

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 IAW CAPR 20-1? 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	02	Has/Have the Wing IGA(s) completed required training IAW CAPR 20-1? a) If not previously accomplished was the IGSC completed within 6 months of being appointed? b) Annual Refresher Training	a) Provide copy of screen shot from e-Services showing IGSC Completion. b) Provide copy of screen shot from e-Services showing completion of annual refresher	a) (Discrepancy): [xx] (E3 Question 2) Wing IGA(s) has not completed IGSC before 6 months after being appointed as a Wing IGA(s) IAW CAPR 20-1, para 8.4. b) (Discrepancy): [xx] (E3 Question 2) Wing IGA (s) have not completed annual refresher	a) Wing IGA(s) will complete the IGSC and attach a screen shot of IG Course completion in the Discrepancy Tracking System (DTS). b) Wing IGA(s) will complete annual refresher training. Attach a screen shot showing

			training.	training IAW CAPR 20-1, para 8.1.4.	annual refresher training completion to the discrepancy in the DTS.
CI	03	Is the Wing IG billeted IAW CAPR 20-1?	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	04	Are SoR case files maintained IAW this regulation? SoR CASE FILE: Sample Check for inclusion and quality (based on sampling) for the following documents in SoR 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? (Y/N) c) Does each case contain a CAPF 20 (unless anonymous)? (Y/N) d) Was the complaint acknowledgement sent or noted in case notes in SoR. (Y/N) e) Was a complaint clarification interview conducted? (Y/N)	A sample of SoR cases will be reviewed and compared against the Complaint Resolution Quality Control Checklist (CRQCC)	All) (Discrepancy): [xx] (E3 Question 4) Wing SoR case files are not maintained IAW (specific paragraphs below) a) CAPR 20-2, para 5 b) CAPR 20-2, para 11.1 c) CAPR 20-2, para 11.2.2 d) CAPR 20-2, para 12.1 e) CAPR 20-2, para 12.2 f) CAPR 20-2, para 12.3.	All) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

f) Does the file contain a written complaint analysis? (Y/N)

g) CAPR 20-2, para 12.3.2

g) Is there documentation confirming destruction of any copies of the CA provided to Commander/AA? (Y/N)

h) CAPR 20-2, para 12.3.3

h) If the case was closed at the complaint analysis stage, is there a case closure letter? (Y/N)

i) CAPR 20-1, para 12.5

i) If an investigation, was the IO qualified? (Y/N)

j) CAPR 20-2, para 12.5

j) If an investigation, was there a proper Appointment Letter? (Y/N)

k) CAPR 20-2, para 12.7

k) Is there documentation showing no conflict of interest? (Y/N)

l) CAPR 20-2, para 12.10.1

l) If an investigation, was there a report of investigation? (Y/N)

m) CAPR 20-2, para 12.10.2

m) If an investigation, was there a signed statement by the Legal Officer? (Y/N)

n) CAPR 20-2, para 12.10.7

n) Once the ROI has been submitted has the commander documented communication with complainant until case closed? (Y/N)

o) CAPR 20-2, para 12.11.2.1

o) Did the file contain a closure

p) CAPR 20-2, para 12.11.2.3.2

letter from the commander/AA?
(Y/N)

p) Is there documentation
confirming destruction of any
copies provided to the
commander/AA? (Y/N)

CI	05	Are SUIs conducted within the maximum 27 months as required?	Review uploaded SUIs to ensure SUIs are accomplished within the maximum 27 months as required	(Discrepancy): [xx] (E3 Question 5) Wing failed to ensure SUIs were conducted within the maximum 27 months as required IAW CAPR 20-3 para 9.2. 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	06	If required, IAW CAP regulations, did the Wing IG recommend suspension of subordinate unit activities for any subordinate unit exceeding 27 months unless a waiver had been obtained?	For any subordinate unit exceeding 27 months, provide a copy of waiver.	(Discrepancy): [xx] (E3 Question 6) Subordinate unit exceeding 27 months did not obtain a waiver IAW CAPR 20-3 para 9.11.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	07	Are SUIs completed IAW CAP regulations?			
		a) Were SUI inspections conducted with at least two qualified inspectors?	a) Provide listing of qualified SUI team inspectors from eServices Member reports for IG Course Completion.	a) (Discrepancy): [xx] (E3 Question 7) SUI inspections were not conducted with at least two qualified inspectors IAW CAPR 20-3 para 9.4.1.	a) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
		b) Was there any unit graded Ineffective which did not receive a re-inspection?	b) Review SUIs and any re-accomplished SUIs.	b) (Discrepancy): [xx] (E3 Question 7) Subordinate unit graded Ineffective did not receive a re-inspection IAW CAPR 20-3 para 9.13.	b) Another SUI must be accomplished. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
		c) Are the last two SUIs for each unit loaded in eServices?	c) Review eServices Commanders Dashboard/Inspector General for	c) (Discrepancy): [xx] (E3 Question 7) All SUIs were not loaded in eServices IAW CAPR	c) Load last two SUIs into eServices. Attach a screen

wing. Verify each unit has the two most recent SUIs loaded.

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shot of uploaded SUIs 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	08	Were all applicable SUI sections inspected IAW CAP regulations?	Review sampling of SUIs taken from eServices. Review SUI reports and commander's dash board for IG information.	(Discrepancy): [xx] (E3 Question 8) All applicable TAB areas were not inspected during SUI IAW CAPR 20-3 para 9.8	Another SUI must be accomplished. Attach a copy of the completed SUI report to the discrepancy in the Discrepancy Tracking System (DTS).
CI	09	Are SUI discrepancies closed within 6 months as required?	Review DTS files for SUIs that took more than 6 months to close all discrepancies.	(Discrepancy): [xx] (E3 Question 9) Wing failed to ensure DTS items were closed within 6 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.
