



# CAP REGULATION 20-1

15 JANUARY 2018

Inspector General

## INSPECTOR GENERAL PROGRAM

This regulation covers the background, authority, and purpose of the Civil Air Patrol (CAP) Inspector General (IG) program. It defines who may appoint inspectors general, the roles and responsibilities of inspectors general and other offices and/or agencies involved with the inspector general process.

**SUMMARY OF CHANGES.** This document replaces CAPR 123-1 *Inspector General Program*. This regulation has been extensively revised and needs to be reviewed in its entirety.

**1. Overview.** The CAP Inspector General program will establish an independent, impartial, and objective process to:

1.1. Ensure Inspectors General (IGs), Assistant Inspectors General (IGAs), and investigating officers (IOs) are trained to conduct a thorough and unbiased process for Complaint Resolution (CR) that follows the IG channel with objective fact-finding.

1.2. Ensure IGs, IG staff members and Inspection Augmentees (IAs) are trained to conduct thorough and unbiased inspections based on fair and objective fact-finding.

1.3. Create an environment of openness and approachability by educating members on the privileges and protections provided to those who report to an IG.

1.4. Provide leadership and coordination for activities designed to promote economy, efficiency, and effectiveness in the administration of CAP programs and missions.

1.5. Ensure commanders will not appoint IGs or IGAs to conduct Commander Directed Investigations (CDI). See [CAPR 20-2 Complaint Resolution](#) Section 15 for additional information.

**2. Waivers.** Waivers to this regulation require the approval of the CAP Inspector General (CAP/IG). Waivers will come up through the IG Channel and will be reviewed by the CAP-USAF/IG for coordination.

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

**4. The IG – Commander Relationship.**

4.1. IGs will assist commanders by:

4.1.1. Being the “eyes and ears” of the commander to enable early detection of issues that could negatively influence unit morale, efficiencies, or mission accomplishment.

4.1.2. Keeping the commander informed of potential areas of concern through the Inspection Program. (i.e. Compliance Inspections (CI), Subordinate Unit Inspections (SUI)).

4.1.3. Educating commanders on their reporting responsibilities regarding allegations involving CAP Senior Level Official (SLO) members holding the grade of Colonel or above.

4.1.4. Educating commanders on the protected status of communications to and from an IG.

4.1.5. Being an integral member of the commander’s staff and have direct access to the commander.

4.2. Commanders will assist appointed IGs by:

4.2.1. Ensuring the authority, duties, and responsibilities of their IG are clearly delineated, understood, and supported.

4.2.2. Ensuring their IG is equipped and trained to meet the needs of the position.

4.2.3. Assuring the necessary independence of the IG to overcome any perceived lack of autonomy that would discourage potential complainants and preclude disclosures of wrongdoing from being brought to the attention of an inspector general.

## **5. Appointment, Duties, and Authority of the Civil Air Patrol Inspector General**

5.1. The CAP/IG is appointed and removed in accordance with CAP’s [Constitution and Bylaws](#).

5.2. To minimize the perception of self-investigation and help maintain the independence of the Inspector General program, the CAP/IG shall not be a family member of the National Commander, nor be a member of the National Commander’s immediate household.

5.3. To develop and supervise the CAP IG program, the CAP/IG will:

5.3.1. Coordinate with the Region Commander on the selection of the Region/IG. If the situation permits, the outgoing Region/IG may submit a nomination for the position. If no recommendation is submitted, the Region/CC and the CAP/IG will jointly seek and select a qualified IG for the position.

5.3.2. Manage the CAP CI program in concert with the CAP-USAF/IG.

5.3.3. Manage CAP CR, to include protection from retribution against persons utilizing the process.

5.3.4. Develop and manage a CAP IG Education and Training program that will instruct CAP commanders and the CAP general membership about the CAP Inspector General program as well as advance the professionalism and qualification of CAP IGs.

5.4. The CAP/IG will conduct inspections and investigations as may be assigned by the National Commander, or as otherwise provided for by CAP regulations and will prepare reports thereof. The CAP/IG will provide oversight for all IG inspections and investigations conducted by CAP units (Wing and above) through timely review of cases of special interest to the CAP national leadership and other matters of concern. This oversight includes the authority of the CAP/IG to comment on and review all IG findings of subordinate units.

5.5. When necessary, the CAP/IG will direct investigations and inspections and provide direct oversight for all inspector general inspections and investigations.

5.6. Authority for IG Access to Records/Documents. To carry out their responsibilities, IGs and IOs must have expeditious and unrestricted access to and copies of all CAP records, reports, investigations, audits, reviews, documents, papers, recommendations, or other **relevant material authorized**. IGs are authorized access to all documents and all other evidentiary materials needed to discharge their duties to the extent allowed by regulations. No CAP member may deny a properly appointed IG or IO such access. Only those IG personnel who are qualified to conduct investigations and are approved by the CAP/IG, will review CR files and documents. This provision does not give IGs the authority to access attorney-client, psychotherapist-patient, or cleric-penitent communications or to violate any confidentiality rule established by law.

**6. Appointment of Civil Air Patrol Inspector General Staff.** The CAP/IG will appoint and/or remove inspector general staff personnel as required by the nature of the CAP Inspector General program. The IG Organizational Chart: IGQ – Complaints; IGI – Inspections; IGT – Training, IG/IT-Information Technology, and IGS – Special Investigations. The CAP/IG also will obtain an appointment from the CAP Legal Officer Corps (IG/JA) who has a master rating in the IG specialty track and previous IG experience to assist as needed. Personnel appointed to the IGQ, IGI, IGT, IG/IT, and IGS positions must have attained a Master IG rating prior to appointment. Such appointments and removals will be coordinated through the National Commander. CAP/IG will define in writing the title, duties, authorities, and responsibilities for each staff personnel appointed.

## **7. Appointment, Duties, and Responsibilities of Region and Wing Inspectors General (IG).**

7.1. Region and wing IGs will be appointed by their respective commander and report directly to the commander appointing them (refer to CAPR 20-1(I) *Organization of Civil Air Patrol*). This authority to appoint an IG is for wing and above (not for group or Subordinate units) and may not be delegated. Should a region or wing commander fail to appoint an inspector general for his/her region or wing, the CAP/IG will, in coordination with the next higher-level commander, ensure an inspector general is appointed for that region or wing. To minimize the perception of self-investigation and help maintain the independence of the IG program, the region or wing IG will not be a family member of the region/wing commander, nor a member of the region/wing commander's immediate household.

7.2. The commander may remove inspectors general only with the concurrence of the next higher commander.

7.3. Region IGs will conduct and document an Annual Review of subordinate wing IG programs showing trends and Electronic Case Information Management (ECIM) status and submit to their Region Commander by 15 Jan of each year.

7.4. Wing IGs will complete an Annual SUI Plan of Action (PoA) which includes IG staff training and education and submit it to the Region IGs for review by 15 Dec as a way ahead for the coming year.

7.5. The Region IG will review and recommend closure for open discrepancies in accordance with CAPR 20-3 *Inspections*.

7.6. Region and wing IGs may appoint IGAs as needed with the concurrence of their respective commanders. An IGA is a member who has completed the IO, Introduction to Inspections, and Inspection Augmentee Qualification Courses and been appointed as an IGA.

7.7. Inspectors general will not be constrained by additional duties that detract from their primary responsibilities. With this in mind, the following limitations are placed on those who may serve as IG:

7.7.1. The IG will be properly billeted by not holding other organizational positions as defined by regulation dealing with CAP Organization; except as noted in 7.7.5. This restriction does not preclude an IG from operational/support assignments, including but not limited to: Emergency Services positions (i.e., incident commander, mission aircrew member, ground team leader, etc.), Cadet Programs support functions (i.e., driver, overnight supervisor, host, cadet competition judge or panelist, encampment staff, etc.) or Aerospace Education activities (i.e., teacher, seminar leader, activity monitor, aerospace education counselor, etc.). IGs performing duties on the aforementioned operational/support assignments shall not be appointed to investigate complaints arising during activities in which they participated. The restrictions against "double billeting" IGs do not apply to those appointed as IGAs under the authority specified in paragraph 7.6.

7.7.2. Commanders, vice commanders, chiefs of staff, and command NCOs at all levels will not serve as IGs, IGAs or IOs for complaints in the IG channel. Commanders, vice commanders, chiefs of staff, command NCOs, or those serving in any other command staff position, at commander's discretion, may be used in CDIs as noted in CAPR 20-2, *Complaint Resolution*. Command staff members may serve as inspection augmentees on inspection teams.

7.7.3. CAP legal officers may serve as assistant IGs at any level. Attorneys who are not serving as CAP legal officers, or any other legal advisory role to a commander, may serve as inspectors general or investigating officers. Legal officers may serve as inspection augmentees on inspection teams. Legal officers serving as an IO will not conduct Legal Sufficiency Review on any case they are investigating.

7.7.4. CAP Chaplains will not serve as inspectors general or investigating officers. Chaplains and character development instructors may serve as inspection augmentees on inspection teams.

7.7.5. A wing or region IG may be assigned as an assistant to a wing, region, or national staff director to satisfy the professional development requirements of a non-IG Specialty Track. Prior to being assigned, the wing or region IG must obtain his/her commander's and the next higher level IG's approval. An IG will not be assigned to the duty assignment of Web Security Administrator or Assistant. In this case, the wing or region IG will not assume the duties of that staff director at any time for this duty assignment.

## **8. Training Requirements for Inspectors General.**

8.1. CAP Pamphlet 40-20, *Inspector General Specialty Track Study Guide*, maps out steps to obtain Technician, Senior, and Master ratings.

8.1.1. The CAP Inspector General College (IGC) will be offered biennially for the training of inspectors general. This is a week-long in-residence course. Completion of the IGC will meet the academic training requirements of the IG specialty track for the Master rating. CAP/IGT (training) will review completed worksheet prior to CAP/IG approval for Master rating. IGC must be completed in accordance with (IAW) para 8.2 below.

8.1.2. The IG Senior Course (IGSC) may be offered in conjunction with a region/wing conference and/or the CAP annual conference for the training of IGs. This is a two-day in-residence course. To attend IGSC, the member must have completed two online courses: Investigating Officer (IO) Course and the Introduction to Inspections Course. Completion of the IGSC is a requirement before attending IGC and shall meet the academic training requirements of the IG specialty track Senior rating. IGSC must be completed IAW para 8.3 below.

8.1.3. Region/wing commanders or IGs will coordinate with the CAP/IGT to offer any other IG training classes for inspectors general in conjunction with region/wing conferences or separately as needed.

8.1.4. All IGs and IGAs will complete IG Annual Refresher Training by successfully completing any ONE of the following: achieving a satisfactory score on the online IG Audience quizzes, attending, teaching, or being a student at an IG Summit; completing other training opportunities that may be made available or re-writing any IG course.

8.2. Region IGs must have completed the CAP IGC and hold a Master Rating in the IG Specialty Track. A commander may appoint an IG who has not achieved a Master Rating in the IG Specialty Track but must obtain a waiver for this requirement and be reviewed and endorsed by the CAP/IG.

8.3. Wing IGs must have completed the IGC and obtained at least a Technician rating in the IG Specialty Track prior to appointment. A wing commander may appoint an IG who has not completed the biannual IGC; however, the appointed IG must attend the next IGC. Waivers for this requirement must be reviewed and endorsed by the CAP/IG.

8.4. Region and wing IGAs must have completed the IGSC. Region or wing IGAs may be appointed and placed in the IG Specialty Track (in accordance with paragraph 7.6) without having completed the IGSC; however, the appointed IGA must attend an IGSC within 6 months of being appointed.

8.5. All newly appointed wing IGs must have a program evaluation conducted, which may be completed remotely, by their region IG within 6 months of appointment.

8.6. A CAP member assigned to temporary duty as an investigating officer (IO) must have completed the Investigating Officer Course prior to assuming duties as an IO.

8.7. Before a CAP member can be assigned temporary duty as an IA, they must first complete the Introduction to Inspections and IAQ courses found in the Learning Management System (LMS) under the IG tab. Prior to being classified as "Qualified" as a temporary duty IA, the wing IG or IGA will mentor the new IA trainee through the IA Qualification process, ensuring he/she successfully completes the worksheets in an effective and professional manner.

**9. Educating CAP Personnel on the IG Program.** Inspectors general at every level will educate and train CAP members concerning their privileges and responsibilities regarding the IG program. This will be accomplished annually through seminars, staff meetings, commander's calls, newsletters, and presentations on wing websites or other media.

MARK E. SMITH  
Major General, CAP  
Commander

## ATTACHMENT 1 - COMPLIANCE ELEMENTS

| Type | # | Topic/Detailed Question                                    | How to Verify Compliance  | Discrepancy Write-Up  | How to Clear  |
|------|---|--|---|---|---|
| CI   | 1 | Has the Wing IG completed required training IAW CAPR 20-1? |   |   |   |
|      |   | a) IGC & Tech Rating                                       | a) Provide copy of screen shot from e-Services showing IGC & Tech completion.                   | a) (Discrepancy): [xx] (E3 Question 1) Wing IG has not completed training IAW CAPR 20-1, para 8.3.                    | a) Wing IG will attend IGC & achieve tech Rating. Attach a screen shot of IG College completion and technician rating to the discrepancy in the Discrepancy Tracking System (DTS).  |
|      |   | b) Annual Refresher Training                               | b) Provide copy of screen shot from e-Services showing completion of annual refresher training. | b) (Discrepancy): [xx] (E3 Question 1) Wing IG has not completed annual refresher training IAW CAPR 20-1, para 8.1.4. | b) Wing IG will complete annual refresher training. Attach a screen shot showing annual refresher training completion. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS. |

|    |   |   |   |   |   |  |
|----|---|---|---|---|---|--|
| CI | 2 | Has/Have the Wing IGA(s) completed required training IAW CAPR 20-1? | a) If not previously accomplished was the IGSC completed within 6 months of being appointed?    | a) Provide copy of screen shot from e-Services showing IGSC Completion.   | a) (Discrepancy): [xx] (E3 Question 2) Wing IGA(s) has not completed IGSC within 6 months after being appointed as a Wing IGA(s) IAW CAPR 20-1, para 8.4              | a) Wing IGA(s) will complete the IGSC and attach a screen shot of IG Course completion in the Discrepancy Tracking System (DTS). |
|    |   | b) Annual Refresher Training  | b) Provide copy of screen shot from e-Services showing completion of annual refresher training. | b) (Discrepancy): [xx] (E3 Question 2) Wing IGA (s) have not completed annual refresher training IAW CAPR 20-1, para 8.1.4. | b) Wing IGA(s) will complete annual refresher training. Attach a screen shot showing annual refresher training completion to the discrepancy in the DTS.              |  |
| CI | 3 | Is the Wing IG billeted IAW CAPR 20-1?                              | Review e-Services and verify the Wing IG is not double-billeted.                                | (Discrepancy): [xx] (E3 Question 3) Wing IG is not billeted IAW CAPR 20-1 para 7.7.1.                                       | Divest any other duty assignments. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). |  |