

E-3 INSPECTOR GENERAL

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	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.	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) 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 recurrence to the discrepancy in the DTS.
CI	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.	Divest any other duty assignments. Attach a plan of action, approved by Wing/CC, to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	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	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	All) Attach a plan of action, approved by Wing/CC, to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).

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 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?

- 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

- 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?

CI	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.	Ensure each unit has been inspected. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	07	Are Sub-Unit compliance inspections completed IAW CAP regulations? a) Were Sub-Unit compliance inspection inspections conducted with at least two qualified inspectors? b) Did each unit receiving an overall grade of Ineffective receive another Sub-Unit compliance inspection within 180 days of the original inspection? c) Are the last two Sub-Unit compliance inspections for each unit loaded in eServices?	a) Provide listing of qualified Sub-Unit compliance inspection team inspectors from eServices Member reports for IG Course Completion. b) Review Sub-Unit compliance inspections and any re-accomplished Sub-Unit compliance inspections. c) Review eServices Commanders Dashboard/Inspector General for wing. Verify each unit has the two most recent Sub-Unit compliance inspections loaded.	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. b) (Discrepancy): [xx] (E3 Question 7) Subordinate unit graded Ineffective did not receive a re-inspection IAW CAPR 20-3 para 9.13. c) (Discrepancy): [xx] (E3 Question 7) All Sub-Unit compliance inspections were not loaded in eServices IAW CAPR 20-3 para 9.8.	a) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). b) Another Sub-Unit compliance inspection must be accomplished. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS. c) Load last two Sub-Unit compliance inspections into eServices. Attach a screen shot of uploaded Sub-Unit compliance inspections to the

discrepancy in the DTS.
Attach a plan of action,
approved by Wing/CC, to
prevent reoccurrence to the
discrepancy in the DTS.

CI	09	Are Sub-Unit compliance inspection discrepancies closed within 5 months as required?	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.	(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.	Ensure each unit has closed all DTS items. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	10	Were IGAs and IOs billeted correctly?	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.	(Discrepancy): [xx] (E3 Question 10) Wing IG is not billeted IAW CAPR 20-1 para 7.7.2.	Divest duty assignments causing the discrepancy. Attach a screen shot of the Duty Assignments for each billeted member. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
