



# CIVIL AIR PATROL INSPECTOR GENERAL

# IG AUDIENCE

Volume 7 Issue 2

April 2016

**FORWARD THIS NEWSLETTER TO ALL UNITS IN YOUR WING!**

**A note from Col Tom Kettell, CAP/IG:** The IG Audience has evolved from a newsletter to being the Education Journal for the IG Program. Each quarterly issue has introduced a quality tool (or two) that will be implemented into program operations. The use of these tools by Wing IGs (first) and then Wing/Unit Commanders (with mentorship and assistance from IG) will be a contributing element towards moving CAP in the direction of continuous improvement and the establishment of a quality culture.



## ***Introduction – New IGQ for CAP Complaints Resolution Program***

*by Col Tim Hahn, CAP/IGQ, thahn@cap.gov*

Greetings!! I've been asked to introduce myself, so I'm taking a moment to say hi. I'm the new CAP/IGQ. (That means I have more questions than answers.) I recently finished my stint as the Commander of the Nevada Wing. I have to tell you it was the most enjoyable job I've ever had in my life. Topping it will be tough. I was asked rather constantly during my last year in command what was next. My stock answer was "I'll let you know when CAP tells me what they want me to do". Well that ended up being asked to join the national IG staff.

I'm a retired Law Enforcement Officer and lived in Maryland most of my life. I was a cadet but career got in the way and I foolishly left CAP for some time. After I had to retire, I needed (well, my wife Tina needed ... asked ... flat-out said) FIND SOMETHING TO DO! So I bumped into some cadets and signed up to help them build a ground team. I ended up with a squadron to command, a Pilot's License, an A&P License, a manager's job with the NSA Flight Activity, and now we live in Nevada and I'm an A&P/IA and own part of an FBO. Sheesh. To top that off I did NOT move to Nevada to become the Wing Commander. It just sort of worked out that way. I'm glad it did.

CAP has been the most rewarding thing I have ever been involved in. I hear from cadets that I "raised" those who are now military, law enforcement, fire fighters, doctors, lawyers - you name it - but they are successful because of what we taught them.

I've survived four (count them, four) Compliance Inspections, and as a Wing Commander, I'm sure I had more than one complaint filed against me. I've worked numerous major investigations as an IG and I hold a Masters rating in the IG Specialty Track. I have the "T" shirt, and it has holes in it. I'm a quick learner and not afraid to tackle tough questions and problems. I have several goals in this job - the top

few of which are to find ways to take the heat off of the boots-on-the-ground IGs. That means finding new ways of handling the common complaints that actually are not IG issues.

Later in this edition, there is an article that will help many of you with what seems to be a common problem; the IG and the ECIM/CDI conundrum. Hopefully I've answered that question and we can put it to bed. Let me know! ☺



## ***IG College Update***

*by Lt Col Craig Gallagher, CAP/IGT*

As of this writing, over 40 CAP members have applied to the IG College. We have planned for 50 students with the possible expansion to 60, if circumstances dictate. Only applications received by May 10, 2016 will be considered for this year's IG College

If we have more applicants than seats available, the order of priority for acceptance to the college will be:

1. Sitting Wing or Region Inspectors General who have not yet attended the college
2. Sitting Wing or Region Commanders
3. Appointed Wing or Region Assistant Inspectors General
4. Other interested CAP members

All attendees must have completed an IG Senior Course or get a waiver from Col Tom Kettell, CAP/IG (it's easier to attend the class than get a waiver...).

The IG College will be held June 13-17, 2016 at the Crowne Plaza Atlanta-Peachtree Aberdeen Woods Conference Center <http://www.ihg.com/crowneplaza/hotels/us/en/atlpa/hoteldetail>. Students need to arrive on Sunday, June 12 and stay until after 5pm on Friday, June 17 to get credit for attending. Transportation will be provided to the college on Sunday from the Hartsfield-Jackson Atlanta International Airport by CAP vans from the Georgia Wing and back to the airport on Saturday, June 18. Each student (or their wing) will be responsible for their transportation to and from the college and also for their evening meals. Beverages will be provided in the mornings (M-F).

Please check out the flyer on the Education and Training IG webpage in capmembers.com [http://www.capmembers.com/cap\\_national\\_hq/inspector\\_general/education-training/](http://www.capmembers.com/cap_national_hq/inspector_general/education-training/) for more details. Also, if you have not attended an IG Senior Course, you will find a schedule of courses being offered in April and May.

Attending the Inspector General College will:

- Meet one of the requirements for every Wing IG
- Meet a requirement to get a Master rating in the Inspector General Specialty Track
- Meet the Region Staff College requirement for getting your Level IV
- Give you the opportunity to learn from the best in CAP, including a Question & Answer session at the end with Mr. Don Rowland (CAP/COO), BG Larry Myrick (CAP/VC), Col Mike Tyynismaa (CAP-USAF/CC) and Col Tom Kettell (CAP/IG)

## ***Who Must Take Which IG Courses?***

*by Lt Col Don Barbalace, CAP/IGTA*

An IG Audience reader has asked for a clear statement on which IG Team Members must take the IG Refresher Course. The short answer is *nobody*.

Strictly speaking, only appointed IGs are required to have an Inspector General refresher event of some sort. Appointed IGs are the Wing and Region IGs and IGs on National Staff. All are required to have refresher training of an approved type, but the quarterly refresher course is just one option. Other options are to take *any* IG course, teach a course, assist in teaching a course, or participate in some other approved IG training/refresher event.

**Wing IG Responsibility:** All appointed IGs (Primary and Assistants) are required to do a formal refresher event. The Wing IG is responsible for ensuring that inspection team members are qualified in their duties, and must provide whatever training or mentoring is needed to keep them informed about changes in the inspection program.

### **Who must take the IG Senior Course (IGSC)?**

The IGSC is required of all *Assistant* Wing/Region Inspectors General. If a member has not had the IGSC at the time of appointment, s/he has 13 months in which to take the course. While not specifically required, it is recommended that inspection Team Chiefs complete the Senior Course. Anyone desiring to earn the IG Senior Rating also must complete the Senior Course.



## ***ECIM and the Commander Directed Investigation (CDI)***

*by Col Tim Hahn, CAP/IGQ*

To ECIM or not to ECIM? That is a rather complex question, and it is equally complex to answer. Much of what we need to know is mixed in different regulations, making one stop shopping impossible. So welcome to the mini-mart!

Let's begin with what the different meanings and intentions are. In the IG world, one of our jobs is to investigate. And any investigation that comes into the IG world must by regulation be handled in ECIM. CAPR 123-1 Para 2a(2) defines the Complaint Resolution Program as a system to prevent, detect and correct; and lists several items.

Section 8 of this regulation states "Inspections, Investigations and Surveys Not Covered by the CAP Inspector General Program. Personnel who conduct inspections or surveys governed by other policies, directives, instructions and/or regulations will not cite this regulation as their authority to conduct such inspections or surveys. However, complaints that are a potential regulatory violation as to how one of the following programs are managed or handled may be an IG issue. These inspections, investigations and surveys include, but are not limited to:

- a. Discrimination
- b. Safety
- c. Mishap Reviews

**d. Commander Directed Investigations (CDI).**

If we skip down to Appendix 1 of this same regulation, we find the definition we need (#17):

“Commander Directed Investigation (CDI). An inquiry initiated by a commander in accordance with a commander’s inherent authority to investigate matters or incidents under his/her jurisdiction, unless preempted by a higher authority. The conduct of CDIs does not fall under the authority of The Inspector General.”

So now we have a defined reference to a CDI. It is *NOT*, and I repeat NOT a function of the Inspector General Program! Now let’s roll into what CAPR 123-2 Para 7f has to say:

**f. CAP Electronic Case Information Management (ECIM).** Case files for all assisted, referred, transferred, dismissed or investigated issues handled by an IG or IO will be recorded in the CAP ECIM database to document the time invested, case progress and the outcome. Information concerning the progress of IG case files will be entered into ECIM as a case note at a minimum of every 30 days. ECIM is the official system of record for all IG complaints in CAP.”

So now we have a directive that says issues handled by an IG must be recorded in ECIM! And it’s 100% correct. Here is the key to the issue - and all it amounts to is how something or *someone* is defined. If an IG Investigation comes in, it must by regulation be handled by a trained IG. If a Commander Directed Investigation is conducted, it can be investigated by whomever the Appointing Authority so chooses. Many times that is an IG because they are trained to investigate. Can anyone other than an IG enter cases into ECIM? The answer is no. So are you an IG Investigator during the course of a CDI? The answer is no. That is how it should be. Your title during that case is simply as Investigating Officer - not IG. So, to re-cap:

- If you are given in IG investigation to handle, you are required to use ECIM to document the case.
- If you are an IG and you are acting as an investigating Officer for a CDI, you must not use ECIM to document the case. It’s not an IG investigation.

**IG Investigation = ECIM**  
**IG assigned to a CDI = no ECIM**  
**It’s a simple matter of **definition!****

## ***HHQ Directives vs. Wing-implemented Directives***

by Lt Col Les Manser, CAP/IGTA

OK – back to basics – again. This is a follow-on article to one in the January 2016 IG Audience titled “Records Accountability and Control for Proof of Compliance” supporting the functional area of Administration. The CAPR 10-series addresses many areas/requirements of the Administrative Program; however, CAPR 5-4, Publications and Forms Management, is the regulation that specifically addresses the “do’s and don’ts” related to directives at the various CAP organizational levels.



It is astonishing how misunderstood CAPR 5-4 seems to be across the board in CAP. The objective evidence of this is in the form of numerous discrepancies issued during Compliance Inspections (CI) and Subordinate Unit Inspections (SUIs) over the past 2-4 years for the misapplication of directives below the NHQ level. Naturally, if directives aren’t clearly understood at the region/wing level - then most likely - they won’t be understood at the subordinate unit levels.

CAPR 5-4 Paragraph 1, **Definitions**, clearly defines the difference between the terms “directive” and “non-directive” and which CAP publications types are directive or non-directive. It also specifically states that a mandatory requirement is indicated with the use of “will”, “shall” or “must” in a directive publication. In CAPR 5-4 Paragraph 1j, it clearly defines this term as “a regulation or manual that establishes compliance standards.”

Directive publications, aka CAPRs/CAPMs, are only established by NHQ/OPRs. All lower-level directive publications are either a supplement to the parent regulation or an operating instruction – that’s it. Keep in mind that a lower-level publication can only be published if the parent publication allows it, that it is not in conflict with the parent directive and does not relax any stated requirements. If the directives in the publication will apply to the whole wing, then it must be a supplement. If the directives will apply to only one unit (charter number) or office (OPR), then it must be an operating instruction. Supplement and OI formats/samples are provided in CAPR 5-4, Attachments 1-3. So what is unclear CAP-wide about the directive publication flow from top-to-bottom and the specific publication requirements?

It was evident during a few CIs that some wings had expended a HUGE amount of effort/time and increased administrative burden circumventing CAPR 5-4 to avoid properly implementing and tracking supplements and/or operating instructions. Some wings created and implemented an additional system for submitting, processing, reviewing, approving and implementing wing-level directives that were applicable to all wing units/members. Unfortunately, all that time and effort spent to implement workarounds to CAPR 5-4 resulted in CI discrepancies – not to mention the members’ wasted time and effort that could have been applied to CAP mission support/activities. And although empirical data does not exist for the following observation – it is estimated that it would only have taken about 10% of that effort to just comply with the existing CAPR 5-4 processes/requirements.

The following wing-issued publications reviewed during CIs and found to be directive in nature (i.e. contained “will”, “shall” or “must”) are not found/addressed in CAPR 5-4, and therefore not directive publications:

- Commander Directives
- Policy Letters
- Operational Management Procedures

- Best Practices
- Memoranda (other than those stated in a parent regulation - examples: CAPR 5-4 for an Interim Change Letter and CAPR 62-2 for a Local Notification Letter – both typically done in memo format)

Another common workaround approach found during CIs was the use of OIs that directly referenced a NHQ-level regulation, contained directives augmenting the parent publication and/or were applicable to the entire wing. The sum of these CI observations have indicated – from a causal point of view – that the point of weakness begins with the Director of Administration (DA) being unsure of his/her responsibilities regarding publications and forms management. The staff then acts on their own and it's not uncommon for Commanders and Wing-level Directors to write directives and post them to the wing website completely excluding the Wing DA from the process.

If a wing chooses to establish a local policy/procedure, is directive in nature and only applies to one unit (charter number), then it must be published as an Operating Instruction. However, if this policy/procedure is intended for wing-wide compliance, then it must be published as a Supplement to the parent regulation. If the parent regulation has stipulations concerning supplements or OIs, they must be adhered to; anything less is a violation of regulation resulting in a discrepancy during a CI, SAV or SUI.

A memorandum is appropriate for unit or wing-wide communication for upcoming plans, changes, events, reports, etc. It can also be used to provide a “head's up” on a soon-to-be implemented wing Supplement or OI. However, the memorandum by itself is not, repeat not – a directive publication. For example, a memorandum containing additional/stricter requirements than the parent regulation is not the appropriate avenue nor is the memorandum enforceable. This is especially true for CI/SUI Discrepancy Plans of Action (POA). The POA by itself is not a directive publication – it's just a plan. Any reference to requirements/actions in a POA planned to be permanently implemented and expected to be enforceable in the future must find its way into either a supplement or operating instruction, as applicable.

For clarification: the only mention of the word “Memorandum” in CAPR 5-4 is found in the NOTES section of Attachments 2 & 3 (bottom of page): “Signature block is placed as in Memorandum Style letter (signature not required)”. That's it!!

In summary: The use of any document other than a supplement or OI to direct requirements or procedures at or below the region level is prohibited unless allowed by the parent regulation – example: CAPR 173-1 for Financial Management Procedure. It is the responsibility of the appointed Region/Wing Director of Administration or Administrative Officer (below wing) – not someone in a supervisory role like the Chief of Staff or Commander - to fully understand and execute the publications and forms management process. The Region/Wing/Unit DAs are in this key position to ensure compliance to CAPR 5-4 by implementing a formal means of directive publication identification, approval, implementation, tracking and subsequent timely reviews (at least annually) for applicability/changes/rescindment.

NOTE: CAPR 5-4 will eventually be replaced with an extensively revised top-level (CAPR 1-series) regulation; however, the definition and application of “directive publications” - regulations, supplements and OIs – will remain the same.

## ***Who Must Enroll in a Specialty Track?***

by Lt Col Don Barbalace, CAP/IGTA



Another IG Audience reader has asked: “Clarify that, according to regulation, only the primary officer in a given duty position needs to enroll in the specialty track for that position; that the assistants may enroll if they chose to, but that it is not required.”

The simplest answer is for anyone assigned to just **one** duty position as either Primary or Assistant, they must be enrolled in the appropriate specialty track.

The complexities set in when you are assigned more than one duty (a very common occurrence).

The exception is spelled out in CAPR 35-1 para 1-2.b which states:

*When assigned to an authorized duty position, the member will also be enrolled in the appropriate specialty track of the CAP Professional Development Program unless he/she has already earned the master's rating in that specialty. When a member is assigned to more than one duty position, he/she will enroll in the specialty track for the primary duty. Training in remaining specialties is encouraged.*

- If you are the Primary in one or more of the duty positions, you must be enrolled in your primary specialty track.
- If you are the Assistant in more than one duty position and not the Primary in any, you must be enrolled in at least one of the appropriate specialty tracks.

Enrolling in the specialty track is not about checking a box during an inspection. It is about being professional in your duty assignment. Every staff person, *including* assistants, is expected to train in the job, learn how to perform the job properly and be current in accepted practices for the field.

Enrolling in a special track is about learning to do the job. Members are encouraged to obtain multiple Level II ratings. The Technician rating is like a “journeyman’s license” in a trade – it is the entry-level certificate of competence. Those who hold primary responsibility for a position at squadron or group level should hold a senior rating in the position, or be working toward it. At the Region/Wing level, the staff person should hold a Master rating or be working toward it.

Another consideration is *advancement*. People change jobs frequently in CAP. They move on to higher or more interesting positions, or just get bored with doing the same old thing and want to try something different. That is an opportunity for the assistant to move up. And having an assistant who is capable of moving up to primary is often what makes it possible for the primary to move on to something else. In business and industry, in just about every job, if no one knows what you do or how to do it, you are sentenced to remain at that level forever – no chance for advancement because you cannot be replaced.

Commanders at all levels are responsible for ensuring that their members advance their training, and that means seeing that the members are enrolled in a specialty track and that they progress in each of their specialty tracks.



## ***Interviewing Cadets vs. Officers and Handling Complaints from Parents***

*by Col Tim Hahn, CAP/IGQ*

In each IG Audience, there is a question asked: “How can we help you?” From two different IGs came two questions that I believe I can tie into one article. Let’s first look at the difference between interviewing a cadet vs. interviewing an adult. I purposely used the word adult because occasionally we have to interview someone who is not a Senior Member - like a parent. Please note that this is not an exhaustive study on the art of the interview. As

a major Crimes Investigator, I took dozens of classes, taught dozens of classes, and interviewed literally thousands of people. Even I don’t know it all yet.

Let’s see what the Dictionary says about interviews:

“noun

1. A formal meeting in which one or more persons question, consult, or evaluate another person.”

Hmmm ... sounds a lot like what we are looking for. There are several more definitions, but they don’t apply. We are not talking about job interviews here. We’re going to break this down even further so everyone is on the same page.

An interview is a non-confrontational conversation to gather information. We should never ever be in an interrogation situation. Interrogations require years of proper training and experience. While there are IGs that have this time and experience combination, it’s still a position we do not want to be in. If it’s outside the realm of non-confrontational, it’s outside of what we should be doing and generally will mean that the subject of the interview is not cooperating. We can deal with that with Commander-initiated charges against that person.

Now - the interview itself. I don’t ever talk to a person in an interview without first finding out about that person. While that was a technique taught to me dealing with “that other word”, it applies here as well and I can promise you it can make a huge difference in how a person talks to you. History in the organization, rank, grade, accomplishments, accolades, likes, dislikes, favorite football team, etc. can all play a major card during the interview. Ask direct questions that are easy to answer. The more yes or no questions you ask the more you can define later questions that require explanation. (“Were you at the meeting last week?” As opposed to “Tell me what happened at the meeting last week.”) The more “Yes” questions you ask the more “in the mood” you make the person feel.

You are either asking questions of - or obtaining a statement from - a complainant, a witness, or the person against whom a complaint was filed. You are also either talking to a CAP Officer, a non-CAP adult (such as a parent) or to a CAP Cadet. And how you deal with them is really a matter of maturity. A brand new Cadet Airman Basic is going to be scared to death of you. Having someone else there that they trust is imperative. They can sign a read-in document and be allowed to stay. General conversation helps. Let the cadet become comfortable and then worry about questions. They will relax and you will get what you need. It will take a little time, but it’s worth it.

The CAP Complaint Investigating Officer (IO) Guide states:

“Interviewing cadets presents several unique challenges for the IO. The following guidelines should be followed when there is a need to interview cadets:

- Cadets should always be given the option to have a parent or guardian present for the interview. If the cadet requests a parent or guardian present for the interview, the interview may have to be rescheduled to accommodate their request.
  - If a parent or guardian is present at the cadet interview, the IO should:
    - Brief the parent or guardian that they are to remain quiet during the interview.
    - The parent or guardian should be seated in the interview room out of the line of vision of the cadet. Seating the parent or guardian behind the cadet is the optimal location.

When interviewing a cadet, it is advisable to have a third party (same sex as witness) in the interview. This may be another appointed IO who can take notes while the interview is conducted.”

Note that it does not *require* that a parent be in the room; it states you should give the cadet the option. If the cadet is not the Subject of the complaint, reassuring them that they are not in trouble will go a long way in helping them relax. Reassuring them that being a good witness and telling the truth can help, but it can also put them off. Be careful how you use that line.

A more senior cadet or an officer will be similar in nature. They understand responsibility and generally will be cooperative and compliant. If not, end the interview and pursue other routes. However, many of the same rules apply. Take a few minutes and let people open up. You will get a great deal more information easier if you allow those few minutes.

So whether or not you are talking with a cadet, an officer, or a non-CAP member witness, getting them to relax, helping them understand the truth matters and staying away from confrontational conversations known as interrogations will get you what you need quickly and easily. Treat people with respect; they will respond in kind.

Now - on to how to deal with parents. Let’s look at this from how it really is. You have parents who are members, you have parents who are not members, you have parents who were members, etc. In this mishmash you have those who understand and will “follow orders”, you have those who think they know FAR more than you and will be obstructionist, and then you have the “helicopter” parent.

Those who follow orders will be easy to deal with. They will allow you to follow the process. Those who think they know more than you will be exposed very quickly and fall into the category that deals with them in another way. If they are members, well, that other way may mean that CAP loses a member. For non-CAP members, there really isn’t much you can do but generally it also means the complaint will end at about that point.

Helicopter parents are the hardest to deal with. Even if they are not part of the complaint and their cadet is only a witness, they will want a Supreme Court Justice and five other advising attorneys present while you question their child. The answer is no. One parent can attend - and follow the rules listed above - out of sight and quiet during the interview. They can be there, but they cannot interfere. If they do, end the interview and move on. Help is available for that.

You will have complaints from parents. They need to understand the difference between a regulation violation and “Johnny was not promoted because of abuse of authority” or “Johnny should have been the Encampment Commander” or “Johnny was given a two-day notice for his Spaatz exam and now he’s out of time its CAP’s fault”. If there really was abuse of authority or retribution, the Complaint Analysis will reflect that. If not, it’s a command issue; direct the parents there. Hope that helps!

## ***Upcoming Training – IG Senior Courses***

### **April 2016**

SWR IG Senior Course at San Antonio, TX 14-15 April 2016 - contact Lt Col George Schank at [swrinspector@gmail.com](mailto:swrinspector@gmail.com)

SER IG Senior Course at Dobbins ARB (north of Atlanta) 23-24 April 2016 - contact Larry Julian at [larry.julian@gawg.cap.gov](mailto:larry.julian@gawg.cap.gov)

### **May 2016**

PCR IG Senior Course at Camp Pendleton, CA 14-15 May 2016 – contact Maj Todd Strom [Todd.Strom@cawg.cap.gov](mailto:Todd.Strom@cawg.cap.gov)

PCR IG Senior Course at NVWG Green Flag Facility, North Las Vegas, NV 17-18 May 2016 – contact Lt Col Preston Perrenot at [pbperrenot@centurylink.net](mailto:pbperrenot@centurylink.net)

### **August 2016**

NHQ IG Senior Course at the CAP National Conference, Nashville, TN 11-12 August 2016 - contact Larry Julian at [larry.julian@gawg.cap.gov](mailto:larry.julian@gawg.cap.gov)

### **What to do if you want to host an IGSC:**

1. **Measure Interest:** 12-20 students
2. **Plan When:** Adjacent to, but not during Wing and Region Conferences
3. **Plan Where:** Wi-Fi, Power for Computers, Projector, Desks or Tables
4. **Contact** the IGT ([eaacraig@gmail.com](mailto:eaacraig@gmail.com)) to get an instructor and schedule the class
5. **Write** a “Promotion Piece” for the class
6. **Recruit** students (20 max)



# Upcoming Training – IG College

June 2016

NHQ Inspector General College (IGC) at Peachtree City, GA 13-17 June 2016 – contact Lt Col Craig Gallagher, CAP/IGT at [eaacraig@gmail.com](mailto:eaacraig@gmail.com)

2016 Inspector General College, Peachtree City, Georgia



## What is the Inspector General College?

The Civil Air Patrol Inspector General College (IGC) is a Senior Member Professional Development Level IV training program equivalent to a Region Staff College. It is an intensive week-long course offering formal classroom instruction including practicum and seminar opportunities grounded in scenario-based training methods. It is the required training course for those who wish to serve as a wing IG or higher.

## What will I learn from IGC?

The Inspector General College curriculum includes study in a wide array of subjects, including:

- Executive leadership
- Complaint resolution
- Problem solving
- Group dynamics
- Interpersonal communications
- Process improvement method
- Management of the CI and SUI programs
- CAP mission accomplishment



The IGC is taught by highly-qualified instructors from the US Air Force and Civil Air Patrol. These instructors are selected based on their proven leadership skills and expertise in their chosen field.

## How will attending IGC help me?

The Inspector General College will provide you with leadership and management tools to help you better execute your executive-level responsibilities – in CAP and in your own career.

Leading volunteers is an especially unique challenge, requiring CAP leaders to balance their careers and family needs with the needs of their units and CAP's missions. The IGC can help **you** enhance your leadership abilities.

In addition, the IGC fulfills the requirement for the Region Staff College, Level IV, IAW CAPR 50-17, para 6-6. It is the final academic requirement for the IG specialty track Master rating.

13 June – 17 June 2016 (travel days 11-12 June and 18 June)

## Is IGC affordable?

With tuition of only \$75 for 5 days, the Inspector General College is an incredible investment in your career development. Commercial programs equivalent to IGC can cost thousands of dollars! All course materials, social activities, and some meals are included in the tuition. Corporate funding has been secured to pay on-site housing for five nights at the Dolce Atlanta – Peachtree (now the Crowne Plaza PTC) resort. You are also responsible for your own transportation costs and meal costs.

## What should I wear and bring?

Wear the Air Force style uniform OR the CAP Corporate uniform (white epaulet shirt/gray slacks or skirt) in accordance with CAPM 39-1 with applicable weight standards. Bring a laptop (mandatory!)

## Am I eligible to attend?

Attendance Priority:

- New Wing or Region Inspectors General
- Wing and Region Commanders
- Assistant Wing or Region IGs
- Other interested members

## How do I apply?

Applying for IGC is simple. Submit a CAPF 17 along with your check for \$75 to:

CAP IG College  
105 South Hansell Street  
Maxwell AFB, AL 36112  
ATTN: Ms. Missie Derocher-Harris, IGC

For transportation, logistic and billeting questions, contact Ms. Missie Derocher-Harris, NHQ/IGC: at [mderocher-harris@capnhq.gov](mailto:mderocher-harris@capnhq.gov) or 1-877-227-9142, ext. 223

For course content questions, contact Lt. Col Craig Gallagher, CAP/IGT at [eaacraig@gmail.com](mailto:eaacraig@gmail.com) or 1-949-285-7858



## *Upcoming Compliance Inspections*

WING	CI DATES	CYCLE/INSP#
VA	30 Apr-1 May 16	4-42
NV	21-22 May 16	4-43
MT	25-26 Jun 16	4-44

## *IG Audience/LMS-IG Points of Contact*

SEND **ARTICLE SUBMISSIONS** FOR THE IG AUDIENCE DIRECTLY TO LT COL LES MANSER at [lesmanser@gmail.com](mailto:lesmanser@gmail.com).

With your article, please submit 3-5 good, multiple-choice questions and a wrong-answer feedback explanation for each question.



**FINAL EDITOR FOR THE IG AUDIENCE IS LT COL DON BARBALACE** at [sdig.cap@gmail.com](mailto:sdig.cap@gmail.com) (do not send articles to him)

**LEARNING MANAGEMENT SYSTEMS FOR THE IG COURSE DIRECTOR IS LT COL DON BARBALACE** at [sdig.cap@gmail.com](mailto:sdig.cap@gmail.com)