

E-3 INSPECTOR GENERAL

Summary

Commendables Discrepancies Repeats

Staffing

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

Year(s)

Month(s)

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
01	Has the Wing IG completed required training? a) IGC & Tech Rating b) Annual Refresher Training	a) Provide copy of screen shot from e- Services showing IGC & Tech completion. b) Provide copy of screen shot from e- Services showing completion of annual refresher training.	a) (Discrepancy): [xx] (E3 Question 1) Wing IG has not completed training IAW CAPR 20-1, para 8.3. b) (Discrepancy): [xx] (E3 Question 1) Wing IG has not completed annual refresher training IAW CAPR 20-1 para 8.1.4.	
03	Is the Wing IG double billeted?	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.	

04 Are case files maintained in the SoR IAW CAP regulations?
SoR CASE FILE: Sample Check for inclusion and quality (based on sampling) for the following documents in SoR FILE SAMPLED, NOTE: all sub steps required for each file for overall YES

- a) Were the templates used and documents in the case file verified by the CRQCC?
- b) Does each case contain the original complaint, in writing, submitted in English, dated, and signed by the complainant (unless anonymous)?
- c) Does each case contain a CAPF 20 (unless anonymous or dismissed)?
- d) Was the complaint acknowledgement sent or noted in case notes in SoR.
- e) Was a complaint clarification interview conducted?
- f) Does the file contain a written complaint analysis?
- g) Is there documentation confirming destruction of any copies of the CA provided to Commander/AA?
- h) If the case was closed at the complaint analysis stage, is there a case closure letter?
- i) If an investigation, was the IO qualified?
- j) If an investigation, was there a proper Appointment Letter?
- k) Is there documentation

A sample of SoR cases will be reviewed and compared against the Complaint Resolution Quality Control Checklist (CRQCC CAPR 20-2).

All) (Discrepancy): [xx] (E3 Question 4) Wing SoR case files are not maintained IAW (list only the specific item(s) missing)

- a) Templates used-CAPR 20-2, para 5
- b) Original Complaint-CAPR 20-2, para 11.1
- c) CAPF 20-CAPR 20-2, para 11.2.2
- d) Complaint Acknowledgment-CAPR 20-2, para 12.1
- e) Complaint Clarification Interview-CAPR 20-2, para 12.2
- f) Written Complaint Analysis-CAPR 20-2, para 12.3.
- g) Destruction of CA Documents-CAPR 20-2, para 12.3.2
- h) Case Closure Letter-CAPR 20-2, para 12.3.3
- i) IO Qualified-CAPR 20-2, para 12.5
- j) Appointment Letter-CAPR 20-2, para 12.5
- k) Conflict of Interest-CAPR 20-2, para 12.7
- l) Report of Investigation-CAPR 20-2, para 12.10.1
- m) Legal Officer Sign-off-CAPR 20-2, para 12.10.2
- n) CC document of communication with Complainant-CAPR 20-2, para 12.10.7
- o) Closure Letter-CAPR 20-2, para 12.11.2.1
- p) Document from CC confirming destruction of all copies-CAPR 20-2, para 12.11.2.3.2

- showing no conflict of interest?
- l) If an investigation, was there a report of investigation?
 - m) If an investigation, was there a signed statement by the Legal Officer?
 - n) Once the ROI has been submitted has the commander documented communication with complainant until case closed?
 - o) Did the file contain a closure letter from the commander/AA?
 - p) Is there documentation confirming destruction of any copies of the ROI provided to the commander/AA?

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

Download and complete the "Review_E-3_SUI_Report_Dates.xlsx" file found in the Team Info Folder Files.

(Discrepancy): [xx] (E3 Question 5) Wing failed to ensure Sub-Unit compliance inspections were conducted within the maximum 27 months as required IAW CAPR 20-3 para 9.5. NOTE: List each subordinate unit affected.

<p>07 Are Sub-Unit compliance inspections completed IAW CAP regulations?</p> <p>a) Were Sub-Unit compliance inspection inspections conducted with at least two qualified inspectors?</p> <p>b) Did each unit receiving an overall grade of Ineffective receive another Sub-Unit compliance inspection within 180 days of the original inspection?</p> <p>c) Are the last two Sub-Unit compliance inspections for each unit loaded in eServices?</p>	<p>a) Provide listing of qualified Sub-Unit compliance inspection team inspectors from eServices Member reports for IG Course Completion.</p> <p>b) Review Sub-Unit compliance inspections and any re-accomplished Sub-Unit compliance inspections.</p> <p>c) Review eServices Commanders Dashboard/Inspector General for wing. Verify each unit has the two most recent Sub-Unit compliance inspections loaded.</p>	<p>a) (Discrepancy): [xx] (E3 Question 7) Sub-Unit compliance inspection inspections were not conducted with at least two qualified inspectors IAW CAPR 20-3 para 9.6.1.</p> <p>b) (Discrepancy): [xx] (E3 Question 7) Subordinate unit graded Ineffective did not receive a re-inspection IAW CAPR 20-3 para 9.13.</p> <p>c) (Discrepancy): [xx] (E3 Question 7) All Sub-Unit compliance inspections were not loaded in eServices IAW CAPR 20-3 para 9.8.</p>
<p>09 Are Sub-Unit compliance inspection discrepancies closed within 5 months as required?</p>	<p>Review DTS files for Sub-Unit compliance inspections that took more than 5 months to close all discrepancies. Add to the "Review E-3 SUI Report Dates" spreadsheet the DTS Close Date for the most recent inspection.</p>	<p>(Discrepancy): [xx] (E3 Question 9) Wing failed to ensure DTS items were closed within 5 months as required IAW CAPR 20-3 para 9.11. NOTE: List each subordinate unit affected.</p>
<p>10 Were IGAs and IOs billeted correctly?</p>	<p>Review e-Services and verify that IGAs and IOs were not also assigned as a commander, vice commander, chief of staff, or command NCO at any level.</p>	<p>(Discrepancy): [xx] (E3 Question 10) Wing IG is not billeted IAW CAPR 20-1 para 7.7.2.</p>

