



CIVIL AIR PATROL INSPECTOR GENERAL

IG AUDIENCE

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PLEASE FORWARD THIS TO ALL UNITS IN YOUR WING!

From Col Jay Burrell, CAP/IG:



Fellow IGs,

I know it has been several months since the passing of Col. Ed Burns. Ed was totally dedicated to the IG Program and his contributions and work in Training have been exemplary. He will be missed. I have appointed a new IGT. Col. Gary Mayo. Gary has experience in all aspects of the IG Corp. He has taught and trained our people during the Senior IG Course and has extensive experience in Complaints and Inspections. I am confident he will be able to work together with both the IG Staff and the IGs out in the field.

Spring is coming with summer fast approaching. Please take time to educate your commanders and more importantly your project officers on the IG Program and the Do's and Don'ts regarding Cadets and Senior Member interaction with them. There is a progressive discipline program in the Cadet Regulations. These need to be viewed and implemented should something require intervention. While this is a Cadet Programs initiative, we want to make sure it doesn't turn into Complaints being filed.

Again, thank you all for your dedication to the IG program. I wish all of you and your families a wonderful Spring.

Welcome Our New CAP/IGT



Introducing Col Gary J. Mayo, our new Deputy Inspector General, Training, Education and Staff Development (CAP/IGT).

Many of you may recognize Col Mayo as he has been active in the Inspector General community for approximately 9 years. Gary's IG duty assignments have included Michigan Wing IG (Sept 2014 – Jan 2018), and Great Lakes Region IG (Jan 2018 – Jan 2022). He has been an instructor for the IG Senior Course and a coach and mentor for several Wing IGs. Additionally, Gary is serving as both a National Complaint Resolution Officer (NCRO), and National Compliance Inspection Officer (NCIO) as Team Chief. Col

Mayo holds a Master Rating in the IG Specialty Track in both inspections and complaint resolution.

Col Mayo's CAP career spans 50 years having initially joined CAP as a Cadet in 1969. His experience has included a variety of duty assignments in the New York, Texas, Massachusetts, Tennessee, and Michigan Wings, and the Great Lakes Region, including command positions at Squadron, Group, and Wing level. He also fulfilled the requirements of the Executive Level of the senior officer professional development program receiving its highest achievement, the Gill Robb Wilson Award #2685 in October 2009.

Please join us in welcoming Col Mayo to the National Headquarters CAP/IG Team.



The Commanders' Corner
Items of Command Interest



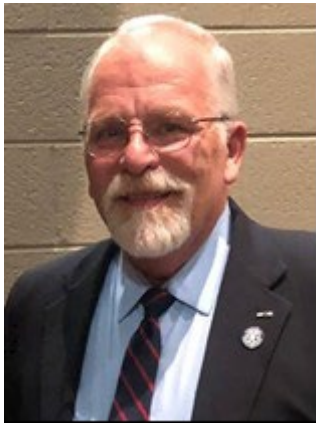
Inspection Augmentees and Team Chiefs

By Col Linette Lahan, NCR/IG/NCRO/ANCIO

Inspection Augmentees (IAs) and Team Chiefs are not always assigned as Inspectors General (IG) or Assistant Inspectors General (IGA). Civil Air Patrol is required to use the system of record in the eServices IG module as they prepare for each unit inspection. The inability of IAs to access inspection documentation is a deterrent to recruiting qualified personnel.

Currently, either the IG or IGA must download all the documentation that the unit uploads. The IG saves it to a place outside of the system of record for the IAs to access. The inspection is conducted and then everything is uploaded back to the system of record.

How can you as a wing commander help your SUI Team Chiefs, and IAs? As the wing commander, chief of staff, or vice commander, you may add and remove additional permissions via the Web Security Admin module. You can give your IG the ability to add and remove permissions for the non-IG Team Chief and IAs to access the documentation module for the unit they are inspecting. To give your IG the ability to add/remove team members access you would utilize the Web Security Admin module: (1) enter their CAPID, (2) identify the wing and not enter an expiration date (3) then "check" the Web Security Admin Add and Web Security Admin Remove lines. This will enable the IG to add or remove team members' access for inspections. This will allow all documentation submitted for an SUI to be maintained in the official system of record for the 10-day period prior to the on-site inspection and while the report is written.



The IG and the Budget

By Col Ray Harris, MAR/IG/NCRO/ANCIO

CAPR 20-3, para 9.11. “Wing Commanders shall establish a SUI travel budget as part of the Wing’s Annual Training Plan.” In addition, attachment 2 of CAPR 20-1 states that the IG will supply budgeting input to Wing Operations for air/ground missions supporting scheduled SUIs and the budget is to be part of our Annual IG Program Overview.

So, what part should the wing IG play in establishing this budget? First we need to understand that the Inspection Program is mandated by the [Cooperative Agreement between Civil Air Patrol and United States Air Force](#), and that the Air Force has established it’s priority as an Air Force Assigned Mission (AFAM) (A51 for SUIs). When operating on an AFAM we are covered by the Federal Torts Claims Act (FTCA) and Federal Employees Compensation Act (FECA) just as if we were flying a REDCAP A-1 mission.

The Subordinate Unit Inspection (SUI) funding is managed from a separate budget different than other missions. Funding for SUI missions is managed by the CAP National Inspector General with support from the NHQ Director of Operations and the National Operations Center. To determine future funding, we need to work with our commanders. This is accomplished by identifying the number of SUIs by month, for the next fiscal year and funding for each.

Remember, you are forecasting your budget as part of the Wing Training Plan for the upcoming fiscal year and will need to deconflict your SUIs with other Wing major events, holidays, and such. Also remember that the SUIs must be conducted in the regulation timeframe even if you have not budgeted for them.

Budget Target Range: \$300 to \$500
Total Cost Submitted: \$550

Month	№ of SUIs	Budget
Oct	0	\$ 0.00
Nov	1	\$ 50.00
Dec	0	\$ 0.00
Jan	1	\$ 50.00
Feb	0	\$ 0.00
Mar	2	\$ 75.00
Apr	2	\$ 100.00
May	0	\$ 0.00
Jun	2	\$ 100.00
Jul	2	\$ 75.00
Aug	1	\$ 50.00
Sep	1	\$ 50.00
Total	12	\$550.00

It is a simple process and just means filling in a spreadsheet and providing it to your commander. Below is an actual SUI Training Plan/Budget submitted by a Wing for FY2023. As you can see all SUIs were forecasted but not all required funding. This wing covers over 42,000 square miles so to do a SUI may require flying or travel by corporate vehicle. Also remember that SUIs carry an “A” mission symbol so all rules apply, and information must be entered into WMIRS.





Complacency vs. Compliance in the CAP Inspection Process

By Col Gary J. Mayo, CAP, CAP/IGT

It doesn't matter if you are a Wing Commander, Squadron Commander, section director, or local unit staff member, your mindset and approach in preparing for an inspection will impact the outcome.

The processes and protocols for wing compliance inspections and sub-unit inspections are basically the same. Every inspection is based on items which the National Headquarters OPR's have determined via CAP regulations to be critical for mission success. Elements to be inspected and the related questions are developed by the OPR to verify compliance. These questions, contained within each tab or section's worksheet used by the inspection team, can be found under the column marked "*Topic/Detailed Question*". More importantly, next to each question are two essential components of the inspection process: 1) "*How to verify compliance*", which explains what the inspector will be checking and, 2) "*Discrepancy Write up*", which includes a reference to the exact regulation paragraph related to the compliance item being reviewed. So basically, you are provided with the inspection questions, how the item will be reviewed, and a roadmap to the specifics of the governing regulation. So, why does any of this matter and what does it have to do with mindset and approach?

As an Inspection Team Chief, I occasionally come across staff members who have a "general" working knowledge of their functional responsibilities, usually acquired through on-the-job training under someone else. *However*, they have never taken the time to read and clearly understand the specifics of the governing regulation(s). They are comfortable that they know how to do the job but may not be aware that essential compliance elements specified by the OPR are not being met. This lack of awareness may not seem significant in the day-to-day, but it can impact mission effectiveness and compliance inspection outcomes. For example, not understanding the requirements for ES mission record keeping and therefore not properly tracking what is being done in the field can lead to discrepancies being identified during an inspection.

"*Compliance*" is defined as conformity in fulfilling official requirements, whereas "*complacency*" is characterized by a lack of concern. It may not be intentional or malicious, but it can be problematic. Can you think of a time when you may have unintentionally exhibited a lack of concern because you "*thought*" you knew all the requirements of your duty assignment as well as the applicable regulations? Do you know people who currently exhibit this behavior, and do you understand the potential unintended consequences of their lack of complete knowledge?

Duty assignment specialty track guides and other training materials are excellent tools for understanding your role and responsibilities. Of course, you should also read any regulations which are applicable to your duty assignment. Most importantly, when reviewing the regulations, pay particular attention to any attachments referencing "*Compliance Elements*", but don't stop there. Make a note of the regulation and paragraph cited under the "*Discrepancy Write up*" column and re-read that section to ensure you are clear on what the OPR has determined to be important enough to be inspected in a SUI or CI. Taking this proactive approach will help you to be prepared for an inspection and hopefully avoid any discrepancies.

Recognizing complacency and understanding how it can impact compliance regarding CAP inspections is essential for your success. Hopefully the perspective provided here keeps you and your teams moving in the right direction.



CAP IG Course Credit for Military IG Courses Completed

By Col Gary J. Mayo, CAP, CAP/IGT

Since stepping into the role of Deputy IG for Education and Training a few weeks ago, I have received several inquiries from within our IG community regarding training credit for military courses. Specifically, CAP members are asking for credit in the CAP IG training program for Inspector General courses completed while serving in the military. The intent of this article is to share our perspective on IG training credit.

Many CAP professional development programs provide credit for training courses completed while serving in the military. Most involve prior leadership development and officer training where skills and experience gained are easily transferable from active duty to CAP volunteer service. This precedent in other functional areas would logically lead one to expect that Inspector General courses completed during military service would be granted credit in the CAP Inspector General Program, right? Well... not exactly.

Members who currently have or recently have had a duty assignment within the CAP Inspector General program are aware of the evolution that IG training has undergone over the last several years, not only in progression and advancement through the levels, but also in course content development and delivery.

The challenge in granting credit is that while Inspectors General in the military and CAP share a common name and overall responsibility (e.g. inspections and investigations), the commonality stops there. The protocols, processes, and procedures used in the CAP IG program are unique to CAP. For example, our approach to complaint resolution does not exactly mirror the Air Force, and our inspection process is not a direct overlap. While training in interview techniques may be interchangeable, use of inspection forms, worksheets, and report development are quite different.

Our concern is by giving someone credit for military IG training, we are in essence approving them to perform in a CAP IG capacity. They would not have adequate knowledge of our processes and procedures; or why we do things the way we do them in a volunteer organization. While some elements of a USAF IG role may easily transfer across, we have to ensure our IGs and support staff are trained to our standards and have a thorough understanding of CAP processes and procedures; or for example, they have a strong familiarity with CAP IG protocols through experience gained while in a CAP-USAF duty assignment.

To show how things could potentially go wrong without proper CAP IG training, consider a scenario where someone trained in criminal law and investigations is selected to handle an IG investigation. Their mindset as a criminal prosecutor would likely be inconsistent with the CAP IG/IO's methodology for conducting investigations. We are trained to follow specific processes and protocols and are required to meet specific standards. The lack of CAP IG/IO training could result in flawed conclusions exposing the organization to potential litigation and other unintended consequences.

So today, there is no provision for granting credit for military IG training of any kind. Going forward, however, we intend to review the USAF and possibly other military branch IG courses to understand the content and potential for granting CAP IG training credit. Once we understand military IG course content and can establish applicability to CAP IG roles and duty assignments, we can determine the best way to potentially grant credit AND ensure appropriate training to the CAP IG standard.



This section of the newsletter addresses questions submitted by our readers through the surveys at the end of the quizzes. If one person has a question, there must be others wondering why things occur the way they do. Questions posed by readers also provide the staff with a ‘new look’ about procedures/processes, etcetera.

1. Q: How can I print off the IG Audience?

A: Several comments from this last IG Audience have surfaced regarding – it would be helpful to have a hard copy of the Audience. If you go to the IG page on the website and you can download it there

2. Q: Can members (specifically commanders) to still move forward in their IG professional development without being assigned as an IG?

A: Members can take IG courses and get those taken care of but in order to progress in the IG Specialty track, a member must be assigned as an IG or IGA. A member needs experience in the position, just like in any position be it CAP or in the civilian world. There is no substitute for actually being in the hot seat.

3. Q: Does an existing Master Rated, IGC alumni qualify to be evaluated as a NCRO or NCIO or will he/she have to re-take all the new on-line courses?

A: The member will need to contact the Col Gary Mayo/IGT and ask him to review their records to see how long ago it has been since they have taken IGC and other IG courses. The IG Corps is proud to say it continues to update its courses to meet the needs of the members and community. With these updates come new and improved changes to our methods and procedures.



Upcoming Wing/Region-Level Compliance Inspections

WING	CI DATES	CYCLE/INSP #
MI	20 – 21 April 24	6-48
NY	18 – 19 May 24	6-49
PA	15 – 16 June 24	6-50
ID	29 – 30 July 24	6-51

LMS/AXIS - IG Point of Contact

LEARNING MANAGEMENT SYSTEM and AXIS COORDINATOR

FOR IG COURSES: Col Gary Mayo at igt@capnhq.gov

Contact us if you notice any discrepancies/issues with the IG course materials in LMS or AXIS. We are in the process of moving all IG courses from LMS to AXIS.

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