties of your position. The experiences/background for each of your staff can also be in this section. Each introduction should fill no more than a single page. Do not insert excerpts from eServices into these introductions.

Section 3 Place the written explanations to each of the inspection guide questions here. The explanations should be in the same order as the inspection guide questions. You may make reference to tabbed subsections in Section 4 of your book that contain the supporting documents, examples or material. Do not imbed supporting documents into Section 3.

Section 4 Place the supporting documents, examples or material to support the explanations found in Section 3 in this separate, tabbed subsection. The order of these tabbed subsections should be the same as the inspection guide questions and your answers in Section 3.