SUBORDINATE UNIT INSPECTION REPORT



Squadron xx/Charter-yyy

City

Location

Date

Attachment:
Compliance Report

HEADQUARTERS XXXXXXXXXXXXX WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1212 Chapel Hill Airport Road, City, ST 99999

April 1, 2023

MEMORANDUM FOR COMMANDER, Squadron ZZ/XX-999

FROM: WW WG/IG

SUBJECT: Report of Subordinate Unit Inspection

1. The Subordinate Unit Inspection (SUI) is a value-added process intended to evaluate and help improve mission accomplishment. This report focused on the following elements:

   a. How effectively, efficiently and safely the unit accomplishes its assigned missions and responsibilities.
   b. The unit's compliance with laws, instructions, regulations and technical orders.
   c. The degree to which unit leadership has enhanced its mission and made improvements.
   d. The emphasis unit leadership has placed on the detection and prevention of fraud, waste and abuse.

2. The Unit Commander will review the attached report and submit the corrective actions for all discrepancies in the eServices Inspector General module no later than 30 days after the onsite visit. Progress reports will be entered into the system as specified in CAPR 20-3 Table 9.1 until all discrepancies are closed.

3. Any correspondence that indicates direct quotes, identifiable paraphrasing or observations extracted from this report must be marked with the following statement: "This is a PRIVILEGED DOCUMENT that cannot be released in whole or part to any persons or agencies outside of the Civil Air Patrol or USAF, nor can it be republished in whole or part in any publication not containing this statement, including Civil Air Patrol magazines and general use pamphlets, without the express approval of the National Commander of Civil Air Patrol and the Commander of CAP-USAF."

4. It was a pleasure to work with your professional team of volunteers. If you have any comments or concerns, feel free to contact the WWWG/IG at (999) 000-0000.

(Digital signature optional)

Type the Wing IG Name and Rank

Inspector General, WWWG

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SECTION 1 – INSPECTION SUMMARY

Purpose and Scope

The purpose of this inspection was to (1) determine how effectively, efficiently, and safely the unit accomplished its mission(s) and responsibilities; (2) identify obstacles which impacted mission accomplishments; (3) eliminate waste, improve morale, and increase readiness; (4) assess the degree to which your leadership has enhanced the wing; and (5) provide information to other units for use in improving their operations. The inspection included an examination of leadership and management procedures at all levels and in all functions to determine the unit's ability to (1) accomplish its assigned missions and responsibilities efficiently, effectively and safely; (2) comply with laws, instructions, regulations, etc.; (3) determine the degree to which your leadership has enhanced the Wing and made improvements; and (4) place emphasis on the detection and prevention of fraud, waste and abuse.

There are five major areas rated by the Inspection Team. They are the three missions of CAP (Aerospace Education, Emergency Services and Cadet Programs), Mission Support and Command.

Overall Assessment

HIGHLY EFFECTIVE

Executive Summary

Highly Effective. Demonstrated or inspected practices exceed compliance standards. Procedures and activities are conducted in a superior manner. Resources and programs are very efficiently managed and are of exceptional merit.

Effective. Demonstrated or inspected practices meet compliance standards. Procedures and activities are conducted effectively and competently. Resources and programs are efficiently managed. Discrepancies may exist but do not impede or limit mission accomplishment.

Marginally Effective. Demonstrated or inspected practices noted issues that impede or limit mission accomplishment. Procedures and activities should be conducted more efficiently, and resources and programs need to be managed more efficiently.

Ineffective. Demonstrated or inspected practices do not meet compliance standards. Procedures and activities should be conducted more efficiently and competently. Resources and programs must be more effectively managed, and personnel/resources are endangered. Discrepancies exist that preclude or seriously limit mission accomplishment

A re-inspection of the unit is required within 90 days IAW CAPR 20-3, para 10.14

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Compliance Inspection
Major Graded Area recap:

Primary	Minor	Significant	Critical
Executing the Mission	none	none	none
Leading People	none	none	none
Managing Resources	none	none	none
Improving the Unit	none	none	none

Secondary	Minor	Significant	Critical
Executing the Mission	none	none	none
Leading People	none	none	none
Managing Resources	none	none	none
Improving the Unit	none	none	none

Repeats	0	Yes responses	0
Observations	0	NA responses	0

CAPR 20-3 para 12
The first step in resolving discrepancies is determining the root cause of the noncompliance with regulatory requirements. This process is called Root Cause Analysis (RCA).

Once all root causes have been identified, the next step is developing a Plan of Action (POA) to address the discrepancy.

POAs are required for all CRITICAL and SIGNIFICANT discrepancies (or as directed in Attachment 1 of this regulation).

POAs will include
(1) countermeasures to address identified root causes,
(2) the designated unit OPR responsible for implementing the countermeasures, and
(3) estimated completion times.

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Key Personnel

Position	Name, Rank	Date Appointed
Commander		
Aerospace Education		
Cadet Programs		
Education and Training		
Finance		
Administration		
Personnel		
Public Affairs		
Supply		
Transportation		
Safety		
Chaplain		

Team Composition

CAP/IG-CAPUSAF/
IG Override

Team Chief
Rank First Last name, Title

Severity Overside

Team Members
Rank First Last name, Title

Print answers. See last page 26

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RATING DEFINITIONS

1. **Definitions:**

Discrepancy. A Discrepancy is any deficiency that is a violation of a CAP directive that results or could result in significant mission impact or widespread mission impact or failure. Discrepancies will include all repeat discrepancies, potential Fraud, Waste and Abuse (FWA) discrepancies and Safety discrepancies. Discrepancies require a written response entered into the Discrepancy Tracking System (DTS - SUI). Check the Inspection Knowledgebase (IKB) for the proper way to clear a Discrepancy. The IKB is found at Inspection Knowledge Base | Civil Air Patrol National Headquarters (gocivilairpatrol.com).

- **(Discrepancy – Repeat)** A discrepancy reported in the unit'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 unit, in addition to the area under inspection.
- **(Discrepancy – Potential FWA)** A significant deficiency that may reveal fraud, waste and/or abuse of CAP resources.

To receive a HIGHLY EFFECTIVE CI or SUI grade, no CRITICAL or SIGNIFICANT Discrepancies may be assessed in any of the MGAs and all four MGAs must be assessed as HIGHLY EFFECTIVE. To receive an EFFECTIVE CI or SUI grade, no CRITICAL Discrepancies may be assessed in any of the MGAs and all at least two MGAs must be assessed as EFFECTIVE or better. To receive a MARGINALLY EFFECTIVE CI or SUI grade, three of the four MGAs must be assessed as MARGINALLY EFFECTIVE or better. An INEFFECTIVE grade will be assessed if two or more MGAs are assessed as INEFFECTIVE. CAPR 20-3 8.5.2

REPLY INSTRUCTIONS

All inspection discrepancies are to be addressed every 30 days until closed. All discrepancies must be closed within 90 days of the date of the inspection (CAPR 20-3 10.11). Units not correcting all discrepancies within 90 days will be prohibited from participating in any CAP activities (including weekly meetings) not related to closure of the discrepancies until all discrepancies are closed.

The Wing IG will close all discrepancies.

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SECTION II – INSPECTION DETAILS

A-1 AEROSPACE EDUCATION

Import

Staffing

Position - Aerospace Education Officer position held: Year(s) Month(s)

Aerospace Education Specialty Track:

Y,N,N/A	#	Question
	02	Does the unit have an internal Aerospace Education program?
	03	Does the unit have an external Aerospace Education program?
	04a	Did the unit complete an AE Annual Activity Report IAW CAP regulations?
	04b	Was the AE Annual Activity Report submitted by the required deadline?
	05	Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?
	06	Did the AEO and the commander discuss future AE activities for the upcoming year?

Questions above can be answered Yes, No, N/A, OB (Observation) or Rpt.

Transfer Discrepancies, Repeat Discrepancies here. For discrepancies that are closed on site,add the verbiage:

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B-1 CADET PROGRAMS

Import

Staffing

Position - Deputy Cmdr for Cadets position held: Year(s) Month(s)

Cadet Programs Specialty Track:

Y,N,N/A	#	Question
	05	Does the unit have at least two graduates of the Training Leaders of Cadets program?
	06a	Has the unit adopted a set of annual cadet goals?
	06b	Are the goals specific and measurable?
	06c	Does the document indicate that goals are being reviewed quarterly?
	07a	Are unit meetings guided by a written schedule?
	07b	Do unit meetings fulfill the minimum monthly content requirements?
	08	Does the unit offer at least one unit activity per month outside of the regular weekly meeting on its own or in cooperation with another unit?
	12	Does the unit maintain a web-based calendar of cadet activities?
	13	Did the unit obtain proper authorization for all high adventure activities (HAAs) in the past two years?
	14a	Does the school squadron have on file a CAPF 60-88?
	14b	Is the agreement current?
	15	Can unit staff locate directives and guidance describing the requirements for cadet protection?
	16a	Do school unit meetings fulfill the minimum content requirements? During school
	16b	Do school unit meetings fulfill the minimum content requirements? After school
	17	Does the unit meet with their senior mentor monthly for the first two years of operations?
	18	If the unit's CAPF 60-88 was expired for less than 60 days, did the unit pause all activities other than unit meetings?

Questions above can be answered Yes, No, N/A, OB (Observation) or Rpt.

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D-1 Education and Training

Import

Staffing

Position - Education and Training Officer (ET) held position: 0 Year(s) 0 Month(s)
Education and Training Specialty Track:

Y,N,N/A	#	Question
	04a	Are all hard testing material stored in a lockable (key or combination) cabinet or container?
	04b	Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes?
	05	Do composite and/or cadet squadrons have a TO appointed?

Questions above can be answered Yes, No, N/A, OB (Observation) or Rpt.
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D-2 CHAPLAIN

Import

Staffing

		Year(s)	Month(s)
Chaplain Specialty Track:		Year(s)	Month(s)
CDI Specialty Track:			

Y,N,N/A	#	Question
	01	Does the unit with cadets have a chaplain and/or CDI assigned? (Chaplains or CDIs may hold duty assignments in multiple units.)
	03	Are cadet Character Development Forum lessons taught using approved materials IAW CAP regulations?

Questions above can be answered Yes, No, N/A or Rpt.
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D-3 FINANCE

Import

Staffing

Position - Finance Officer (FO) held position: Year(s) 0 Month(s)

Finance Specialty Track:

Y,N,N/A,OB	#	Question
	03a	Does the Finance Committee meet IAW CAP regulation?
	03b	Does the Finance committee record and save the meeting minutes?
	05a	Does the unit have a finance officer appointed in writing?
	05b	Has the Unit Commander appointed a finance committee in writing within 30 days of assuming command?

Questions above can be answered Yes, No, N/A, OB or Rpt.

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D-4 ADMINISTRATION

Import

Staffing

Position - Administration Officer (AO) held position: 0 Year(s) 0 Month(s)

Administration Specialty Track:

Y,N,N/A	#	Question
	01a	When publishing supplements and OIs, does the unit ensure the content does not conflict with higher headquarters directives?
	01b	In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential and did administrative officers inform CAP/DA of the certifier's name and the date the certification was made?
	01c	Have supplements, OIs and pamphlets been forwarded to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9.
	01d	Are unit supplements and OIs revised and re-approved or rescinded within 6 months of the parent regulation's revision?
	02	Do unit published OIs apply only to their unit (charter xxx)?
	03a	Are unit forms published IAW CAPR 1-2?
	03b	If the unit publishes unit forms, is the use of each form specified in a unit directive publication?
	05	Are cut-off instructions followed IAW CAP regulations?
	06	Are records destroyed properly IAW CAP regulations?
	07	Are frequent back-ups of electronic files made IAW CAP regulations?
	09a	Have all supplements and OIs pertaining to AFAMs or federally provided resources been coordinated with the CAP-USAF liaison region and CAP region?
	09b	Have all supplements and OIs been approved by the NHQ OPR as verified by their posting on the CAP publications website?
	09c	Did unit OPRs provide compliance elements, as defined in CAPR 1-2, para 7, as Attachment 1 to each supplement and OI issued by their headquarters?
	10	Are all documents that direct requirements or procedures either a supplement or OI?

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D-5 PERSONNEL

Import

Staffing

Position - Personnel Officer (PO) held position: 0 Year(s) 0 Month(s)
Personnel Specialty Track:

Y,N,N/A	#	Question
	01	Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC?
	02	Has a personnel record been established for each member of the unit?
	03	Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations?
	04	For all duty positions with specialty tracks, is the Primary Member enrolled in the appropriate Specialty Track?

Questions above can be answered Yes, No, N/A or Rpt.
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D-6 PUBLIC AFFAIRS

Import

Staffing

Position - Public Affairs Officer (PAO) held position: 0 Year(s) 0 Month(s)
Public Affairs Specialty Track:

Y,N,N/A	#	Question
	05	Can we confirm the unit does not have, or is not in control of, public-facing social media channels?
	06	Do the unit PAO's public communications and publicity efforts comply with Civil Air Patrol brand standards?

Questions above can be answered Yes, No, N/A or Rpt.
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D-7 SUPPLY

Import

Staffing

Position - Logistics Officer (LO) held position: 0 Year(s) 0 Month(s)
Logistics Specialty Track:

Y,N,N/A	#	Question
	01	Did the unit complete an annual inventory between 1 October and 30 November?
	02	Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?
	03	Have items that cannot be located been recorded as “missing” in the condition field in ORMS?
	04	Are issue and return of non-expendable property completed IAW CAP regulations?
	05	Are Reports of Survey (ROS) properly initiated, conducted, and documented IAW CAP regulations?
	06	Are property storage areas safe, secure, and protected from the elements?
	07	Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 31 December?

Questions above can be answered Yes, No, N/A or Rpt.
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D-8 TRANSPORTATION

Import

Staffing

Position - Transportation Officer (LGT) held position: 0 Year(s) 0 Month(s)
Logistics Specialty Track:

Y,N,N/A	#	Question
	01	Do the vehicle binder contain all required documentation?
	02	Are CAPFs 132 completed on all COVs
	03a	Are vehicle identification numbers affixed properly?
	03b	Are only approved decals properly located on COVs?
	03c	If light bars are installed on COVs, has the Wing/Region CC approved in writing?
	04a	Is maintenance being accomplished IAW manufacturer's maintenance schedule? Note: When one doesn't exist follow Attachment 6.
	04b	Are vehicle tires in a safe working order?
	04c	If required, are fire extinguishers installed in CAP vehicles?
	04d	If required, are first aid kits installed in CAP vehicles?
	05	Do the vehicle files contain all required documentation in ORMS?
	06	Are all appropriate/required COVs equipped with backup alarms?
	07	Was the rear seat removed from 15-passenger vans
	08	Are spare tires/spare tire kits securely attached
	09	Are trailers being maintained?
	10	Have all CAP drivers completed Driver's Orientation Training (DOT) within the last three years?

Questions above can be answered Yes, No, N/A or Rpt.
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E-1 COMMAND

Import

Staffing

Position - Commander (CC) position held: 0 Year(s) 0 Month(s)
Commander Specialty Track:

Y,N,N/A	#	Question
	03a	Was the Wing Commander contacted? Does the unit ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A"
	03b	Was the member suspended?
	05	Does the Wing CC approve all fundraising events within the unit?
	07	Are all Sub-Unit compliance inspection worksheets, unit details and data and other deliverables provided?
	10	Have all adult members completed cadet protection training?
	11	Were mid-cycle CSAP compliance inspections performed and submitted?

Questions above can be answered Yes, No, N/A or Rpt.
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E-2 SAFETY

Import

Staffing

Position - Safety Officer (SE) held position: 0 Year(s) 0 Month(s)

Safety Officer Specialty Track:

Y,N,N/A	#	Question
	07	Was the Squadron or Group SE Technician rated or enrolled in the Safety Specialty Track when appointed?
	08	Did the Squadron (or Group) SE provide a safety education topic every month?
	09	Did the unit, or Group conduct the Annual Safety RM Day during the months of January, February, or March?
	11	Is the Unit or Group SE knowledgeable of how to report a safety significant occurrence in CAPSIS?
	12	Is the Unit or Group SE knowledgeable of required reporting?

Questions above can be answered Yes, No, N/A or Rpt.

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SECTION III –REPORT DISTRIBUTION

Wing Commander	1
Deputy Commander	1
Group Commander	1
Squadron Commander	1
Wing IG	1
Total	5

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