



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 123-3

10 JUNE 2014

Inspection

CIVIL AIR PATROL COMPLIANCE INSPECTION PROGRAM

This regulation provides an explanation of the procedures used in the conduct of CAP unit inspections, staff assistance visits (SAVs) and subordinate unit inspections (SUIs). It establishes procedures and provides guidance regarding the responsibility of unit commanders in processing and replying to inspection and SAV reports.

SUMMARY OF CHANGES.

This revision updates the compliance inspection, staff assistance visit and subordinate unit inspection procedures to reflect recent changes in CAP programs. **Note: This regulation is revised in its entirety.**

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1. General. Inspections are a responsibility of command. CAP commanders must continuously evaluate organizational readiness, efficiency and effectiveness. The inspection system provides the commander with a credible, independent process to measure compliance and capability of assigned resources. The Statement of Work for the Civil Air Patrol mandates the inspection of CAP units.

a. Items subject to review include, but are not limited to the following:

(1) Implementation of policies, procedures, and regulations established by the Board of Governors, the Air Force, the National Commander and National Headquarters.

(2) Management of personnel, corporate resources and CAP programs.

(3) Compliance with CAP directives to include acquisition, control, use and disposition of Department of Defense (DoD) excess property.

(4) Financial management and controls, accounting, and general fiscal responsibility.

b. The following inspections are not covered under this regulation:

(1) Safety surveys conducted in accordance with CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

(2) Survey audits conducted in accordance with CAPR 174-1, *Property Management and Accountability*.

c. Waivers. With the exception of unit/wing suspensions, waivers to this regulation require joint approval from both CAP/IG and CAP-USAF IG. Waiver authority for unit/wing suspensions is the CAP/CC and CAP-USAF/CC (details found in para 10b(1) and 12b).

Routing for waiver requests shall include the following: CAP wing/IG/CC, CAP region/IG/CC, CAP/IG, CAP-USAF/IG. Waiver requests will be accomplished and approved/disapproved via e-mail.

2. Responsibilities.

a. Commanders. The inspection program is the commander's program. Commanders at each level, with the support of their Inspectors General (IG), are responsible for the success of this program.

b. Members. CAP members involved in CAP programs are responsible for understanding and complying with CAP directives and ensuring all programs are performed in a safe manner. Safety, security and accountability are everyone's direct responsibility.

c. Inspectors General and inspection team members. During IG inspections it is the responsibility of IGs at all levels, as well as members of IG inspection teams, to take immediate action (up to and including stopping operations) to prevent personal injury, damage to equipment or the release of sensitive information should a potential/actual safety issue or security violation be observed. The inspector will promptly notify the respective commander of actions taken.

d. The Civil Air Patrol Inspector General (CAP/IG) and the Civil Air Patrol-USAF Inspector General (CAP-USAF/IG) will jointly publish inspection checklists and update the CAP CI and SUI Knowledgebases for use in inspecting units at the wing level and below. These will be revised as required and will be published online.

3. Definitions. See CAPR 123-1, *Civil Air Patrol Inspector General Program*, Attachment 1.

4. Inspection Frequency and Scheduling.

a. CAP/IG and CAP-USAF/IG will conduct joint compliance inspections (CI) of each CAP wing approximately every 48 months. Civil Air Patrol-USAF liaison regions (CAP-USAF/LR) are requested to conduct a staff assistance visit (SAV) on each CAP wing in their respective region every 48 months. Ideally, the CAP-USAF/LR will conduct this SAV 24 months prior to the next scheduled joint compliance inspection.

b. CAP/IG and CAP-USAF/IG will jointly publish an updated schedule of inspections no later than 1 June and 1 December of each year. The schedule should project plans as far into the future as practicable. At least the first 12 months of the schedule will reflect specific inspection dates with the remainder showing at least the month and year of the proposed inspection. Wing commanders are responsible for advising the CAP/IG of problems or conflicts with the proposed inspection schedule far enough in advance to allow for travel and other planning, but not later than 4 months prior to the scheduled inspection.

c. CAP-USAF/LRs should publish an updated SAV schedule for their respective wings no later than 1 January of each year.

d. Additional or follow-up inspections or SAVs may be scheduled as necessary.

e. SUIs will be scheduled in accordance with paragraph 12 of this regulation.

f. Any CAP wing receiving an overall marginal grade during an inspection should receive a SAV by the LR within 180 days of receiving the inspection report. If the grade was safety related, the LR should conduct the SAV within 30 to 60 days of receiving the inspection out-brief, with follow-up as necessary.

g. Any CAP wing receiving an overall unsatisfactory grade during an inspection will receive another joint inspection by the CAP/IG and CAP-USAF/IG within approximately 180 days of receiving the inspection report.

h. CAP wing commanders may request additional inspections through coordination with the CAP/IG. The CAP/IG will, in turn, coordinate the request with the appropriate CAP-USAF office(s).

i. All CAP units, programs and resources are subject to short notice inspections at the discretion of the Board of Governors, CAP/CC or CAP-USAF/CC.

5. Notification of Inspection. CAP units to be inspected will be notified in writing by the inspecting agency in advance, except for a short notice inspection. The notice will include:

a. The estimated dates and duration of the inspection.

b. The purpose and scope of the inspection.

c. Additional information that will enable the commander to prepare for and expedite the inspection.

d. Any special requirements or requests.

6. Staff Assistance Visit (SAV).

a. SAVs may be conducted by CAP-USAF, CAP National Headquarters, CAP regions, wings or groups for their subordinate units. One of the purposes of a SAV is to assist the inspected unit to prepare for an up-coming CI or SUI by providing an ungraded inspection report similar to either a CI or SUI.

b. SAVs will focus attention on items contained primarily in the published CI checklist or SUI checklist but may include, as necessary and determined pertinent to CAP mission accomplishment by the headquarters staff: CAP Corporate policy and guidance; Air Force, Air Education and Training Command, Air University, CAP and CAP-USAF directives and instructions. The requirements found in directives published after the issuance of a CI checklist or SUI checklist take precedent over the content of the CI Checklist or SUI checklist.

c. All wing directors should be available or present as required for wing SAVs. Should a director be unavailable, someone knowledgeable in his/her functional area must represent the absent director for the phone interview or on-site interviews if required by the inspection team. Any pertinent wing files and/or documentation must also be available for inspection, as well as all Eyes-on, Hands-on items (EOHO—see attachment 1 CAPR 123-1 for a definition) requested by the inspection team.

d. In the interest of continuous improvement through assistance, special effort should be made during a SAV, time and resources permitting, to train functional experts, on the spot, to a level of expertise where a discrepancy may be corrected and reported as an Area of Concern instead of a Discrepancy.

e. SAVs conducted by CAP-USAF will be conducted in accordance with CAP-USAF Instruction 90-201, *CAP-USAF Inspector General Activities*.

f. SAVs will be conducted in accordance with the instructions in this regulation for CIs when conducted at region and wing HQ, and the instructions for SUIs will be used for inspections conducted below wing level.

(1) The SAV team chief will provide all details pertinent to the visit in an advance notification, except for short notice inspections. A formal in-brief is desired, but is not required.

(2) CAP commanders of the unit(s) receiving the SAV will provide unit details, data, and other “deliverables,” to the assessing unit’s point of contact (POC) prior to the scheduled start of the SAV in accordance with the instructions provided by the inspecting team’s POC.

(3) At the conclusion of a SAV, the team chief will provide an out-briefing including observations, discrepancies, repeat discrepancies, Fraud, Waste and Abuse (FWA) items, major emphasis items, commendable items and benchmark candidates. Safety related discrepancies will be addressed within 60 days of finding the discrepancy; the CAP-USAF liaison region commander (CC) is the closure authority. Grades will not be assigned.

7. Compliance Inspection (CI).

a. Prior to the inspection.

(1) The wing to be inspected will be provided details pertinent to the visit in a 90-day notification, except for short notice inspections.

(2) The most recent visit (within 90 days of the scheduled CI) completed by a National Headquarters (NHQ) wing financial analyst (WFA) will be the basis for the Finance tab contained in the Compliance Inspection report. A checklist supplied by the CAP Chief Financial Officer (NHQ/FM) and approved by the CAP Chief Operating Officer (NHQ/CO) will be used during the financial review. The NHQ/FM will forward a report of that review to the National Headquarters IG Coordinator (NHQ/IGC) 2 weeks prior to the onsite inspection.

(3) CAP wing commanders and directors will confirm the scheduled on-site CI interviews are accurate and provide contact information no later than 65 days prior to the inspection.

(4) An eServices report used to help evaluate the wing will be run approximately 50 days prior to the CI by CAP/IGC. The eServices report will be located in the data storage location specified in the 90-day notification letter.

b. During the inspection.

(1) No later than 45 days prior to the inspection the CAP wing commanders and wing directors will provide CI checklist, unit details, data and other “deliverables,” as specified in the checklist instructions using the eServices “CI documentation” storage location. The CI begins with the wing’s submission of required data.

(2) The survey audit conducted in conjunction with the CI by a CAP-USAF liaison region director of logistics (LG) will be the basis for the Communications, Supply and Transportation tabs in the Compliance Inspection report. The approved inspection checklist will be the basis for the logistic portions of the CI.

(3) All wing directors should be available or present as required for the wing’s CI. Should a director be unavailable, someone knowledgeable in his/her functional area must represent the absent director. Any pertinent wing files and/or documentation must also be available for inspection, as well as all Eyes-on, Hands-on items (EOHO—see attachment 1 CAPR 123-1 for a definition) requested by the inspection team.

(4) The CI will focus attention on items contained primarily in the published CI checklist, but may include, as necessary and determined pertinent to CAP mission accomplishment by the headquarters staff: CAP Corporate policy and guidance; Air Force, Air Education and Training Command, Air University, CAP and CAP-USAF directives and instructions. The requirements found in directives published after the issuance of a CI checklist take precedent over the content of the CI Checklist.

c. After the on-site inspection.

(1) At the conclusion of an inspection the CI teams will assign tab, section and an overall CI grade using the CI grade resolution calculator. (A link to the grade resolution calculator may found on the IG Inspection page.) The applicable grades definitions are found in paragraph 8, below. The team chief will provide an out-briefing including outstanding performer, highlights, individual area grades and the overall grade. If requested, the team chiefs may provide a more detailed review to the wing commander.

(2) A draft inspection report will be emailed to the wing/region commander prior to the departure of the CI team.

(3) The inspected wing/region should begin preparing their responses to the discrepancies listed in the draft inspection report presented at the conclusion of the inspection.

(4) **Safety Discrepancies.** The inspected unit will report initial actions to resolve all discrepancies listed as “A-Discrepancy - Safety” within 60 days of the date of the inspection Out-brief.

8. Inspection Grade Definitions. The following grades will be used in Compliance Inspections and Subordinate Unit Inspections.

a. Outstanding. Performance or operation **far exceeds** mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

b. Highly Successful. Performance or operation **exceeds** mission requirements, all CI checklist areas rated as compliant, and no “A” discrepancies. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies. Existing deficiencies do not impede or limit mission accomplishment.

c. Successful. Performance or operation **meets** mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

d. Marginally Successful. Performance or operation **does not meet some** mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

e. Unsatisfactory. Performance or operation **does not meet** mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed or endanger personnel or resources. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

9. Reports.

a. A report will be prepared for each inspection. Inspection reports will use the latest version of the CI checklist posted on the CAP IG website and consist of the following sections:

(1) **Section I** -- Includes the purpose and scope, executive summary and the inspection’s administrative details, team composition and reply instructions for discrepancies.

(2) **Section II** -- Includes the inspection details. Each functional area, such as command, administration, aerospace education, etc., will be included. Each functional area’s report will include:

(a) A **Program Summary** which consists of mission ratings, staffing, and compliance of the inspected program.

(b) An **Identified Strengths** section, if required.

(c) An **Identified Weaknesses** section, if required.

(d) Each functional area will receive a grade in this section.

(3) **Section III** -- Lists the report distribution.

b. Disclaimer. All inspections and reports, and associated correspondence containing discrepancy reporting, will include the following statement:

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c. Special Report Mission Rating Entries. There are three types of mission requirement special report entries. The wording of these entries shall identify the concept, technique or management practice and its corresponding impact on the mission. They are:

(1) **Benchmark** – A Benchmark indicates the best of the best processes observed to date by the inspection team which are worthy of emulation by other units. An exceptional program/process that cannot be emulated due to the availability of resources, personnel or skill level of the manager is not a Benchmark. Benchmarks are not routinely found during an inspection.

(2) **Commendable** – A Commendable indicates a highly effective concept, technique, or management practice that exceeds the mission requirements specified by directives.

(3) **Area of Concern (AOC)** – An AOC is listed when mission accomplishment, program purpose or membership satisfaction is impaired or threatened.

d. Special Report Compliance Entries. There are several types of compliance special report entries. The wording of these entries shall identify a deficiency which is a violation of a directive that requires specific answers. The use of "A-Discrepancy" and "B-Discrepancy" is not to be used in SUI reports, which will continue to use "Discrepancy."

(1) **"A-Discrepancy"**: An A-Discrepancy is any deficiency that is a violation of a directive that results or could result in significant mission impact or widespread mission impact or failure. A-Discrepancies will include all repeat discrepancies, potential Fraud, Waste and Abuse (FWA) discrepancies and Safety discrepancies. A-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

(a) **A-Discrepancy – Repeat**: A discrepancy reported in the wing's previous compliance inspection that exists again during the current inspection. Repeat Discrepancies are highly undesirable and may indicate a systemic problem with leadership in the wing, in addition to the area under inspection.

(b) **A-Discrepancy – Potential FWA**: A significant deficiency that may reveal fraud, waste and/or abuse of CAP resources.

(c) **A-Discrepancy – Safety**: A significant deficiency that potentially affects the safety and well-being of CAP members, equipment or assets. Safety discrepancies may be highlighted in any inspection area of the inspection report. See paragraph 10b(2).

(2) **“B-Discrepancy”**. A B-Discrepancy is any deficiency that is a violation of a directive that is procedurally incorrect, but has less significant mission impact than an A-Discrepancy. B-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence. These do not affect the compliance rating, See paragraph 10b(2).

10. Report Processing.

a. Inspections. Inspection reports of CAP Wings.

(1) CAP/CC, NHQ/CO and CAP-USAF/CC will each receive an electronic copy of the inspection report for their review and concurrence.

(2) Following acceptance by CAP/CC and CAP-USAF/CC, a copy of the approved inspection report will be electronically delivered to the inspected unit and the next higher commander. Upon verification of receipt of the inspection report by the inspected unit, an electronic version will be placed in eServices, the official repository for CI reports.

b. Inspection discrepancies.

(1) All CI discrepancies are to be closed within 14 months of the date of the out brief of the inspection. Wings not correcting all discrepancies within 14 months will be placed in a suspended status and prohibited from participating in any CAP activities (including weekly meetings) not related to closure of the discrepancies until all discrepancies are closed. This includes both wing headquarters and subordinate units. If a wing is suspended, the commander, inspector general and/or a person authorized by the commander to make entries into the DTS to provide discrepancy closure response shall be the only members allowed into eServices. Waivers to exceed the 14-month maximum without restrictions being placed on the wing must be approved by the CAP/CC and the CAP-USAF/CC.

(2) The inspected wing will respond to all discrepancies using the eServices IG CI discrepancy tracking system. Regions should reference the CAP CI Knowledgebase, found on the CAP NHQ website, for additional discrepancy closure guidance. Wings will contact a verification team member, from their region, to obtain a "recommendation for closure."

(a) Verification Team members.

(1) CAP-USAF LG will recommend closure for inventoried items

(2) WFA's will recommend closure for Finance discrepancies.

(3) Normally, region IGs will recommend closure for the all other discrepancies. However, the LR/CC, LR/DO, LR/ADO, LR/LG, CAP Region/CC and CV are alternate verification team members.

(b) Once the verification team member contacted has verified the discrepancy has been corrected, he/she will recommend closure to CAP/IG & CAP/IGI and CAP-USAF/IG & CAP-USAF/IGS using the Discrepancy Tracking system accessed through the eServices Inspector General module.

(c) Responses to all discrepancies will be submitted at the intervals shown in the table below. Exception: If a wing identifies a discrepancy that does not have a corresponding CAP CI Knowledgebase entry, notice should be e-mail to the CAP/IG and CAP-USAF/IG requesting assistance and relief from the timeline below until the CAP/IG, CAP-USAF/IG and OPR can create a knowledgebase entry.

Type of Discrepancy	1 st Response is Due	2 nd Response is Due	All Subsequent Responses are Due
Safety Discrepancies	60 Days after Out-Brief	90 Days after 1 st response (150 days after Out-Brief)	60 Days after previous response
Non-Safety Discrepancies	90 Days after Out-Brief	60 Days after 1 st response (150 days after Out-Brief)	60 Days after previous response

(d) Progress updates will continue until all open discrepancies are closed.

c. SAVs Conducted by a CAP HQ.

(1) An electronic copy of the SAV report is furnished to the evaluated unit approximately 30 days after completion of the visit. Information copies are provided to the next higher headquarters. An electronic copy of all SAVs conducted on region and wing HQs, will be posted to the report folder on the eServices IG website.

11. Maintenance and Disposition of Compliance Inspection (CI), Subordinate Unit (SUI) and SAV Reports. The official repository for final CI and SUI reports is the eServices IG website. CAP units will maintain reports and applicable correspondence until issuance of the next inspection report, i.e., inspection or SAV.

12. Subordinate Unit Inspections (SUIs). Each CAP wing will establish an inspection program plan of action (see Attachment 1) for its subordinate units (all chartered units) using the SUI checklist. Subordinate State legislative units are not subject to being inspected as part of the SUI program.

a. The wing IG will administer the SUI program and is responsible for all SUIs conducted below the wing level.

b. The maximum interval between each unit's SUI is 24 months. If a unit exceeds 27 months without a completed SUI it will be prohibited from participating in any CAP activities (including weekly meetings) until an SUI is completed IAW para 12k. Waivers to exceed the SUI interval of 27 months without restrictions being placed on the unit must be approved by the CAP/CC and the CAP-USAF/CC. Any excess interval between SUIs beyond 24 months will be subtracted in computing the next SUI due date. The 24 month interval is based on the SUI anniversary date listed in eServices. Once established, changes to this date require CAP/IG and CAP-USAF IG approval.

c. An up-to-date schedule of SUIs will be published on the wing website.

d. The wing inspector general, in coordination with his/her commander, should appoint a sufficient number of Inspection Augmentees (see definition in CAPR 123-1, attachment 1), to conduct the required SUI program inspections. They may use personnel from throughout the wing to assist in the manning of the SUI teams.

(1) At no time will an SUI be performed with fewer than a team of two members (IGs or Inspection Augmentees).

(2) An Inspection Augmentee (other than a formally appointed IG) cannot provide any form of Protected Communications coverage to a member of CAP. The attorney-client

privilege for Legal officers participating in a SUI is governed by CAPR 111-1, *Qualifications and Duties of Legal Officers*.

e. Prior to the inspection.

(1) The group/unit to be inspected will be provided details pertinent to the visit in a 60-day notification, except for short notice inspections.

(2) CAP group/unit commanders and directors will confirm the scheduled on-site SUI interviews are accurate and provide contact information no later than 30 days prior to the inspection.

(3) An eServices report used to help evaluate the group/unit will be run approximately 30 days prior to the SUI by wing inspector general. The eServices report will be located in the data storage location specified in the 60-day notification.

(4) No later than 10 days prior to the inspection the subordinate unit commanders will provide SUI checklist, unit details, data and other “deliverables,” as specified in the checklist instructions using the eServices “CI documentation” storage location. The SUI begins with the unit’s submission of required data.

f. During the inspection.

(1) No later than 10 days prior to the inspection the CAP group/unit commanders and group/unit directors will provide SUI checklist, group/unit details, data and other “deliverables,” as specified in the checklist instructions using the eServices “CI documentation” storage location. The SUI begins with the Group/Unit’s submission of required data.

(2) All group/unit directors should be available or present as required for the group/unit’s SUI. Should a director be unavailable, someone knowledgeable in his/her functional area must represent the absent director. Any pertinent group/unit files and/or documentation must also be available for inspection, as well as all Eyes-on, Hands-on items (EOHO—see attachment 1 CAPR 123-1 for a definition) requested by the inspection team.

(3) The SUI will focus attention on items contained primarily in the published SUI checklist, but may include, as necessary and determined pertinent to CAP mission accomplishment by the headquarters staff: CAP Corporate policy and guidance; Air Force, Air Education and Training Command, Air University, CAP and CAP-USAF directives and instructions. The requirements found in directives published after the issuance of a SUI checklist take precedent over the content of the SUI Checklist.

g. The SUI checklist developed jointly by the CAP/IG and CAP-USAF/IG will be used to conduct the SUI.

h. A SUI shall not be considered complete until the SUI checklist is complete, has been submitted to the SUI data location and posted to eServices.

(1) Should time constraints prevent a complete inspection during a single visit, the remaining inspection items must be completed within 30 days of when the inspection was started.

(2) If multiple visits are required to complete the SUI, the date the inspection was started shall be used to calculate the due date for the next SUI.

i. Wing commanders will establish an SUI travel budget along with the Annual Training Plan and submit it to region by July 31 via WMIRS. The SUI program requirements must be met regardless of the availability of reimbursement funds.

j. SUI teams will assign an overall SUI grade using the SUI grade resolution calculator. The applicable grades definitions are found in paragraph 8, above.

k. All SUI discrepancies are to be closed within 6 months of the date of the report being uploaded. Units not correcting all discrepancies within 6 months will be placed in a suspended status and prohibited from participating in any CAP activities (including weekly meetings) not related to closure of the discrepancies until all discrepancies are closed. If a subordinate unit is suspended, the wing commander, subordinate unit commander, wing inspector general and/or a person authorized by the subordinate unit commander to make entries into the DTS shall be the only members allowed into eServices. Waivers to exceed the 6-month maximum without restrictions being placed on the unit must be approved by the CAP/CC and the CAP-USAF/CC.

(1) The inspected unit will respond to all discrepancies using the eServices IG SUI discrepancy tracking system. Units should reference the CAP SUI Knowledgebase, found on the CAP NHQ website, for additional discrepancy closure guidance.

(a) Wing IG will evaluate the unit's response and, if sufficient, close the discrepancy.

(b) Responses to all discrepancies will be submitted at the intervals shown in the table below: Exception: If a unit identifies a discrepancy that does not have a corresponding CAP SUI Knowledgebase entry, they will e-mail their wing IG to notify the CAP/IG and CAP-USAF/IG requesting assistance and is relieved from the timeline below until the CAP/IG, CAP-USAF/IG and OPR can create a knowledgebase entry.

Type of Discrepancy	1 st Response is Due	2 nd Response is Due	All Subsequent Responses are Due
All Discrepancies	30 Days after SUI report published	30 Days after 1 st response (60 days after SUI report published)	30 Days after previous response

(c) Progress updates will continue until all open discrepancies are closed.

l. Any subordinate unit receiving an overall unsatisfactory grade during an inspection will receive another SUI within 180 days of the original inspection.

m. Disclaimer. All SUI reports, and associated correspondence containing discrepancy reporting, will include the following statement:

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CHARLES L. CARR, JR.
Major General, CAP
Commander

Attachment 1 - A PLAN OF ACTION FOR IMPLEMENTATION OF A SUBORDINATE UNIT INSPECTION (SUI) PROGRAM**For the (Insert the name of the Wing)****Prepared by: (Insert the name of the Wing Inspector General)**

(The Wing IG Plan of Action (PoA) needs to provide answers to those deemed actionable. The PoA is a flexible document amendable and subject to change as circumstances warrant. **Areas in bold face** are compliance issues in CAPR 123-3. *Italicized text* areas are policy guidance and best practices at the discretion of the Wing/Region IG or Commander. Delete this explanatory paragraph from your report.)

Mandatory Compliance Issues based on the CAPR 123-3:

Wing IG appointed SUI Team members and training requirements met (attach or link to eServices Member Reports)

Schedule set up that meets the regulatory requirements: (published on the wing website)

Reports include compliance with any applicable wing and region supplements and operating instructions

Develop an SUI schedule that is open, transparent and ensures inspection cycles remain in sync

The CAP/IG “Best Practices”

Observer and Qualification phase for team member standardization training

How the Schedule is published in a way available to all units in the wing.

Discretionary Policy by a Wing/Region Commander or IG

Required and optional or additional training of team members

SUI Team Uniform standards during inspections of subordinate units

Publish a Wing SUI budget

Make a prudent plan to conduct inspections that do not conflict with the wing calendar, federal holidays, and unit meetings, etc.

FOR THE COMMANDER

Name and rank of author

Title