E-3 INSPECTOR GENERAL

Staffing

Position - Inspector General (IG) held position: 0 Year(s) 0 Month(s)
Inspector General Specialty Track:

List IG name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	a) Has the Wing IG completed required Tech Rating?	Provide a copy of a screenshot from eServices showing Tech rating.	(Discrepancy): [xx] (E3 Question 1a) Wing IG has not completed Specialty Track training IAW CAPR 20-1, para 13.4.	Wing IG will achieve a Technician Rating. Attach a screenshot of the technician rating to the discrepancy in this Discrepancy Tracking System (DTS).

Export Import

CI	01	b) Has the Wing IG completed required annual Refresher Training?	Provide a copy of a screenshot from eServices showing completion of annual refresher training.	(Discrepancy): [xx] (E3 Question 1b) Wing IG has not completed annual refresher training IAW CAPR 20-1, para 14.4.	Wing IG will complete annual refresher training. Attach a screenshot showing the completion of the annual refresher training. Attached is a plan of action, approved by Wing/CC, to prevent the discrepancy from reoccurring in this DTS.
CI	01	c) Has the Wing IG completed required IG College?	Provide a copy of a screenshot from eServices showing IGC completion.	(Discrepancy): [xx] (E3 Question 1c) Wing IG has not completed IGC IAW CAPR 20-1, para 13.2 or 13.4.	Wing IG will attend IGC and attach a screenshot of IGC completion to this discrepancy in the Discrepancy Tracking System.

CI	03	Is the Wing IG single billeted?	Review e-Services and verify the Wing IG is not double- billeted.	(Discrepancy): [xx] (E3 Question 03) Wing IG is not billeted IAW CAPR 20-1 para 13.10.1.	Divest any other duty assignments. Attach a screenshot of the IG's duty assignments to the discrepancy in the Discrepancy
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 05) Wing failed to ensure Sub-Unit compliance inspections were conducted within the maximum 27 months as required IAW CAPR 20-3 para 10.3. NOTE: List each subordinate unit affected.	Ensure each unit has been inspected. Attach a PoA, approved by the Wing/CC, as required by 20-3, paragraph 12.1.2.
CI	07	a)Were Sub-Unit compliance inspections conducted with at least two qualified inspectors?	a) Provide listing of qualified Sub-Unit compliance inspection team inspectors from eServices Member reports for IG Course Completion.	(Discrepancy): [xx] (E3 Question 07a) Sub-Unit inspections were not conducted with at least two qualified inspectors IAW CAPR 20-3 para 10.4.1.	a) Attach a PoA, approved by the Wing/CC, as required by 20- 3, paragraph 12.1.2.

CI	07	b) Did each unit receiving an overall grade of Ineffective receive another Sub-Unit compliance inspection within 90 days of the original inspection?	Review Sub-Unit compliance inspections and any re-accomplished Sub-Unit compliance inspections.	(Discrepancy): [xx] (E3 Question 7b) Subordinate unit graded Ineffective did not receive a re-inspection IAW CAPR 20-3 para 10.14.	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.
CI	09	Are Sub-Unit compliance inspection discrepancies closed within 90 days as required?	Review DTS files for Sub-Unit compliance inspections that took more than 90 days to close all discrepancies.Add to the "Review E-3 SUI Report Dates" spreadsheet the DTS Close Date for the most recent inspection.	(Discrepancy): [xx] (E3 Question 09) Wing failed to ensure DTS items were closed within 90 days as required IAW CAPR 20-3 para 10.14. NOTE:List each subordinate unit affected.	Ensure each unit has closed all DTS items. Attach a PoA, approved by the Wing/CC, as required by 20- 3, paragraph 12.1.2
CI	12	Has the Wing IG produced an approved Annual IG Plan of Action each year?	Provide a copy of the Annual IG Plan of Action with the approval of the Wing Commander and the Region IG	(Discrepancy): [xx] (E3 Question 12) Wing IG has not created an approved Annual IG Plan of Action, IAW CAPR 20-1, para 13.8	Attach an approved Annual IG Plan of Action to this discrepancy in DTS.

CI	13	Have newly appointed Wing IGs had a program evaluation by their Region IG within 6 months of appointment?	Provide proof of program evaluation of newly appointed Wing IGs performed by the Region IG.	(Discrepancy): [xx] (E3 Question 13) Region IG has not completed the program evaluation of newly appointed Wing IGs IAW CAPR 20-1, para 14.6.	Complete program evaluations for all Wing IGs appointed since the date of the current version of CAPR 20-1 and attach a POA approved by the Region Commander to ensure future compliance.
CI	14	Did the Region and Wing IG provide annual education and training to CAP members concerning their privileges and responsibilities regarding the IG program?	Provide documentation showing such education and training occurred.	(Discrepancy): [xx] (E3 Question 14) IG has not provided annual education and training IAW CAPR 20- 1, para 16.	-Attach a POA approved by the commander to ensure future compliance.

CI	15	Were all applicable SUI sections inspected?	Review sampling of SUIs taken from eServices. Review SUI reports and commander's dashboard for IG information.	(Discrepancy): [xx] (E3 Question 15) All applicable SUI sections were not inspected IAW CAPR 20-3 para 10.2.	Another SUI must be accomplished with all applicable sections. Attach a copy of the completed SUI report to the discrepancy in the DTS and a PoA as required by 20-3, paragraph 12.1.2.
CI	16	Are Commanders Inspection Management Boards (CIMB) meeting quarterly?	Review CIMB minutes uploaded to unit's CI documentation file.	(Discrepancy): [xx] (E3 Question 16) Commanders Inspection Management Boards not held quarterly as required IAW CAPR 20-3 para 2.1.1.	Attach a PoA, approved by the Wing/Region commander as required by 20-3, paragraph 12.1.2.
CI	17	Were mid-cycle CSAP compliance inspections performed and submitted to the next higher echelon commander and IG for review and entry into the Discrepancy Tracking System (DTS)?	Review DTS for presence of mid-cycle CSAP compliance inspections.	(Discrepancy): [xx] (E3 Question 17) Mid-Cycle CSAP compliance inspections were not performed, submitted, and/or uploaded to DTS as required IAW CAPR 20-3 para 11.2 and 11.3.	Attach a PoA, approved by the Wing/Region commander as required by 20-3, paragraph 12.1.2.

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.