

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 reoccurrence to the discrepancy in the DTS.
CI	03	Is the Wing IG single 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 reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
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:	Ensure each unit has been inspected. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

List each subordinate unit affected.

CI	07	<p>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 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>a) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>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.</p> <p>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.</p>
CI	09	<p>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>Ensure each unit has closed all DTS items. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.</p>
CI	10	<p>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, or chief of staff at any level.</p>	<p>(Discrepancy): [xx] (E3 Question 10) Wing IGAs and IO are not billeted correctly IAW CAPR 20-1 para 7.7.2.</p>	<p>Divest duty assignments causing the discrepancy. Attach a screen shot of the Duty Assignments for each billeted member. Attach a</p>

plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).