



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5967

ICL 20-03
03 April 2020

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 20-3, *Inspections*

1. This letter immediately changes CAPR 20-3 and will remain in effect until the regulation is revised. Compliance with this letter is mandatory.
2. The preamble, third sentence is changed to read: This regulation is applicable to CAP units with the exception of “-000 and -999” inactive holding units.
3. The following paragraphs pertaining to Region inspections are inserted after table 8.1 under Compliance Inspections. The remaining paragraphs are renumbered.
 - a. 8.1. Compliance inspections conducted at the region level will follow the notification and grades noted in paragraphs 6 and 7.
 - b. 8.2. Inspection process will follow the use of wing/region level inspection tabs and supporting documentation for aircraft and vehicles. In lieu of an onsite inspection, the unit will be required to take pictures of the aircraft and vehicles. A list of requirements for photos taken will be in a separate memo. The inspection tabs, supporting documents and pictures will be loaded into eServices>Inspector General>Documentation for your region. All regions will begin the inspection process immediately. Suspense date for all documentation to be uploaded into eServices is 30 September 2020.
 - c. Documentation includes:
 - (1) completed inspection tabs for aircraft, mission pilots, and vehicles.
 - (2) CAPF 73.
 - (3) CAPF 71.
 - (4) pictures of aircraft and vehicles.
 - d. 8.3. Inspection cycle. After the initial inspection of region assigned aircraft, vehicles and mission pilots, these region items will be inspected in conjunction with the wing level compliance inspection where the asset is located.
4. This change brings region level inspections into compliance with the Cooperative Agreement with the Air Force. For comments or questions regarding this interim change letter, contact Col Cheryl Fielitz-Scarborough, CAP/IG, at cfielitzscarborough@cap.gov.

A handwritten signature in black ink that reads "Mark E. Smith".

MARK E. SMITH
Major General, CAP
Commander



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18 March 2020

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Coronavirus COVID-19 Impact on Inspection Process

1. Per my 14 March 2020 [Memorandum](#) on Coronavirus COVID-19, the following processes will be in effect for compliance inspections and subordinate unit inspections.

2. Wing level:

a. These wings have upcoming inspections. The assigned date and proposed new dates, subject to wing commander and CAP/IG coordination, are as follows:

- MT: 4-5 April 2020, will change to July (date TBD by WGCC and CAP/IG).
- MI: 25-26 April 2020, will change to Aug (date TBD by WGCC and CAP/IG).
- NY: 3-4 May 2020, will change to Sept (date TBD by WGCC and CAP/IG).
- PA: 16-7 May 2020, will change to Oct (date TBD by WGCC and CAP/IG).

3. Below wing level:

a. For squadrons with 24-27 months since their last inspection, remote inspections are encouraged. Alternately, Wing IGs may request a waiver from the CAP/IGI to be granted an extension. Both options are currently allowed per CAPR 20-3 para 9.

4. Wing and below wing level:

a. Closing discrepancies can still be accomplished remotely. In order to comply with my 14 March 2020 memo referenced above, personnel will not travel to units to perform close out actions. If necessary, contact CAP/IGI for a possible extension on closing the discrepancy.

5. This guidance is in effect immediately and until 11 May 2020. Comments or questions should be directed to Col Cheryl Fielitz-Scarborough, CAP/IG, at cfielitzscarborough@cap.gov or Lt Col Gallagher, CAP/IGI at igi@cap.gov.

A handwritten signature in black ink that reads "Mark E. Smith".

MARK E. SMITH
Major General, CAP
Commander



CAP REGULATION 20-3

5 AUGUST 2019

Inspector General
INSPECTIONS

This document superseded the 25 April 2017 version of CAPR 20-3, *Civil Air Patrol Compliance Inspection (CI) Program*. Changes [shaded] have been made to Compliance and Subordinate Unit Inspection (SUI) procedures to reflect recent changes in CAP programs. This regulation is applicable to units at or below the wing level, with the exception of “-000” and “-999” inactive holding units. References to Benchmarks have been removed since this is no longer an inspection function.

Attachment 2 (SUI Plan of Action) has been moved to CAPR 20-1. Attachment 3 has been renamed Attachment 2.

Several parts of this regulation refer to the Inspection Knowledge Base (IKB) which is published in www.gocivilairpatrol.com under CAP National HQ, in the [Inspector General](#) module.

Table of Contents

- 1. Overview 1
- 2. Roles and Responsibilities 2
- 3. Waivers 2
- 4. Operating Instructions and Supplements to this Regulation 3
- 5. Inspection Frequency and Scheduling 3
- 6. Notification of Inspection. 3
- 7. Inspection Grade Definitions 3
- 8. Compliance Inspection..... 4
- 9. Subordinate Unit Inspections. 6
- 10. Reports 8
- 11. Maintenance and Disposition of CI and SUI Reports. The 10
- Attachment 1 COMPLIANCE ELEMENTS 11
- Attachment 2 GLOSSARY OF TERMS USED IN INSPECTIONS 15

1. Overview. 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 process to measure effectiveness and ability to

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comply. The [Cooperative Agreement](#) (CA) between the United States Air Force (USAF) and the Civil Air Patrol mandates the inspection of CAP units.

1.1. Items subject to review and inspection include, but are not limited to the following:

1.1.1. Implementation of and compliance with policies, procedures, and directives established by statutes, the USAF, the Board of Governors (BoG), the National Commander (CAP/CC), and CAP National Headquarters (NHQ).

1.1.2. Management of CAP members, resources, and CAP programs.

1.2. Survey audits conducted in accordance with CAPR 174-1, Property Management and Accountability, are not inspected under this regulation.

2. Roles and Responsibilities.

2.1. Commanders. The inspection program is the commander's program. Commanders at each level, with the support of their [Inspector General](#) (IG), are responsible for the success of this program.

2.2. Members. CAP members involved in CAP inspection programs are responsible to understand and comply with CAP directives and [ensure](#) all programs are performed in a safe manner. Safety, security, and accountability are everyone's direct responsibility.

2.3. [IGs](#) and inspection team members. During IG inspections it is the responsibility of IGs 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. The inspection team chief shall promptly notify the unit commander of actions taken to correct or mitigate the situation.

2.3.1. Region and wing IGs [will](#) monitor subordinate unit inspection ([SUI](#)) programs and provide feedback to [their respective](#) region and wing commanders ([WG/CC](#)) on the effectiveness of the inspection program.

2.3.2. Region and wing IGs [will](#) provide a summary of inspection results for inclusion in recurring IG briefings to commanders and cross-flow this information to the regions/wings on a continuing basis.

2.4. The CAP/IG shall publish inspection worksheets, report templates and Grade Resolution Calculators. The Deputy Inspector General for Inspections (CAP/IGI) shall update and maintain the IKB for the [Compliance Inspections](#) (CI) and SUIs. Inspection materials to be used when inspecting units at the wing level and below can be found on the [IG web page](#).

2.4.1. The CAP/IG shall report [quarterly](#), on the adequacy of wing, [group](#), and [squadron](#) programs to the National Commander and intermediate commanders.

3. Waivers. Waivers to this regulation require approval of the CAP/IG. [Waiver authority and routing](#) shall include the following: CAP wing/IG/CC, CAP region/IG/CC, CAP/IG/CC with CAP-

USAF/CC concurrence. CAP-USAF Inspector General (CAP-USAF/IG) shall be notified of all units granted waivers. Waiver requests shall be accomplished and approved/disapproved in writing.

4. Operating Instructions and Supplements to this Regulation. Supplements and OIs pertaining to this regulation are not authorized.

5. Inspection Frequency and Scheduling.

5.1. The CAP/IG and CAP-USAF/IG will conduct joint CIs of each wing. The agreed frequency is approximately every 48 months.

5.2. CAP/IG will publish an updated CI schedule 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 shall reflect specific inspection dates with the remainder showing at least the month and year of the proposed inspection. WG/CCs are responsible for advising the CAP/IGI of problems or conflicts with the proposed inspection schedule far enough in advance to allow for travel and other planning, but not later than 4 months prior to the scheduled inspection.

5.3. SUIs shall be scheduled in accordance with paragraph 9 of this regulation.

5.4. Any wing receiving an overall Ineffective grade (see paragraph 7.1.2) on a CI shall receive another inspection by the CAP/IG and CAP-USAF/IG within approximately 180 days of receiving the inspection report.

5.5. WG/CCs may request additional inspections through coordination with the CAP/IG. The CAP/IG will, in turn, coordinate the request with the appropriate CAP-USAF/IG office if technical assistance is required.

5.6. All units, programs, and resources, at or below wing level, are subject to no notice inspections, graded or ungraded, at the discretion of the BoG, CAP/CC, or CAP-USAF/CC.

6. Notification of Inspection. CAP units to be inspected will be notified in writing by the inspecting agency in advance, except for a no notice inspection. The notice will include:

6.1. The estimated dates and duration of the onsite portion of the inspection.

6.2. The purpose and scope of the inspection.

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

6.4. Any special requirements or requests.

7. Inspection Grade Definitions.

7.1. Overall Unit Grades.

7.1.1. 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.

7.1.2. Ineffective. Performance or operation **does not meet** mission critical requirements. Procedures and activities are not carried out in an efficient or competent manner. Resources and programs are not effectively managed, or personnel/resources are endangered. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

7.2. Individual Tab Grades.

7.2.1. Highly Effective. Performance or operation **exceeds** mission critical requirements, all CI worksheet areas rated as compliant. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and free of deficiencies.

7.2.2. 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.

7.2.3. Ineffective. Performance or operation **does not meet** mission critical requirements. Procedures and activities are not carried out in an efficient or competent manner. Resources and programs are not effectively managed, or personnel/resources are endangered. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

7.2.4. Not Applicable. Some SUIs may have tabs that are not applicable, i.e., a Senior Squadron does not require a B-1 Cadet Programs inspection, units without vehicles do not require a D-8 Transportation inspection.

7.3. Grading Criteria for both CIs and SUIs.

7.3.1. Overall: To get an Effective grade at least 80% of the graded Tabs must be Effective.

7.3.2. Tabs: To get an Effective grade on a Tab at least 60% of the questions must be answered "Yes" or "N/A". Repeat discrepancies in a Tab will increase the percentage from 60% to 70% in order to receive an effective grade in that tab.

8. Compliance Inspection.

Table 8.1 Compliance Inspection Events

Timeline (Not Later Than [NLT])	Event
Day -90	Wing notified by CAP/Inspector General Program Manager (IGC) of inspection date and requirements
Day -45	In-Brief by CAP-USAF Team Chief to principals at wing, all deliverables are due by this time
Day -1	CI Team arrives for inspection
Day 0	First day of onsite interviews
Day +1	Second day of interviews, grade resolution, write draft report, Out-Brief to wing staff, draft report given to wing commander and his/her commanders
Day +14	Final CI report delivered to all wing and region commanders

Day +90	First response to every open discrepancy is due
Day +150	Next response to every open discrepancy is due and every 60 days thereafter until the discrepancy is closed
10 months after Day 0	All discrepancies must be closed

8.1. Prior to the inspection.

8.1.1. The CAP/IGC will provide wings to be inspected details pertinent to the visit in a 90-day notification, except for no notice inspections.

8.1.2. WG/CCs and directors shall confirm the scheduled onsite CI interview times and dates are accurate and provide contact information no later than 65 days prior to the inspection.

8.2. During the inspection.

8.2.1. No later than 45 days prior to the inspection the wing representatives shall provide completed CI worksheets, unit details, data and other deliverables, as specified in the CI Worksheets and “XXWG CI Information – Vehicles, Aircraft and Inspected Units” email. All CI documents shall be uploaded using the “Documentation” link in eServices/IG. The CI begins with the teleconference In-Brief and ends when the last discrepancy is closed in the Discrepancy Tracking System (DTS).

8.2.2. The survey audit conducted in conjunction with the CI by a CAP-USAF/Liaison Region (LR) director of logistics (CAP-USAF/LR/LG) will be the basis for the communications, supply and transportation tabs in the CI report.

8.2.3. All wing directors should be available or present to answer inspectors’ questions during the remote or onsite interviews. Should a director be unavailable, someone knowledgeable in the functional area needs to represent the absent director. Any pertinent wing files and/or documentation shall also be available for inspection. All Eyes-On-Hands-On (EOHO) items requested by the inspection team must be available for inspection.

8.2.4. The focus of the CI is on items contained in the published CI worksheets but may include items determined pertinent to CAP mission accomplishment by the NHQ staff. The requirements found in directives published after the issuance of a CI worksheet may be reviewed but will not cause a discrepancy for non-compliance.

8.3. After the onsite inspection.

8.3.1. At the conclusion of the onsite portion of the CI, the CI team will use the grade resolution calculator to assign grades to the tabs and an overall CI grade. The applicable grade definitions are located in paragraph 7, above. The team chiefs shall provide an Out-Brief to include: the wing’s nominated superior performer, highlights, observations, individual tab grades, and the overall grade. If requested and time permitting, the team chiefs may provide a more detailed review to the WG/CC.

8.3.2. A draft inspection report shall be provided to the wing and region commanders prior to the departure of the CI team.

8.3.3. The inspected wing shall use the [IKB](#) to begin preparing responses to the discrepancies listed in the draft inspection report presented at the conclusion of the inspection.

8.3.4. Any wing receiving an overall grade of Ineffective will be required to be inspected again in approximately 180 days.

9. Subordinate Unit Inspections. The SUI schedule is found in the Inspector General page of the Commander's Dashboard. Updating SUI schedules for individual units can be made in the "Update Next SUI Date" application in eServices>Inspector General.

Table 9.1 Subordinate Unit Inspection Events

Timeline (NLT)	Event
Day -60	Unit notified by Team Chief of inspection date and requirements
Day -10	All deliverables are due
Day 0	Onsite interviews
Day +14	SUI Report delivered to unit commander and his/her commanders
Day +30	First response to every open discrepancy is due
Day +60	Second response for every open discrepancy is due and every 30 days after until all discrepancies are closed
5 Months after onsite	All discrepancies must be closed

The wing IG shall administer the SUI program and is responsible for coordinating with unit commanders for all SUIs conducted below the wing level. SUIs conducted by onsite inspectors provide greater support and benefit to the unit. However, it is understood that extenuating circumstances may arise and a need for an alternate date, inspector or use of distance technology may be advantageous.

9.1. The Region IG will submit requests outlining extenuating circumstances to the region commander for approval. This request shall be made prior to any action taken.

9.2. Please note that the following will not be considered extenuating circumstances:

9.2.1. Lack of qualified inspectors or

9.2.2. Timing Issues

9.3. If an inspection is not completed during the single visit on the date set, the remaining inspection items must be completed within 30 days of the first visit. The region IG will work with the inspectors to allow needed time beyond the 30 days for EOHO items requested by the inspection team. Any requests granted by the region/CC will be noted in the final report.

9.4. Units such as flights, school squadrons, and groups may have different structures and therefore may operate in a manner that varies. WG/CCs, in consultation with their region commander, will determine which tabs are inspected for these units, as needed. Units assigned

to NHQ (NHQ-NHQ-XXX) will receive regular inspections on a timeline in a manner agreed upon by CAP/CC and CAP-USAF/CC. Overseas SUIs are accomplished remotely.

9.5. Inspections of subordinate units will occur approximately every 24 months. If a unit exceeds 3 months beyond the Next SUI Date, the WG/IG shall inform the WG/CC, who shall suspend the unit's activities until the SUI is accomplished. Subsequent next SUI dates will be calculated to be 24 months after the current inspection date or the previous next SUI date, whichever is earlier. For example, an SUI is due in June, but doesn't get completed until August. The unit's next SUI will be 24 months from June.

9.6. The WG/IG, in coordination with the WG/CC, shall identify a sufficient number of Inspection Augmentees to conduct the required SUI program inspections. Qualified personnel from throughout the wing and region, including CAP-USAF CI inspection team members, may be used to assist in the manning of the SUI teams.

9.6.1. At no time will an SUI be performed with a team of fewer than two qualified members of IGs, IGAs or Inspection Augmentees (IAs). IAs, not assigned at the wing level, cannot inspect their home squadron.

9.6.2. An IA (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 is not restricted by participating in a SUI.

9.7. Prior to the inspection.

9.7.1. Except for no notice inspections, the unit to be inspected will be provided details by the WG/IG pertinent to the visit in a 60-day notification.

9.7.2. The unit CC shall confirm that the scheduled onsite SUI interview times and dates are accurate and provide contact information no later than 30 days prior to the inspection.

9.7.3. NLT ten days prior to the onsite date the subordinate unit CC shall provide completed SUI worksheets, unit details and data and other deliverables specified in the SUI worksheets. All SUI documents shall be uploaded using the "Documentation" link in eServices/IG. The SUI begins 10 days before the onsite date.

9.8. During the inspection.

9.8.1. All unit staff officers should be available or present as required for the unit's SUI. Should a staff officer be unavailable, someone knowledgeable in the functional area shall represent the absent staff officer. Any pertinent unit files and/or documentation must also be available for inspection, as well as all EOHO items requested by the inspection team.

9.8.2. The SUI will focus attention on items contained in the published SUI worksheets, but may include items determined pertinent to CAP mission accomplishment by the wing staff. The requirements found in directives published after the issuance of a SUI worksheet may be reviewed but will not cause a discrepancy for non-compliance.

9.9. The SUI worksheets developed by the CAP/IG will be used to conduct the SUI.

9.10. The SUI shall not be considered complete and valid until all items on the SUI Quality Assurance Checklist have been completed and all discrepancies are closed.

9.10.1. Should time constraints prevent a complete inspection during a single visit, the remaining inspection items must be completed within 30 days of the first visit.

9.10.2. Next SUI Dates are calculated to be 24 months after the previous next SUI date. With Wing/CC approval, wing/IGs have the option to make a next SUI date earlier if it aids scheduling.

9.11. WG/CCs shall establish an SUI travel budget as part of the Annual Training Plan and submit it to region by July 31 via Web Mission Information Reporting System (WMIRS). The SUI program requirements must be met regardless of the availability of reimbursement funds.

9.12. The SUI Team Chief will fill out and forward to the wing IG/IGA the Quality Assurance Checklist along with the SUI report for uploading into eServices.

9.13. All SUI discrepancies shall be closed within five months of the inspection first visit. Responses to each open discrepancy are required at least every 30 days. Units not correcting all discrepancies within five months shall be suspended from all unit activities, except those required to close discrepancies, until all discrepancies are closed.

9.14. The inspected unit will respond to all discrepancies using the DTS module in the eServices Inspector General module. Units shall reference the [IKB](#) for discrepancy closures guidance.

9.14.1. The Wing IG will evaluate the unit's response and, if sufficient, close the discrepancy.

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

10. Reports.

10.1. A report will be prepared for each inspection. Team Chiefs will use the version of the CI and SUI worksheets and report template current on the day the initial notification is sent. Current inspection documents for CIs and SUIs are kept at the [IG Web Page](#).

10.2. Disclaimer. All inspections, 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."

"FOR OFFICIAL CAP USE ONLY"

10.3. Report Special Mission Rating Entry – Commendable. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding

mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process-oriented. It should save money, manpower, and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

10.4. Report Compliance Entry - "Discrepancy": A discrepancy is any deficiency that is a violation of a directive that results or could result in significant mission impact or widespread mission impact or failure. Discrepancies require a written response submitted as outlined in the [IKB](#). Units shall use the [IKB](#) information to close discrepancies. The discrepancy verbiage shall be copied directly from the worksheets to the report and the DTS.

10.5. Compliance Inspection reports.

10.5.1. The CAP/IG and CAP-USAF/IG shall receive a copy of the inspection report as designees for their commanders for their review and signature.

10.5.2. Following edits to the report, it shall be finalized and electronically sent to the inspected unit commander and the remainder of the distribution list. The report will be uploaded into eServices, the official repository for CI reports.

10.5.3. CI discrepancies.

10.5.3.1. All CI discrepancies are to be closed within 10 months after the Out-Brief of the inspection. If wings have not corrected all discrepancies within 10 months, the CAP/IG will elevate this out of compliance issue to the CAP/CC.

10.5.3.2. The inspected unit shall respond to all discrepancies using the DTS module in the eServices Inspector General module. IGs shall reference the [IKB](#) for discrepancy closure guidance. A representative of the inspected unit shall contact the Verification Team member (see 10.5.3.4 below) to obtain a "recommendation for closure."

10.5.3.3. CAP-USAF LR/LG will recommend closure for C-2 (Communications), D-7 (Supply) and D-8 (Transportation) tabs.

10.5.3.4. The region/IG will recommend closure for all other discrepancies. However, the CAP-USAF/LR Commanders, CAP-USAF/LR Director of Operations, CAP-USAF/LR/Assistant Director of Operations, CAP-USAF/LR LG, CAP Region Commander and Vice Commanders are alternate verification team members.

10.5.3.5. Once the verification team member contacted through DTS has verified the discrepancy has been corrected, the member will recommend closure to the CAP/IG, CAP/IGI, CAP-USAF/IG, or CAP-USAF/IGA using the DTS system accessed through the eServices Inspector General module.

10.5.4. CI discrepancy responses will be submitted at the intervals shown in the table below.

1st Response is Due	2nd Response is Due	All Subsequent Responses are Due (NLT)
<u>90 Days</u> after Out-Brief	<u>60 Days</u> after 1 st response <i>(150 days after Out-Brief)</i>	<u>60 Days</u> after previous response

11. Maintenance and Disposition of CI and SUI Reports. The official repository for final CI and SUI reports is eServices.



MARK SMITH
Major General, CAP
Commander

Attachment 1

COMPLIANCE ELEMENTS

Worksheet and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
E-1 SUI	07	Are all SUI worksheets, unit details and data and other deliverables provided IAW CAPR 20-3?	Review of all worksheets, unit details and data, and other deliverables provided.	(Discrepancy): [xx] (E1 Question 7) Unit did not provide all worksheets, unit details and data, and other deliverables as required IAW CAPR 20-3 para 9.7.3.	Discrepancy is normally closed during SUI and documented in the SUI report.
E-1 CI	09	Are SUIs accomplished IAW CAPR 20-3?			
		a) If any subordinate unit received an overall Ineffective grade, was it reinspected within 180 days of the original inspection?	a) Review SUIs of subordinate units receiving an overall grade of Ineffective.	a) (Discrepancy): [xx] (E1 Question 9) Wing did not complete a reinspection within 180 days of any subordinate unit(s) that received an overall grade of Ineffective IAW CAPR 20-3 para 9.15.	a) Complete an SUI on the offending subordinate unit(s). Attach a copy of SUI to this discrepancy in the DTS.
		f) If a subordinate unit exceeded the 27- month limit for accomplishing SUIs, was the unit suspended?	f) Review eServices Commanders Dashboard to determine if SUIs exceeded 27- month limit. Wing will provide documentation of the suspension.	f) (Discrepancy): [xx] (E1 Question 9) Subordinate unit exceeded the 27- month limit between SUIs and was not suspended IAW CAPR 20-3 para 9.5. List each subordinate unit affected.	f) Upload suspension documentation to DTS. Attach a Plan of Action (PoA), approved by the WG/CC, to prevent reoccurrence to the discrepancy in the DTS.

Worksheet and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
		h) Did the wing establish an SUI travel budget as part of the Annual Training Plan and submit it to Region?	h) Check WMIRS for a SUI travel mission.	h) (Discrepancy): [xx] (E1 Question 15) Wing failed to develop a travel budget for the Annual Training Plan and load it into WMIRS IAW CAPR 20-3 para 9.11.	h) Develop a SUI travel budget for the Annual Training Plan and load it into WMIRS. Attach a copy of the Annual Training Plan to the discrepancy in the DTS. Attach a copy of a PoA, approved by the WG/CC, to prevent reoccurrence to the discrepancy in the DTS.
E-3 CI	05	Are SUIs conducted within the maximum 27 months as required?	Review uploaded SUIs to ensure SUIs are accomplished within the maximum 27 months as required.	(Discrepancy): [xx] (E3 Question 5) Wing failed to ensure SUIs were conducted within the maximum 27 months as required IAW CAPR 20-3 para 9.5. NOTE: List each subordinate unit affected.	Ensure each unit has been inspected. Attach a PoA, approved by the WG/CC, to prevent reoccurrence to the discrepancy in the DTS.

Worksheet and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
E-3 CI	07	a) Were SUI inspections conducted with at least two qualified inspectors?	a) Provide listing of qualified SUI team inspectors from eServices Member reports for IG Course Completion.	a) (Discrepancy): [xx] (E3 Question 7) SUI inspections were not conducted with at least two qualified inspectors IAW CAPR 20-3 para 9.6.1.	a) Attach a PoA, approved by the WG/CC, to prevent reoccurrence to the discrepancy in the DTS.
		b) Was there any unit graded Ineffective which did not receive a reinspection?	b) Review SUIs and any re-accomplished SUIs.	b) (Discrepancy): [xx] (E3 Question 7) Subordinate unit graded Ineffective did not receive a reinspection IAW CAPR 20-3 para 9.15.	b) Another SUI must be accomplished. Attach a PoA, approved by the WG/CC, to prevent reoccurrence to the discrepancy in the DTS.
E-3 CI	08	Were all applicable SUI sections inspected IAW CAPR 20-3?	Review sampling of SUIs taken from eServices. Review SUI reports and commander's dash board for IG information.	(Discrepancy): [xx] (E3 Question 8) All applicable TAB areas were not inspected during SUI IAW CAPR 20-3 paras 7.2.4, 9.4.	Another SUI must be accomplished. Attach a copy of the completed SUI report to the discrepancy in the Discrepancy Tracking System (DTS).

Worksheet and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
E-3 CI	09	Are SUI discrepancies closed within five months as required?	Review DTS files for SUIs that took more than five months to close all discrepancies.	(Discrepancy): [xx] (E3 Question 9) Wing failed to ensure DTS items were closed within five months as required IAW CAPR 20-3 para 9.13. NOTE: List each subordinate unit affected.	Ensure each unit has closed all DTS items. Attach a PoA, approved by the WG/CC, to prevent reoccurrence to the discrepancy in the DTS.

Attachment 2**GLOSSARY OF TERMS USED IN INSPECTIONS**

- 1. Assistant Inspector General (IGA).** A CAP Member who has been appointed by the wing or region IG, with the concurrence of their respective commander, as an Assistant Inspector General. IGA's must have completed both the Inspection Augmentee (IA) and Investigating Officer (IO) courses and be enrolled in the IG Specialty Track.
- 2. CAP Directive.** As used in this program, directive means any CAP regulation, supplements to CAP regulations, and operating instructions (OI).
- 3. Commendable.** Indicates a highly effective process implemented that results in exceeding mission requirements.
- 4. Discrepancy.** A deficiency which is a violation of a directive that requires specific answers (formerly called a Finding).
- 5. Inspection.** An evaluation intended to determine the effectiveness of unit management and regulatory compliance programs. The inspection may be a graded inspection or a non-graded.
- 6. Inspection Augmentee (IA).** An inspection team member who has completed the Introduction to Inspection Course and the Inspection Augmentee Course.
- 7. Inspector General (IG).** A CAP member who is appointed by the National Commander to the position of Civil Air Patrol Inspector General (CAP/IG) or who has been appointed to the position of region or wing Inspector General by his/her respective region or WG/CC.
- 8. Observation.** A special inspection report entry the inspectors can use to pass on information that may be useful to the inspected unit but doesn't rise to the level of a Commendable or a Discrepancy.
- 9. Open Discrepancy.** A discrepancy from a prior inspection in which the unit's corrective actions are incomplete and have not been closed in accordance with this regulation.
- 10. Repeat Discrepancy.** Discrepancy verbiage the same as used in the previous inspection.
- 11. Subordinate Unit Inspections (SUI).** Inspections conducted by either CAP regions or wings to evaluate the management of units below the wing level.