DEPARTMENT OF THE AIR FORCE
CIVIL AIR PATROL-UNITED STATES AIR FORCE
MAXWELL AIR FORCE BASE ALABAMA

signed date ## Month 202#

MEMORANDUM FOR COMMANDER, STATE WING CAP

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Compliance Inspection Report, State Wing CAP, ## MMM(inbrief) - ## MMM YY

1. The Compliance Inspection is a value-added process intended to evaluate and help improve mission accomplishment. The CI focused on the following elements:

a. How effectively, efficiently and safely the organization accomplishes its assigned mission responsibilities.

b. The Organization's compliance with laws, instructions, regulations and technical orders.

c. The degree to which the Organization's leadership has enhanced its mission and made improvements.

d. The emphasis the organization's leadership has placed on the detection and prevention of fraud, waste and abuse.

2. The Commander will review the attached report and submit the corrective actions for all discrepancies in the eServices Inspector General module no later than 60 days after the inspection out brief. 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 the 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 CAP-USAF/IG at (334) 953-4286 or the CAP/IGC at (877) 227-9142, ext 223.

Joseph R. Winter, Col CAP
Inspector General

Christopher Ferguson, Lt Col, USAF
Inspector General

Attachment:
CI Report

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DRAFT

SECTION I – 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 organization; 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 organization and made improvements; and (4) place emphasis on the detection and prevention of fraud, waste and abuse.

Overall Inspection

Compliance Inspection (CI): **HIGHLY EFFECTI** CRE:

Executive Summary

1. This was the ## inspection in the CAP and CAP-USAF joint Compliance Inspection Program's seventh cycle.

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

DRAFT

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.

Key Personnel

Position	Name	Date Assigned
Commander	Col	dd mmm yyyy
Deputy Commander	Col	dd mmm yyyy
Deputy Commander	Col	dd mmm yyyy
Chief of Staff	Lt Col	dd mmm yyyy

Team Composition

CAP/IG-CAPUSAF/
IG Override

Team Chief

CAP Team Chief (TC)
CAP trainee

CAP-USAF TC
CAP-USAF trainee

Severity Override

Team Members

CAP Ops
CAP trainee

CAP Msn
CAP trainee

CAP-USAF Ops
CAP-USAF trainee

CAP-USAF Msn Sup
CAP-USAF Msn Sup

CAP-USAF LG
CAP-USAF trainee

Print out answers. See last page 49

MET Key Personnel

Applies to all MET sections (C-5, C-6 ...)

Position	**Name**	
Incident Commander		IC level:
Ops Section Chief		
Mission Safety Officer		
Logistics Section Chief		
Planning Section Chief		
Public Information Officer		
Finance/Admin Officer		
Air Operations		
Ground Branch		
Liaison Officer		

CAP Readiness Exercise (MET)
Major Graded Area recap:

Ready-Qualified

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

Ready-No

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

Ready-Yes responses	0	**Ready-N/A responses**	0	**Total MET questions**	102

Grids count Ready-Qualified and Ready-No ratings in C-5, C-6 ... by severity and MGA. On the question pages: EM = Executing the Mission, LP = Leading People, MR = Managing Resources, IU = Improving the Unit.

Reply Instructions

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 submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

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

2. The organization will enter replies to all Discrepancies in the appropriate place in the eServices Inspector General Discrepancy Tracking System (DTS) module at the intervals shown in the table below:

1st Response is Due	2nd Response is Due	All Remaining Responses are Due
60 Days after Out-Brief	30 Days after 1st Response	30 Days after previous

- The wing IG will evaluate and close all MINOR discrepancies. The region IG will evaluate and close all SIGNIFICANT discrepancies. CAP/IGI, in consultation with CAP-USAF/DIG will evaluate and close all CRITICAL discrepancies.
- In accordance with CAPR 20-3 9.41, all inspection discrepancies are to be closed within six months of the date of the inspection out brief.

3. Since primary functional responsibilities within the organization have not been identified in this report, the Commander will establish the responsible function/person and include that information in the reply. Replies should provide specific actions taken to correct causes of each discrepancy and prevent recurrence, and documentation of compliance, when appropriate.

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SECTION II – INSPECTION DETAILS

A-1 AEROSPACE EDUCATION

Staffing Position - Director for Aerospace Education Y,N,N/A, or OB # Question		0 Year(s)	0 Month(s)
01a	Has the wing completed an annual AE Plan of Action (AE POA)?		
01b	Was the AE POA submitted by required deadline?		
02	Does the wing advance the CAP external AE program?		
03a	Did the wing complete an AE Annual Activity Report?		
03b	Was the AE Annual Activity Report submitted by the required deadline?		
04	Does the wing advance the CAP internal AE program?		
05	Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?		

Questions above can be answered Yes, No, N/A, OB (Observation) or Rpt.
For discrepancies that are closed on site, add the verbiage:
- This discrepancy was verified corrected - discrepancy closed, no further action required.

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State Wing CI
City, State; DD Month YYYY (Out-brief Date)

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):
- This discrepancy was verified corrected - discrepancy closed, no further action required.

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.

2. 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.

3. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
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B-1 CADET PROGRAMS

Staffing

Position - Director for Cadets Programs held: 0 Year(s) 0 Month(s)
Cadet Programs Specialty Track:
Y,N,N/A, Rpt, or OB

#	Question
05	Has the wing established a Cadet Advisory Council?
07	Do each of the wing's cadet, composite squadrons and flights have two or more graduates of the Training Leaders of Cadets course assigned?
09a	Has the Wing adopted cadet annual goals?
10	Does the wing offer at least one cadet-focused weekend activity per quarter?
11a	Does the wing have a written plan for providing orientation flights to all units with cadets?
12a	If the wing conducted an encampment, did it file an Encampment Operations Report?
14	Is the director of cadet programs master-rated in the specialty track?
16	Does the wing maintain a web based calendar of cadet activities?
18a	For each school squadron assigned, does the wing have on file a current CAPF 60-88 MOU endorsed by CAP and the school administration?
19	Can unit staff locate directives and guidance describing the requirements for cadet protection?

Questions above can be answered Yes, No, N/A, OB (Observation) or Rpt.
For discrepancies that are closed on site, add the verbiage:
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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.

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C-1 MISSION MANAGEMENT

Staffing

Position - Director of Operations (DO) held position: 0 Year(s) 0 Month(s)
Operations Specialty Track:
Position - Director of Emergency Services (DOS) held position: 0 Year(s) 0 Month(s)
Emergency Services Specialty Track:

Y,N,N/A, OB or Rpt.

#	Question
01	a) Has the wing/region published any supplements or operating instructions, or granted any waiver to CAPR 60-3?
01	b) Has the wing/region published any supplements or operating instructions, or granted any waiver to CAPR 60-5?
01	c) Has the wing/region published any supplements or operating instructions, or granted any waiver to CAPR 60-6?
02	a) Does the wing maintain a current wing alert roster?
02	b) Is it updated at least annually, as major changes occur or as directed by the NOC?
03	Are all records pertaining to each authorized mission loaded into WMIRS?
05	Has the wing/region developed a comprehensive annual Operations Training Plan?
06	a) Has the wing assessed the need for a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program? (Not Applicable to regions).
06	b) If wing elects to have a team, review the wing documentation listing the team POC.
07	If the wing/region participates in Counterdrug missions, are all personnel supporting law enforcement sensitive missions properly screened and current?

Questions above can be answered Yes, No, N/A or Rpt.
Transfer Discrepancies, Repeat Discrepancies and Observations here. For discrepancies that are closed on site,add the verbiage:
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Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

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2. Delete all of these instructions.

2. 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.

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C-2 COMMUNICATIONS

Staffing

Position - Director of Communications (DC) held position: 0 Year(s) 0 Month(s)
Communications Specialty Track:

#	Question	Y,N,N/A, R or OB
01	Were supplements, OIs or waivers approved by NHQ/DOK prior to issuance?	
02a	Did the wing/region submit an annual communications plan?	
02b	Has any feedback from DOKPP been incorporated and resubmitted?	
03a	Does the wing/region conduct an annual radio communications effectiveness evaluation?	
03b	Was the exercise pre-coordinated and approved by the region DCS/Comm?	
03c	Was an after action report submitted to CAP-USAF liaison region	
06	Does the wing have at least one HF/ALE station in continuous service on the region ALE net?	
07	Does the wing routinely conduct at least one conventional HF voice net each week?	
10	Is the wing represented multiple times a week on the National Traffic Network (NTN)?	

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

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C-3 FLIGHT MANAGEMENT

Staffing

Position - Director of Operations (DO) held position: 0 Year(s) 0 Month(s)
Operations Specialty Track:

Y,N,N/A, OB, R

#	Question
01a	Is the wing/region operating under any supplements or operating instructions and, if so, were they approved IAW this regulation prior to implementation?
01b	Is the wing/region operating under any waiver and, if so, was it approved IAW this regulation prior to implementation?
02a	Are non-CAP passengers approved and documented?
02b	Was a CAPF 70-9 completed by each non- CAP passenger when required?
03	Does the wing/region make necessary corrections to aircraft flying time totals each month in WMIRS?
04	Does the Wing/Region have an effective process for validation and correction to ensure that all sortie data including actual costs are entered in WMIRS within 72 hours?
05	Are all flight releases accomplished using eFlight Release in WMIRS, and documented properly?
06	Are flight privilege suspension procedures followed?
07	Does the wing/region ensure all eServices Ops Quals data is recorded properly?

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

2. 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.

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C-4 AIRCRAFT MANAGEMENT

Staffing

Position - Aircraft Maintenance Officer (AMO) held position: 0 Year(s) 0 Month(s)
Logistics Specialty Track:

Y,N,N/A , Rpt, OB (Observation)

#	Question
02a	Does the Wing/Region AMO or their representative inspect each corporate aircraft within the preceding 365 days?
02b	Was the CAPF 71 uploaded to AMRAD?
03a	Are engine TBO times TAF and Tach changed and due times, date changed and date due recorded in AMRAD?
03b	Are propeller TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?
03c	Are propeller governor TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?
03d	Are the Left & Right Magneto Inspections TTAF, Tach times and dates completed and due recorded and not overdue in AMRAD and logbooks?
03e	Do TTAF and TACH time in AMRAD match WMIRS & logbook?
03f	Does Annual Inspection completed date in AMRAD matches logbook and is next Annual due date correctly entered in AMRAD?
03g	Does 100hr Inspection completed date, TACH and TTAF times in AMRAD match logbook and are the next 100hr due Tach and TTAF times correctly entered in AMRAD?
03h	Is Aircraft wash date recorded and is it current?
04	Does the wing/region keep a current certificate of insurance identifying the liability insurance coverage for all facilities performing maintenance on wing/region assigned aircraft?
05a	Is required scheduled maintenance on assigned aircraft accomplished?
05b	Are required logbook entries made for the 100 hour/annual inspection made, ADs and/or Mandatory Service Bulletins on assigned aircraft accomplished?
05c	Are inspection certification of its pitotstatic, transponder, and altimeter systems accomplished as required and documented in the logbooks?

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C-4 AIRCRAFT MANAGEMENT (continued)

05d Are ELT batteries replaced before exceeding the replacement date specified by the battery manufacturer?
05e Is the weight and balance (W&B) forms accurate in the POH? Do all other W&Bs in the AIF, Log Book, and any Wing/Region pilot aids match?
05f Was the corrosion control accomplished?
05g Are FAA Form(s) 337, Major Repair and Alteration (Airframe, Power plant, Propeller, or Appliance) documented in the maintenance logs?
05h Are logbook entries accurate and mid -cycle oil change completed?
05i Are required logbook entries made for the ELT transmitter check as within the last 12 months as required per FAR 91?
05j Are required logbook entries made for each aircraft modifications (mounts, tail strike plate etc.) and is NHQ approval documented for each modification?
05k Does the aircraft have a complete set of logbooks?
05l Are logbooks stored in the aircraft?
05m Are stored in a manner that ensures they are safe, secure, and free from damage, loss or theft?
05n Is all aircraft software present and in good operating condition?
05o Have all 100hr Inspections since last CI been signed off in the logbooks as Annual Inspections per CAPR 130 - 2 para 10.2?
06a Are required aircraft placards installed?

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C-4 AIRCRAFT MANAGEMENT (continued)

- 06b) Are required aircraft fire extinguishers serviceable/properly secured?
- 06c) Are required CO detectors correctly installed?
- 06d) Are survival kits installed?
- 06e) Are aircraft properly secured?
- 06f) Are aircraft tires properly inflated?
- 06g) Is the aircraft external identification plate correct/ serviceable/ properly installed?
- 06h) Is the aircraft POH/AFM/ AIF current and complete?
- 06i) Are 14CFR requirements for inoperative instruments and equipment complied with?
- 07b) Does the Wing/ Region have a comprehensive aircraft maintenance officer training plan ?
- 07c) Does the Wing/ Region ensure all AMOs are properly trained within 3 months of assignment?
- 07d) Does the Wing/Region ensure all AMOs are enrolled and actively pursuing completion of the AMO Specialty Track?
- 07e) Does the Wing ensure all aircrew members comply with all provisions of this regulation?
- 07f) Does the Wing ensure all aircrew members have completed AMRAD training for Pilot's and FRO/SFROs.

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State Wing CI
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Aircraft Selected:

enter 1st aircraft	enter 2nd aircraft	enter 3rd aircraft	enter 4th aircraft

Aircraft Inspected:

enter 1st aircraft	enter 2nd aircraft	enter 3rd aircraft	enter 4th aircraft

Reason for changes

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

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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.

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C-5 MET 1 COMMAND AND CONTROL

Staffing

Position - Incident Commander

IC level:

Ready-Yes, Ready-Qualified, Ready-No or Ready-N/A

Rating	#	Question
	01a	**Is the Mission Base Staff (MBS) appropriately scaled for the size and scope of the mission and has the Incident Commander (IC) effectively delegated functions?**
	01b	Is there a mission description and goal?
	01c	Who participated in the planning?
	01d	Does the Plan include the assets, personnel, resources and staging information appropriate to the type of mission?
	01e	Did the IC delegate enough general and key staff personnel for the mission type?
	01f	Was an IAP or ICS 201 created by the IC and planning staff?
	02a	**Did the IC approve an IAP at the beginning of each operational period and update as necessary throughout the period?**
	02b	Did the IC approve and upload an IAP/ICS 201 into WMIRS Mission Files for each day of the mission?
	02c	Were additional qualified ICs available and delegated for relief or any additional mission days?
	03a	**Did the MBS maintain accountability for all personnel and assets assigned to the mission?**
	03b	Were all personnel, aircraft and vehicles signed in to the mission?
	03c	Were ES Quals for assigned mission staff positions, aircrews and ground teams checked and verified, including any Ops Quals required document uploads?
	03d	Did the MBS have and use a procedure for assigning, tracking and collecting equipment and/or resources?
	03e	Were inspections performed on all participating aircraft and vehicles?

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C-5 MET 1 COMMAND AND CONTROL (continued)

	04a	**Does the IC assign and actively engage with a mission safety officer for all phases of the mission?**
	04b	Was there an IC designated and qualified Mission Safety Officer at the mission base?
	04c	Did the Safety Officer perform a premises safety survey, risk management assessment (CAPF 160, 160HL and/or 160H) and safety briefing?
	04d	Was a premises safety survey, risk management assessment (CAPF 160, 160HL and/or 160H) and safety briefing performed by a qualified Mission Safety Officer at any remote staging areas?
	04e	Was a safety briefing offered to remote aircrews or ground teams?
	05a	**Are mishaps reported to the CAP National Operations Center (NOC) IAW CAPRs and Wing policy?**
	05b	Were there any incidents reported to the mission staff or Safety Officer that would require NOC and Wing notification?
	05c	Was there proper and timely notification IAW CAP regulations and standards?
	05d	Did any mishap create a “Knock it off” or stand-down situation?
	06a	**Were all air/ground sorties approved and released IAW CAPRs and the data is current & correct in WMIRS?**
	06b	Were adequate aircrews and/or ground teams available for the mission objectives?
	06c	Was there one or more AOBD and GBD assigned to the mission base and approved as FROs?
	06d	Were all sorties released by eRelease or uploaded paper releases?
	06e	Did the AOBD and GBD ensure detailed briefing information was included in the CAPF 104/109s prior to release?
	06f	Were all sorties launched in a timely manner?
	07a	**Did the IC ensure that media releases were properly vetted and coordinated IAW CAPRs?**
	07b	Did the IC delegate a mission qualified PAO?
	07c	Was the PAO located at the mission base?
	07d	Were there any media releases?

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C-5 MET 1 COMMAND AND CONTROL (continued)

Question 07 (continued)

	07e	Were they properly vetted by the IC or designated person, coordinated IAW CAP regulations and uploaded into WMIRS Mission Files?
	08a	**Did the MBS practice effective OPSEC IAW CAPRs?**
	08b	Was OPSEC briefed by the IC or designee and discussed with regard to the mission and objectives?
	08c	Did anyone monitor OPSEC principles?
	09a	**Is the MBS able to effectively use CAP radio on AF frequencies to maintain tactical communications with air/ground resources when commercial communication systems are not available?**
	09b	Was a mission qualified CUL delegated to the mission base by the IC?
	09c	Were there enough mission qualified communicators to meet mission objectives?
	09d	Were all required CAP radio and repeater frequencies provided to the IC, OSC, AOBD and GBD?
	09e	Were all mission base radios in working order?
	09f	Were aircrew and ground team communication requirements provided to the IC, OSC, AOBD and GBD?
	09g	Were air and ground resource radio checks performed prior to launch?
	09h	Was an accurate and timely communications log recorded in WMIRS or a paper log uploaded into WMIRS Mission Files?
	10a	**Does the MBS effectively track finances for the mission IAW CAPRs?**
	10b	Did the IC delegate a qualified mission FASC?
	10c	Was the estimated budget included in the planning and presented to the FASC?
	10d	Did the FASC confirm all mission assigned aircraft and vehicles were topped off prior to traveling to the mission base?
	10e	Was the FASC able to track expenses and update the IC during the mission?
	10f	Did the FASC brief appropriate mission personnel on the processes required to report expenses, produce CAPF e108s and upload documentation as required by CAP regulations and standards?

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C-5 MET 1 COMMAND AND CONTROL (continued)

	11a	**Did the MBS demonstrate the ability to send and receive formal command and control messages via the CAP HF traffic system?**
	11b	Was the HF traffic system available for the mission?
	11c	Was the mission communicator familiar with and experienced in operating the HF traffic system?
	12a	**Is the Post Mission paperwork being completed/uploaded to the appropriate system in a timely manner?**
	12b	Was a detailed IAP or ICS 201 uploaded into WMIRS Mission Files?
	12c	Was the Unit Log in WMIRS used appropriately by the IC, PSC, OSC, AOBD, GBD during the mission? (Did it tell the story as it was progressing?)
	12d	Was the Communications Log in WMIRS used or a paper log uploaded into WMIRS Mission Files?
	12e	Were all CAPF 104s/109s fully completed in WMIRS with detailed brief and debrief information as required by CAP regulations and standards?
	12f	Was a CAPF 104a and/or CAPF 104b required and completed during the debrief?
	12g	Were the mission air/ground sorties closed with the required data inputs and documentation?
	12h	Were any additional CAPFs (CAPF 9, Non-CAP Pax approvals, media releases, etc.) uploaded as required by CAP regulations and standards?
	12i	Was a CAPF 122/AAR/SITREP or mission summary uploaded as required by CAP regulations and standards? (Did it tell the complete story of the mission?)

Questions above can be answered Ready-Yes, Ready-Qualified, Ready-No or Ready-N/A.
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Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

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C-6 MET 2 SEARCH AND RESCUE

Staffing

Position - Incident Commander

IC level:

Ready-Yes, Ready-Qualified, Ready-No or Ready-N/A

Rating	#	Question
	01a	**Did the MBS, aircrews and ground teams exhibit a sense of urgency upon mission receipt?**
	01b	Did all MBS, aircrews, ground teams and assets arrive at the mission base(s) in a timely manner in support of the mission goals and objectives?
	01c	Were the AOBD and GBD or designated briefers ready to brief sorties upon aircrew and ground team arrivals?
	01d	Were detailed air and ground sortie briefings completed and launched within a reasonable time based on ETDs and mission goals?
	01e	Did follow-up sorties launch on time based on ETDs?
	01f	Was sortie launched within a reasonable time frame?
	02a	**Did the MBS miss any data that resulted in an ineffective search?**
	02b	Were detailed air and ground sortie debriefings completed within a reasonable time following RTB?
	02c	Was a CAPF 104a and/or CAPF 104b required and completed as part of the debrief?
	02d	Was debriefing information provided to the IC and OSC in a timely manner?
	02e	Was debriefing information provided to the follow-up sorties?
	03a	**Did the MBS accurately inventory all available assets for immediate mission execution?**
	03b	Did the IC, OSC and LSC know what assets would participate prior to the start of the mission?
	03c	Did all planned assets arrive as planned and when expected?
	03d	Did all assets arrive as expected to meet mission goals and objectives?
	03e	Were all mission aircraft and vehicles fueled prior to departing for the mission base?

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C-6 MET 2 SEARCH AND RESCUE (continued)

Question 03 (continued)

03f	Were all mission aircraft and vehicles properly fueled or refueled upon arrival to immediately meet mission goals and objectives?
03g	Was all communications equipment up and running for immediate use?
04a	**Were subsequent search methodologies tailored to information received from After Action Reports and debriefs?**
04b	Was there continued, uninterrupted communication with the aircrews and ground teams?
04c	Were the AOBD, GBD and OSC proactive in monitoring communications, debriefings and AARs?
04d	Did the AOBD and GBD or designated debriefers identify needed adjustments to the IC, OSC, AOBD and/or GBD?
04e	Were any adjustments provided to the aircrews and/or ground teams in a timely manner?
05a	**Was there a contingency plan in place in the event of a loss of personnel or equipment utilization?**
05b	Was there a contingency plan included in the IAP or ICS 201 for replacing personnel, equipment or resources during the mission?
05c	Was a contingency plan in place and briefed to the OSC, AOBD and/or GBD by the IC or PSC?
05d	Did a contingency action occur and did it adversely affect the momentum, goals or objectives of the mission?
06a	**Were future operational periods forecasted and staffed appropriately?**
06b	Based on the initial mission information provided to the IC and PSC, did the planning consider and/or forecast the need for additional operational periods, staffing, assets, personnel, resources and expenses?
06c	Did an additional operational period occur and did it appropriately meet the forecast or adversely affect the momentum, goals or objectives of the mission?
07a	**Did the IC or ALO (if used) coordinate with applicable outside agencies or with other CAP entities for assistance (if required)?**
07b	Was there a need for outside agency or other CAP entities for assistance?
07c	Was there a participating ALO at the mission base?

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C-6 MET 2 SEARCH AND RESCUE (continued)

Question 07 (continued)

▼	**07d**	Did the IC/ALO contact an outside agency or CAP entity IAW CAP regulations and standards?
▼	**07e**	If participating with an outside agency, was a CAPF 122, AAR or SITREP completed and uploaded into WMIRS Mission Files?
▼	**08a**	**Did the Mission Base Staff effectively use all resources available to aid in the search?**
▼	**08b**	Did all mission aircraft and vehicles, aircrews and ground teams and MBS participate in the mission?
▼	**08c**	Were there any MBS that appeared to have nothing to do?
▼	**08d**	Did the IC have the right amount of available assets, personnel, resources and funding to successfully meet all mission objectives?

Questions above can be answered Ready-Yes, Ready-Qualified, Ready-No or Ready-N/A.
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Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

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D-1 Education and Training

Staffing

Position - Director of Education and Training (METP) held position: 0 Year(s) 0 Month(s)
Education and Training Specialty Track:

Y,N,N/A	#	Question
	04	Has the Wing Commander appointed a TO for test security and administration?
	06	Does the wing ensure subordinate commanders are not appointed as Testing Officers (though they may be appointed as assistant TOs)?

Questions above can be answered Yes, No, OB (Observation) or Rpt.
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D-4 ADMINISTRATION

Staffing

Position - Director of Administration (DA) held position: 0 Year(s) 0 Month(s)
Administration Specialty Track:

Y,N,N/A	#	Question
	06	Are cut-off instructions followed IAW CAP regulations?
	12a	Have all supplements and OIs been approved by the NHQ OPR?
	12b	In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential?Are Supplements and OIs processed and maintained IAW CAPRs?
	12c	Are Wing/Region supplements and OIs revised and re-approved or rescinded within 6 months of the parent regulation revision?
	12d	Are all documents that direct requirements or procedures either a supplement or OI?
	13	Have pamphlets been forwarded to the next higher headquarters?
	15	Are wing forms properly published in a wing supplement?

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

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

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D-5 PERSONNEL

Staffing

Position - Director of Personnel (DP) held position: 0 Year(s) 0 Month(s)
Personnel Specialty Track:

Y,N,N/A	#	Question
	04	Has a personnel record been established for each member of the headquarters unit?
	05	Are inactive personnel records maintained for 5 years unless otherwise directed by NHQ?
	06	For all duty positions with specialty tracks, is the Primary Member enrolled in the appropriate Specialty Track? ?

Questions above can be answered Yes, No, OB (Observation) or Rpt.
Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

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D-6 PUBLIC AFFAIRS

Staffing

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

Y,N,N/A	#	Question
	09	Can we confirm the wing controls only a single publicfacing social media channel per platform, including encampments and other activities?
	10	Do the wing PAO/region DPA's communications comply with Civil Air Patrol brand standards?
	11	Does the Wing PAO have administrative level permissions to modify all content posted to the wing website?

Questions above can be answered Yes, No, OB (Observation) or Rpt.
Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

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D-7 SUPPLY

Staffing

Position - Director of Logistics (LG) held position: 0 Year(s) 0 Month(s)
Logistics Specialty Track:

Y,N,N/A	#	Question
	01	Did the wing/region 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?
	06	Are property storage areas safe, secure, and protected from the elements?
	07a	Has the Wing?Region CC approved all acquisition of real property by purchase, donation, lease, or other no-cost agreements?
	07b	Is all real Property documentation maintained in a file?
	07c	Are all real property documents loaded into ORMS?
	08	Is the real property inventory conducted annually?

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Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):
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D-8 TRANSPORTATION

Staffing

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

Y,N,N/A, OB (Observation) or R

	02 Do the vehicle binder contain all required documentation?
	03 Are original vehicle titles kept in a secure location at the region or wing/region headquarters?
	06 Are CAPFs 132 completed on all COVs in accordance with CAP regulations?
	08a) Are vehicle identification numbers affixed properly?
	09a) Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?
	11 Do the vehicle files contain all required documentation in ORMS?
	12 Are all appropriate/required COVs equipped with backup alarms?
	13 Was the rear seat removed from 15- passenger vans.
	14 Are spare tires/spare tire kits securely attached.
	15 Are trailers being maintained
	16 Have all CAP drivers completed Driver's Orientation Training (DOT)?

enter 1st vehicle enter 2nd vehicle enter 3rd vehicle enter 4th vehicle

enter 1st vehicle enter 2nd vehicle enter 3rd vehicle enter 4th vehicle

Enter reason for vehicle change

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(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

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D-9 INFORMATION TECHNOLOGY

Staffing

Position - Information Technology Officer (IT) held position: 0 Year(s) 0 Month(s)
Information Technology Specialty Track:

Y,N,N/A	#	Question
	01	Has the wing been operating under any supplements, operating instructions (OI) or waivers to CAPR 120-1? If not, answer "N/A".
	02	Does the Wing have an assigned Director of IT or IT Officer responsible for maintenance, upkeep and compliance with regard to use of all CAP IT assets within their respective units?
	03	Are all wing-level CAP Internet Operations records current?
	04	Are locally developed web pages dealing with confidential information clearly marked with the warning required?
	05	Are full backups of CAP-owned IT assets completed at least once a month and incremental backups weekly?
	06	Are the default anti-virus protections enabled on locally available CAP issued computers?

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.

2. 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.

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E-1 COMMAND

Staffing

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

Y,N,N/A, OB (observation)

#	Question
02	Is the wing MOU with the state current and approved?
04a	Does the wing ensure compliance with the sexual/physical abuse policy?
04b	Does the wing ensure compliance with the sexual/physical abuse policy?
08	Does the Wing CC approve all fundraising events within the wing?
09a	Are Sub-Unit compliance inspections accomplished IAW CAP regulations?
09b	Did the Wing establish a Sub-Unit compliance inspection travel budget as part of the Annual Training Plan and submit it to Region?
14	Are Reports of Survey properly documented in IAW CAP regulations?
15	Has the Wing commander completed required IG Annual Refresher training?
17	Has the wing historian submitted an annual history each year?
18	Have all members completed cadet protection training?
19	Commander provided a closeout letter to CAP/IGQ?
20	Requesting Commander provided a closeout letter to CAP/IGQ for each CIQ requested?
21	Did the Wing Commander pause all cadet activities of any school unit with an expired CAPF 60-88 agreement of 60 days or greater.

Questions above can be answered Yes, No, N/A or Rpt.
For discrepancies that are closed on site, add the verbiage:
- This discrepancy was verified corrected - discrepancy closed, no further action required.

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State Wing CI
City, State; DD Month YYYY (Out-brief Date)

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

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E-2 SAFETY

Staffing

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

Y,N,N/A, R, OB (Observation) # Question
09 Is the Wing SE a graduate of NSOC?
10 Did the Wing SE possess the Technician rating or higher in the Safety Specialty Track?
11 Is the Wing SE or Assistant SE a pilot?
12 Did Wing complete an Annual SMS Program Review for the previous year.
13 Was a deliberate RM CAPF 160 used in planning the most recent Wing encampment.
14 Did all active units (not including Flights) in the Wing conduct the Annual Safety RM Day during the months of January, February, or March?
15 Did Wing SE have an up-to-date annual plan for providing assistance to SEs in subordinate units for the current year?
16 Was the Wing SE knowledgeable in the use of the Hazard Reporting / Safety Suggestion portion of SIRS?
17 Does the region have a current, approved safety reporting supplement?
18 Can the region SE determine if there are any overdue mitigating actions?
19 Can the region SE determine whether any review timelines are longer than 60 days?
20 Can the Wing SE locate the region's most current safety reporting supplement?
21 Can the wing SE determine if there are any overdue mitigating actions?
22 Can the wing SE determine whether any review timelines are longer than 60 days?

Questions above can be answered Yes, No, OB (Observation) or Rpt.
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State Wing CI
City, State; DD Month YYYY (Out-brief Date)

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

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E-3 INSPECTOR GENERAL

Staffing

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

Y,N,N/A	#	Question
	01	a) Has the Wing IG completed required Tech Rating?
	01	b) Has the Wing IG completed required annual Refresher Training?
	01	c) Has the Wing IG completed required IG College?
	03	Is the Wing IG single billeted?
	07	a)Were Sub-Unit compliance inspections conducted with at least two qualified inspectors?
	07	b) Did each unit receiving an overall grade of Ineffective receive another Sub-Unit compliance inspection within 90 days of the original inspection?
	09	Are Sub-Unit compliance inspection discrepancies closed within 90 days?
	13	Have newly appointed wing IGs had a program evaluation by their Region IG within 6 months of appointment?

Questions above can be answered Yes, No, N/A or Rpt.
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Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

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