



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