

South Dakota Wing Inspection Preparation Guide

What do you do when you are told you have an inspection coming up? **Panic**? No, not if you have been doing everything correctly. This is hopefully a guide to help you out. The SDWG IG is always here to help you mind the store by giving regulatory and operational assistance. We are trying to devise a down and dirty piece to help the new commanders, new units, and even experienced commanders lead their Units toward excellence. A copy of this should be made available to every responsible section head for each inspectable area. This is being prepared while we are in COVID-19 restrictions, but these directions should help in future inspections.

What is the inspection all about anyway? Because we are answerable as a National organization for the public monies we receive, there has to be a method of letting people know we are operating within the guidelines we have been tasked to. Periodic inspections are just some of the tools that are used to perform this. We use CAPR 20-1 and CAPR 20-3 for the guidance to do this and produce a report formatted for perusal and archival purposes. We will discuss the process of this monstrous job.

We are initially alert you to the process with an email document at a specific number of days ahead of the inspection time period. This will alert the Commander of the unit to start preparing. Really though, what are we needing to prepare? The guidance is laid out in a number of “tabs” identifying the information needing to be collected. These tabs are as follows:

- A-1 AEROSPACE EDUCATION***
- B-1 CADET PROGRAMS***
- C-1 MISSION MANAGEMENT**
- C-2 COMMUNICATIONS**
- C-3 FLIGHT MANAGEMENT**
- C-4 AIRCRAFT MANAGEMENT**
- D-1 PROFESSIONAL DEVELOPMENT***
- D-3 FINANCE***
- D-4 ADMINISTRATION***
- D-5 PERSONNEL***
- D-6 PUBLIC AFFAIRS***
- D-7 SUPPLY***
- D-8 TRANSPORTATION***
- D-9 INFORMATION TECHNOLOGY**
- E-1 COMMAND***
- E-2 SAFETY***
- E-3 INSPECTOR GENERAL**

All 17 of these tabs are inspectable on the Compliance inspection (CI) for the Wing. The eleven tabs marked with an asterisk (*) are inspectable below Wing level as Small Unit Inspections (SUI) for Groups (which SDWG doesn't have yet), Squadrons and in some cases Flights. So what do you do to get ready for this firestorm?

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There are directives & guidelines known as regulations, pamphlets, professional development task training and (if you are lucky) a continuity binder left by your predecessor and/or mentor. What is this about? Well, in your selected Duty Assignment, you are expected to do certain things to help the Unit run efficiently. Even if you have never done the “things” in your new job before, with this new and daunting task, you are not thrown into the pool to sink or swim. These documents are your life preserver in the beginning. I know, you were told that this job will not take much of your time, and really it shouldn’t once you learn the ropes. There’s always a learning curve, but you accepted some responsibility so, let’s grow with it!

Once you have accepted a duty position, you should have been loaded through eServices into a corresponding Specialty Track. Great, even more stuff to do! Well, the benefit of this is that there are others in your unit or in the Wing that can be called upon to mentor you! This is part of the drill now. So, let’s use some of this new found knowledge and set of skills to move forward. As you learn your job everything becomes easier and can now be applied to this inspection thing. Whew! This is how we all help the Commander with documentation.

One of the documents you will be provided is going to be discussed, and that is the **Inspection Worksheet**. With the first inspection, it will teach you the procedures and what is expected of you to help your unit succeed. Remember that you had warning time to prepare? Now we will discuss that preparation phase. With you learning the job, and using the CAP Regulations that you follow to do your job properly, you will be asked to focus on some specific points that show how successful you are. It is your time to shine! So what is in the **Inspection Worksheet** you now have in your hand (electronically), and what do you do with it? A partial representation of a worksheet with some explanations follow.

Each **Inspection Worksheet** is laid out in an informational and columnar fashion. You are directed first to “Staffing”: Asking how long you have been in the position in years and days. It is a fill-able .pdf form, so when your cursor is moved to the left space before each of the two, a box will appear that you simply insert your time in position. The next line, after the colon, will have a drop down box where you put in the PD Track level you have attained. Next is the Mission and Staffing Notes box, which is a text box. Please type in your rank and name as well as contact information, i.e. phone number, email and times you can be contacted if they are limited.

A-1 AEROSPACE EDUCATION (Example, all tabs are laid out the same)

Summary

Commendables Discrepancies Repeats

0 0 0

Staffing

Position - Director of Aerospace Education (DAE) position held: Year(s) Month(s)

Aerospace Education Specialty Track:

Mission and Staffing Notes

(Box into which your Rank, Name are typed as well as any assistants, along with contact info)

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Y/N/R/NA Topic/ Detailed Question How to verify compliance Discrepancy Write up Notes

Now we have the columns titled above. You will read the question in the second column, use the third column to know how to prove how you have completed the question. If it makes no sense, the fourth column has the regulatory chapter and verse that you would look up for an understanding of what you and your unit should have been doing for the last two years for SUI, four for Wings (that is the time between inspections). If compliant, you would insert a Y in column one, in another drop-down box. If it asks for a plan, report or other documentation keep this in mind and know where to retrieve this information from later. Read the whole column below the “Discrepancy Write up” for each question to make sure you have everything that is required to back up what you’ve done. Do this for every question within your responsibility. The last column is used as a limited text box. A request is to type the names of documentation here that you have uploaded in support of the inspection period. What is this upload thing?

As you gather the supporting documentation, there is a place to park it so all the inspectors have access at one location. You will need to provide this documentation to your Commander in electronic files. This is a requirement, so your Commander doesn’t take a hit and gain a discrepancy on their part of the inspection. So where is it?

Your Commander (or someone with IT permissions) would open eServices and use the drop-down menu in the upper left hand corner, in that menu select “*Inspector General*”.

Select “*Inspector General*” under Applications.

Now, there is another drop-down menu at the top left of the box that says eServices> v Home, hover over the red part and click on it for the IG drop-down.

In the Inspections box, select “*Documentation*”.

In the white of the next page, up in the upper left corner select your “*Organization*” from the drop-down box.

Next line down is “*File Type to Upload*”. Get into its drop-down menu and select the Tab that you are uploading to.

Notice, to the right it says “*Select File to Upload*”. Just like you might have seen for WMIRS 2.0 documentation, there are limited document types that are supported. Make sure that your documentation is in an acceptable format. Select the “*Choose File*” box and you will be directed to identify the file (only one at a time) to upload from wherever you have saved it.

When a file is selected, click the “*Add Documentation File*” button. This uploads to a server at National Headquarters. Sometimes this is not speedy, so be patient for the file to show up in

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the file listing below the blue File line. Now you can upload any other files you have, but at least you only have to go to the “*Choose File*” button if you are still uploading in the same tab area.

If there are other files in this location, just be sure you are in the correct tab, double check the dates on the right side as well and make sure your documentation title is listed. Don't forget to have the Commander upload your completed tab worksheet as you have filled it out...it is easiest for us if you leave its title line alone with the exception of maybe adding a year in the line. Yeah, it's already a mile long.

What is all this for? Much of the inspection process will be completed remotely from the IG side if you have all this uploaded and have answered all the questions correctly. This is why referencing a cloud location is not proper, as well. If there is a question by an inspector and you had inserted contact information on the worksheet, you can be notified. If you don't get notified, you probably are golden, and the inspectors can go to the next tab for inspection.

Some Tabs will have the inspectors directed to do an on-site inspection to witness certain items, i.e. Senior member folders, file plans in action, hands and eyes on supply items, vehicle records and condition. We do have work arounds during the pandemic we are in, and some of these may be used in extenuating circumstances when we are out of this condition.

Remember the alert time that was mentioned at the beginning of this piece? For Wings that is 90 days and for Units in the Wing it is a 60 days advance notice reminder. While you are doing all this preparation and uploading (known as “deliverables”), your Commander will be conversing with the Inspection staff to set up the actual date for the unit's inspection. This date sets a firm date to count back from for deliverables to be completed by. These periods are 45 days for a Wing CI and 10 days for a Unit's SUI. Remember the Inspection gets started on this Deliverables Day! Yep, these are how many days before the inspection date that all this needs to be accomplished, it's best to get started as soon as you get the first notification. This is especially true if you are new to the process and might need some assistance.

One thing for sure, after you have gone through this process once, you should not be worried about it the next time it rolls around! By the way, the Regulations and Worksheets that are in force at the time of the notification, are it. If there is any update during this time, it is excluded from the process and only considered during the next inspection.

The next thing that happens is the IG Team compiles all the pertinent information and develops a score. This says you and/or your unit are Effective (can be Highly Effective for separate “Tabs”) or Ineffective. A report is written and presented to your Commander and the Wing Commander showing the results. When a Discrepancy is found, there is a process used to “clear” it. There is a finite timeline for this as well. That is another discussion.