

Compliance Inspection Contacts

Wing:	CI Inbrief Date:		CI Outbrief Date:		Airport	
As of:	Address:				Hotel:	
CI TEAM INFO (TRAVEL & CONTACT)						
CI Team Position	Info	Name	CI Team Phone #	CI Team POC email	Arrive/Date/Time/Flt	Dept/Date/Time/Flt
CAP Team Chief						
CAP						
CAP Ops						
CAP						
CAP Msn Supp	Remote					
CAP						
CAP-USAF TC						
CAP-USAF						
CAP-USAF Ops						
CAP-USAF						
CAP-USAF Msn Sup 1	Remote					
CAP-USAF Msn Sup 2	Remote					
CAP-USAF LG						
CAP-USAF						
Wing Directors and POCs NOTE: Provide contact information for all filled positions, however # indicates not required for interviews						
TAB	Wing Director Name		Wing Dir Phone	Wing Dir Email	CI Team inspectors	
A1 - AE - DAE						
A1 - AEI #						
A1 - AEX #						
B1 - CP- DCP						
B1 - DDR #						
B1 - AO #						
C1-Ops Msn Mgt						
C1 - ES #						
C1 - CD #						
C1 - CIS #						
C2 - Comm						
C2 - Alt						
C3 - Flt Mgt						
C3 - Alt						
C4 - AC Mgt						
C4 - Alt						
D1 - PD						
D1 - Alt						
D4 - Admin						
D4 - Alt						
D5 - Pers						
D5 - Alt						
D6 - PA						
D6 - Alt						
D7 - Supply						
D7 - Alt						
D8 - Trans						
D8 - Alt						
D9 - IT						
D9 - Alt						
E1 - CC						
E1 - CV						
E1 - Director of Staff						
E2 - SE						
E2 - Alt						
E3 - IG						
E3 - IGIA #						
E3 - IGQA #						
CAP Van POC						

ON SITE INTERVIEW SCHEDULE

NOTE: LOCAL time

DATE	0900	0930	1000	1030	1100	1200-1330	1400	1430	1500	1530	1600	
Thur		C2-Com	C2-Com	C2-Com	C2-Com	Lunch	C2-Com	C2-Com	C2-Com	C2-Com		
Fri		D7-Supply	D7-Supply	D7-Supply	D7-Supply	Lunch	D7-Supply	D7-Supply	D7-Supply	D7-Supply		
							CAP Van	CAP Van	CAP Van	CAP Van		
Sat	AF TC	In Brief				Lunch						
	CP TC					Lunch						
	AF OP		C1-Ops M	C1-Ops M	C3-Flt M	C3-Flt M	Lunch	C4-AC M	C4-AC M	C4-AC M	C4-AC M	
	CP OP		C1-Ops M	C1-Ops M	C3-Flt M	C3-Flt M	Lunch	C4-AC M	C4-AC M	C4-AC M	C4-AC M	
	LG		D8-Trans	D8-Trans	D8-Trans	D8-Trans	Lunch	D7-Supply	D7-Supply	D7-Supply	D7-Supply	
Sun	AF TC		E3-IG	E3-IG			Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
	CP TC	CC Upd	E1-CC	E1-CC			Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
	AF OP						Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
	CP OP						Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
	LG		C2-Com	C2-Com			Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
Mon												



CAP and CAP-USAF



Joint Compliance Inspection Phone brief

Integrity - Service - Excellence



Introductions/Accommodations

- Introductions:
 - CAP/IG Team
 - CAP-USAF/IG Team
 - Wing Team

- Arrival:
 - CAP-USAF/LG - Wednesday
 - CAP & CAP-USAF/IG Team - Friday

- Accommodations:
 - Private work area for entire team
 - Optional; wifi/internet, projector



Inspection Team

- We rate the Wing's programs – not the People
- We do not write policy – We evaluate compliance
 - CAPR concerns will be processed using CAPR 1-2 policy
- Wing should focus on answering each CI question fully and upload substantiating documentation
 - Documents missing as of today will cause a discrepancy
 - Documents accepted until Saturday at 1700 local time to close discrepancies
- IG Team will contact Wing reps soon for interviews:
- A1, B1, D1, D4, D5, D6, D9, E2 => primarily offsite interview
C1, C2, C3, C4, D7, D8, E1, E3 => primarily onsite
- Grades reported in the draft report are FINAL



Overall Inspection Grading

CI Grades are based off of a 2-tier rating system using the following criteria:

Effective:

- 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.
- At least 80% of the Tabs must be Effective.

Ineffective:

- 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.



Tab Inspection Grading

Tab Grades are based off of the following criteria:

Effective:

- Performance or operation **meets** mission critical 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.
- At least 60% of the questions “Yes’ OR “N/A” unless there is a Repeat Discrepancy, then 70% requirement.

Ineffective:

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

*Areas that require sample sizes and trends will be highlighted in the Tab Worksheets



On site schedule

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DATE	0900	0930	1000	1030	1100	1200-1330	1400	1430	1500	1530	1600
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						Lunch					
		C1-Ops M	C1-Ops M	C3-Flt M	C3-Flt M	Lunch	C4-AC M	C4-AC M	C4-AC M	C4-AC M	
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		D8-Trans	D8-Trans	D8-Trans	D8-Trans	Lunch	D7-Supply	D7-Supply	D7-Supply	D7-Supply	
Sun	CC Upd	E1-CC	E1-CC			Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
		E1-CC	E1-CC			Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
						Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
						Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
		C2-Com	C2-Com			Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief



Questions for the Team?



Integrity - Service - Excellence

CAP and CAP-USAF



Joint Compliance Inspection Inbrief

Integrity - Service - Excellence



Inspection Team

CAP Team Chief (TC)

CAP

CAP Ops

CAP

CAP Msn Supp

CAP

CAP-USAFA TC

CAP-USAFA

CAP-USAFA Ops

CAP-USAFA

CAP-USAFA Msn Sup 1

CAP-USAFA Msn Sup 2

CAP-USAFA LG

CAP-USAFA



IG Team Rules

- Hospitality:
 - IG team will purchase own snacks
 - IG team will not dine with host Wing

- IG Team room is private
 - Please knock before entering
 - Cell phones on "Vibrate/Off"



Inspection Team

Previously briefed:

- We rate the Wing's programs – not the People
- We do not write policy – We evaluate compliance
 - CAPR concerns will be processed using CAPR 1-2
- Wing should focus on answering each CI question fully
 - Documents accepted until Saturday at 1700 local time to close discrepancies
- Grades reported in the draft report are FINAL



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						Lunch	Grade Res	Grade Res	Grade Res	Grade Res	Out Brief
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Questions for the Team?



Integrity - Service - Excellence

CAP and CAP-USAF

Joint Compliance Inspection Out-brief



Integrity - Service - Excellence



Superior Performer



Superior Performer



Inspection Grades

- Compliance Inspection Tab Grades
 - Effective
 - Ineffective





Inspection Grades

Wing Compliance Inspection Overall Grade:			
Program Section & Sub-Sections		Discrepancies	Repeats
A-1 Aerospace Education			
B-1 Cadet Program			
C-1 Operational Msn Management			
C-2 Communications			
C-3 Flight Management			
C-4 Aircraft Management			
D-1 Professional Development			
D-4 Administration			
D-5 Personnel			
D-6 Public Affairs			
D-7 Supply			
D-8 Transportation			
D-9 Information Technology			
E-1 Commander			
E-2 Safety			
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Now What?

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Now What?

- **TODAY**: A Copy of the DRAFT of the CI Report will be:
 - Presented to the Wing Commander prior to the Inspection Team's departure.
 - E-mailed to the Region Commander later tonight.
- **TOMORROW**: National Headquarters will begin its review of the DRAFT CI Report for:
 - Grammar and spelling
 - Correct references
 - Correct interpretation of the directives
 - Commendables, Discrepancies, and other report entries **MAY** change
 - However, grades will **NOT** change. The grades you received during this briefing are set.
 - Areas of Concerns will be removed from report



Now What?

- **In less than 30 DAYS:**
 - After the NHQ reviews are complete, the CI report is sent for review and concurrence to the CAP IG and the CAP-USAF IG.
 - Then, the FINAL CI Report is emailed to all Wing and Region Commanders, IGs, CAP-USAF Liaison Regions.



Now What?

- The 10-month suspense for closing all discrepancies begins today.
- The **90-day period** for responding to Discrepancies begins **NOW** and are due on or before:
- The Inspection Team thanks you for your hospitality and assistance, and for your service to CAP.



Integrity - Service - Excellence