





DRAFT

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# SECTION 1 – INSPECTION SUMMARY

## Purpose and Scope

The purpose of this inspection was to (1) determine how effectively, efficiently, and safely the unit accomplished its mission(s) and responsibilities; (2) identify obstacles which impacted mission accomplishments; (3) eliminate waste, improve morale, and increase readiness; (4) assess the degree to which your leadership has enhanced the           ; and (5) provide information to other units for use in improving their operations. The inspection included an examination of leadership and management procedures at all levels and in all functions to determine the unit's ability to (1) accomplish its assigned missions and responsibilities efficiently, effectively and safely; (2) comply with laws, instructions, regulations, etc.; (3) determine the degree to which your leadership has enhanced the           and made improvements; and (4) place emphasis on the detection and prevention of fraud, waste and abuse.

## Overall Inspection

Compliance Inspection (CI):

## Executive Summary

## TAB GRADES

Area	Grade	Discrepancies	Repeat Discrepancies
A-1 Aerospace Education			
B-1 Cadet Programs			
C-1 Operational Msn Management			
C-2 Communications			
C-3 Flight Management			
C-4 Aircraft Management			
D-1 Education and Training			
D-4 Administration			
D-5 Personnel			
D-6 Public Affairs			
D-7 Supply			
D-8 Transportation			
D-9 Information Technology Security			
E-1 Commander			
E-2 Safety			
E-3 Inspector General			
<b>TOTAL DISCREPANCIES</b>			

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Key Personnel

Position

Name

Date Assigned

Team Composition

Team Chief

Team Members

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## Reply Instructions

### 1. Definitions:

**Discrepancy.** 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. Discrepancies will include all repeat discrepancies, potential Fraud, Waste and Abuse (FWA) discrepancies and Safety discrepancies. Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

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

2. The [redacted] will enter replies to all Discrepancies in the appropriate place in the eServices Inspector General Discrepancy Tracking System (DTS) module at the intervals shown in the table below:

<u>1<sup>st</sup> Response is Due</u>	<u>2<sup>nd</sup> Response is Due</u>	<u>All Remaining Responses are Due</u>
90 Days after Out-Brief	60 Days after 1 <sup>st</sup> Response	60 Days after previous

- Progress updates will continue until all open discrepancies are closed by the CAP/IG and CAP-USAF/IG.
- In accordance with CAPR 20-3 10.5.3.1, all inspection discrepancies are to be closed within 10 months of the date of the inspection out brief.

3. Since primary functional responsibilities within the [redacted] have not been identified in this report, the [redacted] Commander will establish the responsible function/person and include that information in the reply. Replies should provide specific actions taken to correct causes of each discrepancy and prevent recurrence, and documentation of compliance, when appropriate.





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## B-1 CADET PROGRAMS

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director for Cadets Programs held:

Year(s)      Month(s)

Cadet Programs Specialty Track:

Y,N,N/A #      Question

---

05 Has the wing established a Cadet Advisory Council?

---

07 Do each of the wing's cadet and composite squadrons have two or more graduates of the Training Leaders of Cadets course assigned?

---

09 Has the unit adopted annual goals?

---

10 Does the wing offer at least one cadet-focused weekend activity per quarter?

---

11 Does the wing have a written plan for providing orientation flights to all units with cadets?

---

12 If the wing conducted an encampment, did it file an Encampment Operations Report?  
Does the wing keep an encampment continuity file?

---

14 Is the director of cadet programs master-rated in the specialty track?  
If not, has he or she developed a plan to attain the master Rating?

---

16 Does the wing maintain a web based calendar of cadet activities?

---

17 Did the unit obtain proper authorization for all high adventure activities (HAAs) in the past two years ?

---

18 For each school squadron assigned, does the wing have on file a CAPF 60-88 MOU endorsed by CAP and the school administration?

---

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## C-1 MISSION MANAGEMENT

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Operations (DO) held position:      Year(s)      Month(s)

Operations Specialty Track:

Position - Director of Emergency Services (DOS) held position:      Year(s)      Month(s)

Emergency Services Specialty Track:

Y,N,N/A #      Question

---

- 01 Has the wing/region published any supplements or operating instructions, or granted/requested any waiver?

---

- 02 Does the wing maintain a current wing alert roster?

---

- 03 Are all records pertaining to each authorized mission loaded into WMIRS?

---

- 05 Has the wing/region developed a comprehensive annual Operations Training Plan?

---

- 06 Has the wing assessed the need for a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program? (Not Applicable to regions).

---

- 07 If the wing/region participates in Counterdrug missions, are all personnel supporting law enforcement sensitive missions properly screened and current?

---

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## C-2 COMMUNICATIONS

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Communications (DC) held position:                      Year(s)                      Month(s)  
Communications Specialty Track:

Y,N,N/A #    Question

---

01    Were supplements, OIs or waivers approved by NHQ/DOK prior to issuance?

---

02    Did the wing/region submit an annual communications plan?

---

03    Does the wing/region conduct an annual radio communications effectiveness evaluation?

---

06    Does the wing have at least one HF/ALE station in continuous service on the region ALE net?

---

07    Does the wing routinely conduct at least one conventional HF voice net each week?

---

10    Is the wing represented multiple times a week on the National Traffic Network (NTN)?

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## C-3 FLIGHT MANAGEMENT

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Operations (DO) held position:      Year(s)      Month(s)  
Operations Specialty Track:

Y,N,N/A #      Question

---

- 01 Has the wing/region published any supplements or operating instructions, or requested and been granted any waivers? If "No" then "N/A"

---

- 02 Are non-CAP passengers approved and documented?

---

- 03 Does the wing/region make necessary corrections to aircraft flying time totals each month in WMIRS?

---

- 04 Does the Wing/Region have an effective process for validation and correction to ensure that all sortie data?

---

- 05 Are all flight releases accomplished using eFlight Release in WMIRS, and documented properly with the exception of authorized proof-of-concepts?

---

- 06 Are flight privilege suspension procedures followed?

---

- 07 Does the wing/region ensure all eServices Ops Quals data is recorded properly?

---

- 08 Is the wing operating under any waivers?

---

- 09 Are non-CAP sortie vehicle passengers approved and documented (vehicle ground sortie)?

---

- 10 Does the Wing correlate sUAS flying time totals each month, using the sUAS aircraft's Unmanned Aircraft Information File's flight log data?

---

- 11 Does the Wing have an effective process for validation and correction to ensure that all sortie data including actual costs are entered in WMIRS within 72 hours of completing a sortie?

---

- 12 Does the wing ensure all eServices Ops Quals data is recorded properly?

---

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## C-4 AIRCRAFT MANAGEMENT

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### Summary

Discrepancies      Repeats

### Staffing

Position - Aircraft Maintenance Officer (AMO) held position:                      Year(s)                      Month(s)  
Logistics Specialty Track:

Y,N,N/A #    Question

---

01    Has the wing/region published a supplement to CAPR 130-2?

---

02    Does the Wing/Region AMO or their representative inspect each corporate aircraft within the proceeding 365 days?

---

03    Does the wing/region utilize the AMRAD System located in eServices to record all aircraft inspections, discrepancies and time change items IAW CAP regulations?

---

04    Does the wing/region have a current certificate of insurance on file identifying the liability insurance coverage for all facilities performing maintenance on wing/region assigned aircraft?

---

05    Is CAP aircraft documentation maintained IAW applicable 14CFRs and CAP regulations?

---

06    Are CAP aircraft maintained IAW applicable 14CFRs and CAP regulations?

---

07    Does the Region, Wing, AMO and all aircrew members fulfil all roles and responsibilities IAW CAPR 130-2, para 2.?

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## D-1 Education and Training

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Education and Training (METP) held position:                      Year(s)                      Month(s)  
Education and Training Specialty Track:

Y,N,N/A #    Question

---

04    Has the Wing Commander appointed a TO for test security and administration?

---

06    Does the wing ensure subordinate commanders are not appointed as Testing Officers (though they may be appointed as assistant TOs)?

---

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## D-4 ADMINISTRATION

---

### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Administration (DA) held position:                      Year(s)                      Month(s)  
Administration Specialty Track:

Y,N,N/A #      Question

---

06      Are cut-off instruction followed IAW CAP regulations?

---

12      Are Supplements and OIs processed and maintained IAW CAPRs?

---

13      Have pamphlets been forwarded to the next higher headquarters?

---

15      Are wing forms properly published in a wing supplement?

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## D-5 PERSONNEL

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Personnel (DP) held position:                      Year(s)                      Month(s)  
Personnel Specialty Track:

Y,N,N/A #    Question

---

04    Has a personnel record been established for each member of the headquarters unit?

---

05    Are inactive personnel records maintained for 5 years unless otherwise directed by NHQ?

---

06    For all duty positions, is the Primary Member enrolled in the appropriate Specialty Track?

---

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## D-6 PUBLIC AFFAIRS

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### Summary

Discrepancies      Repeats

### Staffing

Position - Public Affairs Officer (PAO) held position: Public Affairs Specialty Track:	Year(s)	Month(s)
---	---------	----------

Y,N,N/A #    Question

---

06 Does the public access wing website comply with CAP regulations?

---

07 Has the Wing PAO produced Public Affairs and Crisis Communications plans?

---

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## D-7 SUPPLY

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Logistics (LG) held position:                      Year(s)                      Month(s)  
Logistics Specialty Track:

Y,N,N/A #    Question

---

01 Did the wing/region complete an annual inventory between 1 October and 31 December?

---

02 Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?

---

03 Have items that cannot be located been recorded as "missing" in the condition field in ORMS?

---

04 Are issue and return of non-expendable property completed IAW CAP regulations?

---

06 Are property storage areas safe, secure, and protected from the elements?

---

07 Are all real property requirements accomplished IAW CAP requirements?

---

08 Is the real property inventory conducted annually?

---

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## D-8 TRANSPORTATION

---

### Summary

Discrepancies      Repeats

### Staffing

Position - Transportation Officer (LGT) held position:                      Year(s)                      Month(s)  
Logistics Specialty Track:

Y,N,N/A #    Question

---

- 01 Are vehicle folders established for each vehicle?

---

- 02 Do the vehicle folders contain all required documentation?

---

- 03 Are original vehicle titles kept in a secure location at the region or wing/region headquarters?

---

- 04 Are copies of the original vehicle titles uploaded to ORMS?

---

- 05 Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required?

---

- 06 Are CAPFs 73 completed on all COVs in accordance with CAP regulations?

---

- 08 Are all COVs appearance, identification, and markings maintained IAW with CAP regulation?

---

- 09 Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?

---

- 10 When a corporate owned vehicle is involved in a mishap does the wing/region submit the required items to NHQ/LGT immediately upon completion of the mishap investigation?

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## D-9 INFORMATION TECHNOLOGY

---

### Summary

Discrepancies      Repeats

### Staffing

Position - Information Technology Officer (IT) held position:                      Year(s)                      Month(s)  
Information Technology Specialty Track:

Y,N,N/A #    Question

---

- 01 Has the wing been operating under any supplements, operating instructions (OI) or waivers to CAPR 120-1? If not, answer "N/A".

---

- 02 Does the Wing have an assigned Director of IT or IT Officer responsible for maintenance, upkeep and compliance with regard to use of all CAP IT assets within their respective units?

---

- 03 Are all wing-level CAP Internet Operations records current?

---

- 04 Are locally developed web pages dealing with confidential information clearly marked with the warning required?

---

- 05 Are full backups of CAP-owned IT assets completed at least once a month and incremental backups weekly?

---

- 06 Are the default anti-virus protections enabled on locally available CAP issued computers?

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## E-1 COMMAND

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### Summary

Discrepancies      Repeats

### Staffing

Position - Commander (CC) position held:                      Year(s)                      Month(s)  
Commander Specialty Track:

Y,N,N/A #    Question

---

02 Is the wing MOU with the state current and approved?

---

04 Does the wing ensure compliance with the sexual/physical abuse policy?

---

05 Have all wing staff members completed Equal Opportunity Training?

---

08 Does the Wing CC approve all fundraising events within the wing?

---

09 Are Sub-Unit compliance inspections accomplished IAW CAP regulations?

---

14 Are Reports of Survey properly initiated, conducted, and documented in IAW CAP regulations?

---

15 Has the Wing commander completed required IG Annual Refresher training?

---

16 Are all CI worksheets, unit details and data and other deliverables provided IAW CAP regulations?

---

17 Has the wing historian or the wing commander's designee submitted an annual history each year?

---

18 Have all members who are assigned to the headquarters completed cadet protection training?

---

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## E-2 SAFETY

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### Summary

Discrepancies      Repeats

### Staffing

Position - Safety Officer (SE) held position:                      Year(s)                      Month(s)  
Safety Officer Specialty Track:

Y,N,N/A #    Question

---

09 Is the Wing SE a graduate of NSOC?

---

10 Did the Wing SE possess the Technician rating or higher in the Safety Specialty Track?

---

11 Is the Wing SE or Assistant SE a pilot?

---

12 Did Wing complete an Annual SMS Program Review for the previous year.

---

13 Was a deliberate RM CAPF 160 used in planning the most recent Wing encampment.

---

14 Did all active units (not including Flights) in the Wing conduct the Annual Safety RM Day during the months of January, February, or March?

---

15 Did Wing SE have an up-to-date annual plan for providing assistance to SEs in subordinate units for the current year?

---

16 Was the Wing SE knowledgeable in the use of the Hazard Reporting / Safety Suggestion portion of SIRS?

---

17 Does the region have a current, approved safety reporting supplement ?

---

18 Can the region SE determine if there are any overdue mitigating actions?

---

19 Can the region SE determine whether any review timelines are longer than 60 days?

---

20 Can the Wing SE locate the region's most current safety reporting supplement?

---

21 Can the wing SE determine if there are any overdue mitigating actions?

---

22 Can the wing SE determine whether any review timelines are longer than 60 days?

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## E-3 INSPECTOR GENERAL

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### Summary

Discrepancies      Repeats

### Staffing

Position - Inspector General (IG) held position:                      Year(s)                      Month(s)  
Inspector General Specialty Track:

Y,N,N/A #    Question

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01    Has the Wing IG completed required training?

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03    Is the Wing IG single billeted?

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05    Are Sub-Unit compliance inspections conducted within the maximum 27 months as required?

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07    Are Sub-Unit compliance inspections completed IAW CAP regulations?

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09    Are Sub-Unit compliance inspection discrepancies closed within 5 months as required?

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10    Were IGAs billeted correctly?

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11    Were all applicable SUI sections inspected?

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CI/SV Report

OPR:CAP/IGI

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CI/SAV Report

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