Understanding the Subordinate Unit Inspection Program

Lesson Objective: Understand the commander's role in ensuring the squadron has a successful result during a Subordinate Unit Inspection (SUI).

Desired Learning Outcomes (DLO):

1. Explain the role of the IG in the inspection program.
2. Navigate the subordinate unit inspection program utility.
3. Explain what is required for a successful SUI.

Scheduled Lesson Time: 30 minutes

Introduction

When you think about it, the subordinate unit inspection (SUI) is like a complete physical. It measures the health of the unit. It can uncover things that need improvement, of course; and yet it can also serve as a way to spread good news and best practices.

Like preparing for a physical, preparing for an SUI takes work. More accurately, it takes developing a unit-wide routine for doing things right and well all the time. Think about it; you can't lose 10 pounds for a physical overnight; and you can't prep for an SUI overnight either.

Inspections are part of CAP life. The reasons for inspections are best summarized by CAPR 20-3 (formerly named CAPR 123-3):

> 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 effectiveness and ability to comply. The Cooperative Agreement for Civil Air Patrol mandates the inspection of CAP units.

We are the civilian auxiliary of the USAF. If a unit is already doing things correctly and keeping records up to date, an unannounced/surprise inspection will actually not interrupt most meetings. One way to stay current is to conduct a partial inspection on your unit every month during the business meeting. This will normally take 5-10 minutes if everything is ready. There are 11 areas that are inspected during an SUI. If you take one area per month and honestly look at every question on the current SUI list, you will stay up to date all year round. Knowing you are up to date decreases the self-imposed stress that many people feel during an inspection. This stress usually arises from doubt. Knowledge of the process helps ensure that you will stay ready at all times and an inspection is able to be completed with a minimum of disruption and/or stress for you and your squadron.

1. The role of the IG in the inspection program.

The Wing IG runs the program for the wing and will have volunteer team members and team leaders. The best way to learn this process is to volunteer to become a team member. You can find the Inspection Team Augmentee course in the Learning Management System, in the IG section. Notify your wing IG that you want to help and your efforts will be greatly appreciated.

Paraphrased from CAPR 20-3:

- The maximum interval between each unit's SUI is 24 months.
- If a unit exceeds 27 months without a completed SUI the Wing Commander shall prohibit the unit from participating in any CAP activities (including weekly meetings) until an SUI is completed.
- The group/unit to be inspected will be provided details pertinent to the visit in a 60-day notification, except for short notice inspections.
- 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.

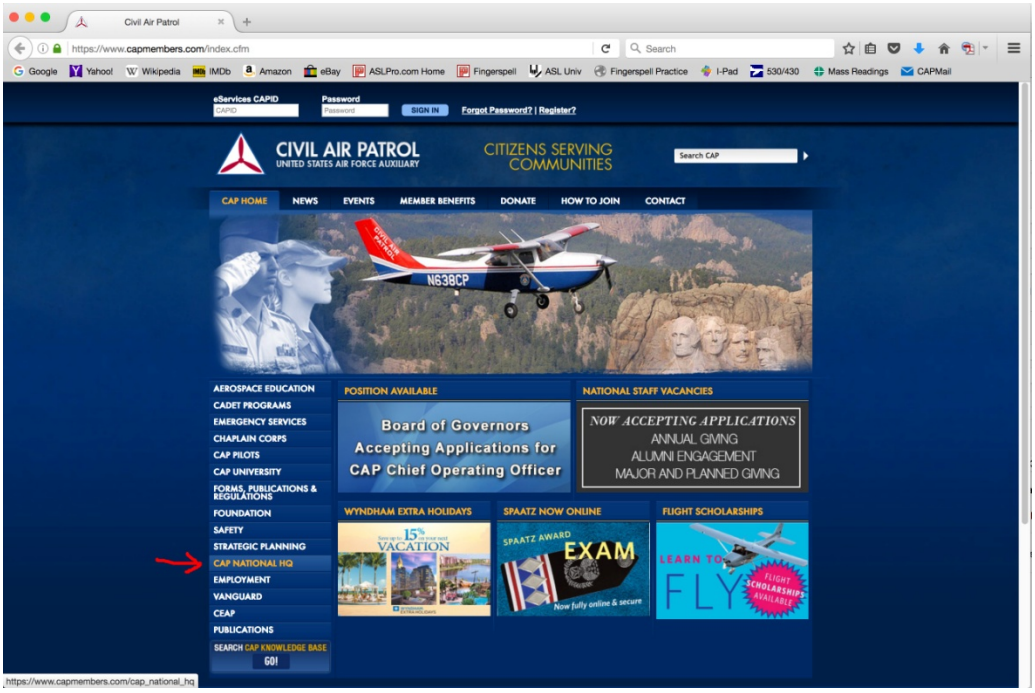
2. Navigating the subordinate unit inspection program data collection utility

There are 11 areas that are reviewed during an SUI:

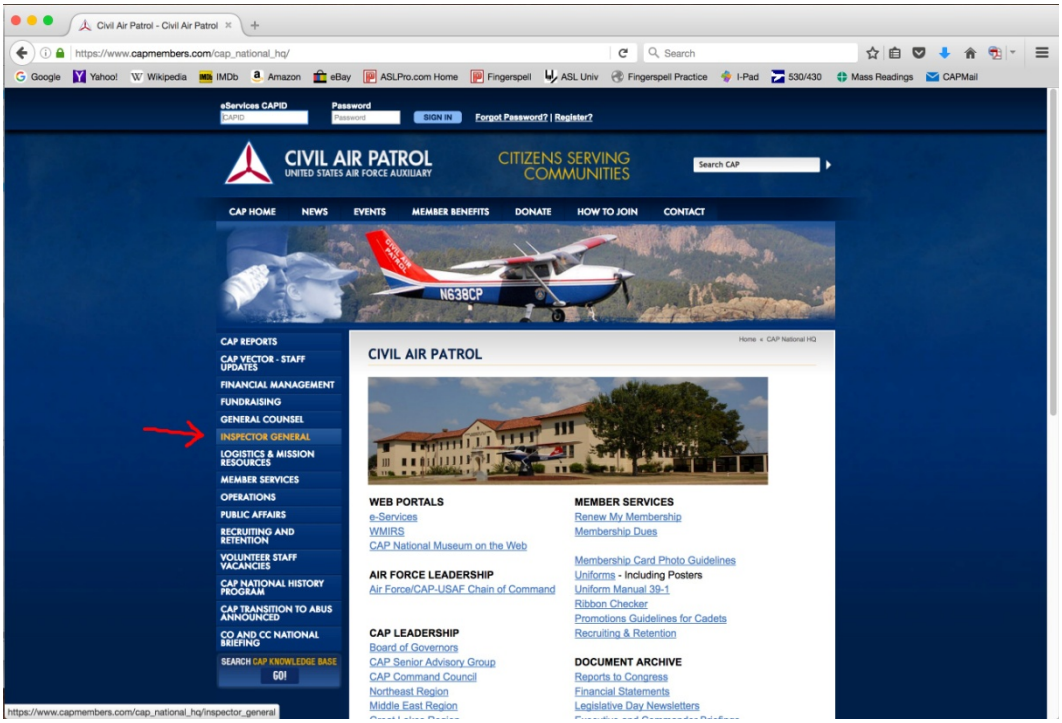
1) Aerospace Education
2) Cadet Programs
3) Professional Development
4) Finance
5) Administration
6) Personnel
7) Public Affairs
8) Supply
9) Transportation
10) Commander
11) Safety

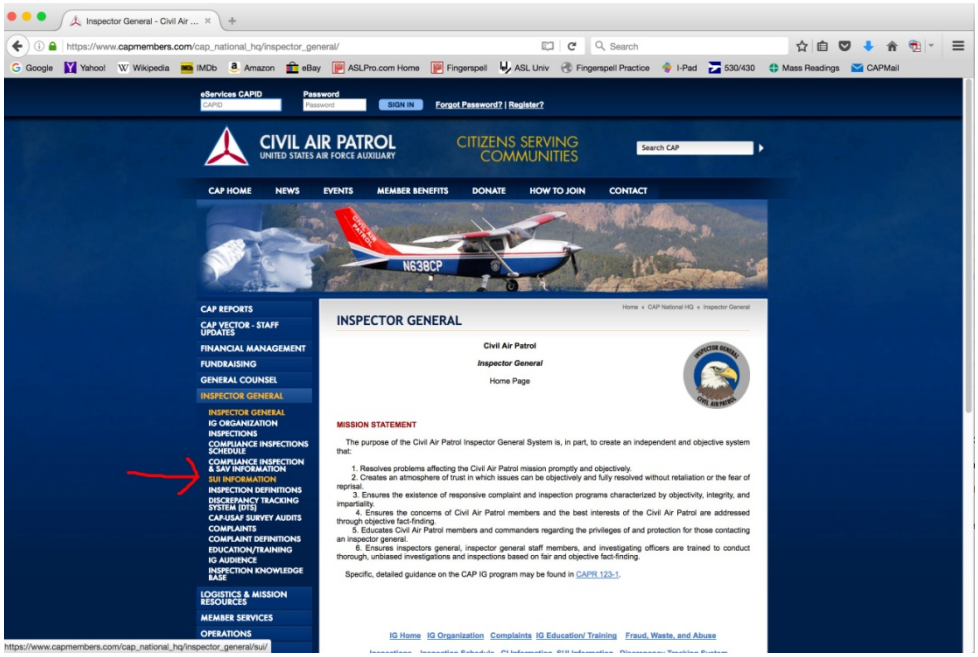
Getting the SUI Sheets is easy. The information is available to the public. The sheets are located on CAPMembers.com.

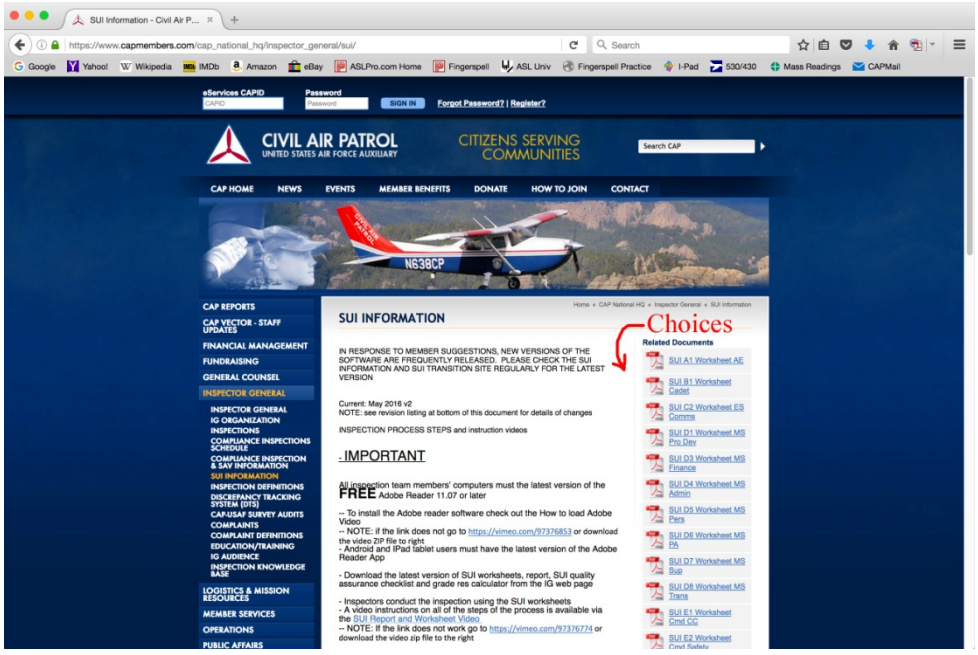
https://www.capmembers.com/ ->CAP National HQ->Inspector General->SUI Information->choose one or more… See next 2 pages for images.



Your choices for the download are individual areas or the entire SUI package in a zip file. You can download the grade calculator as well.

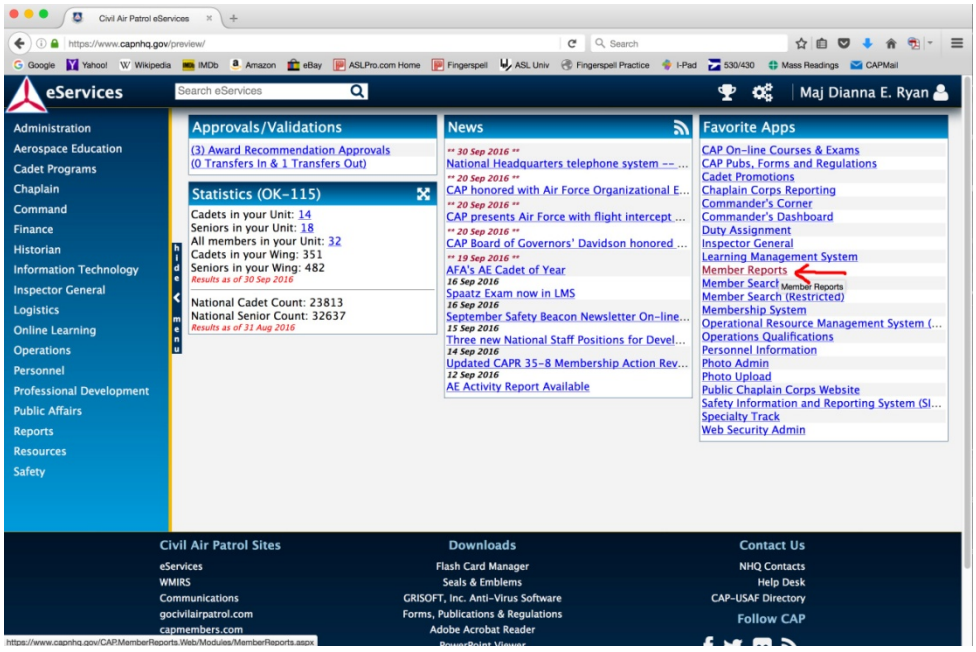




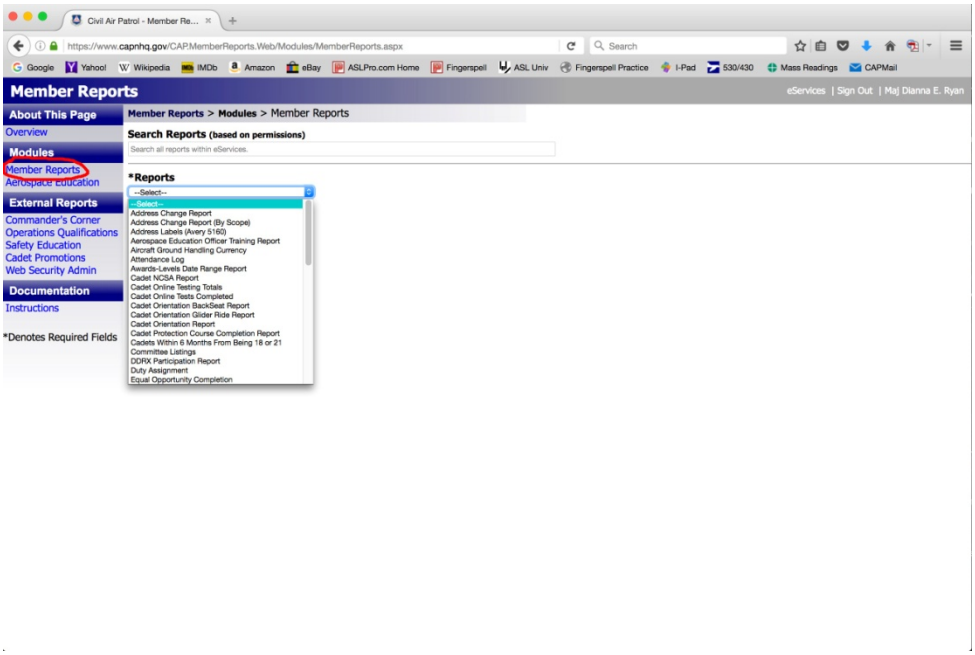


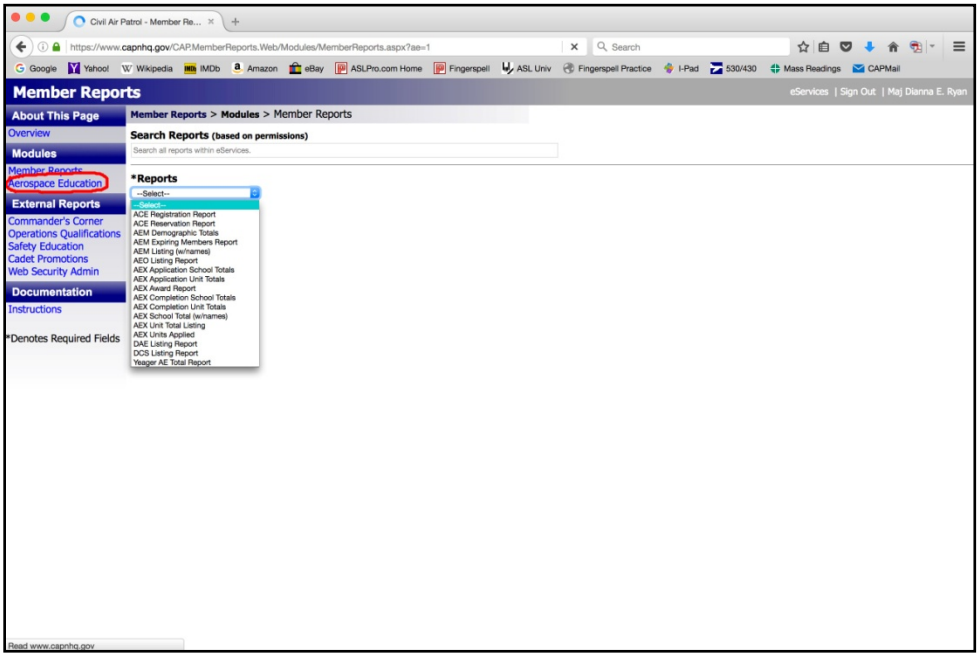
Once you have downloaded all of the SUI sheets and your member reports, you need to compile them and get your data/reports before you can upload them into the IG section of eServices.

Knowing where to find the data you need will make your job of gathering it very easy. Most of what you need is found in Member Reports.

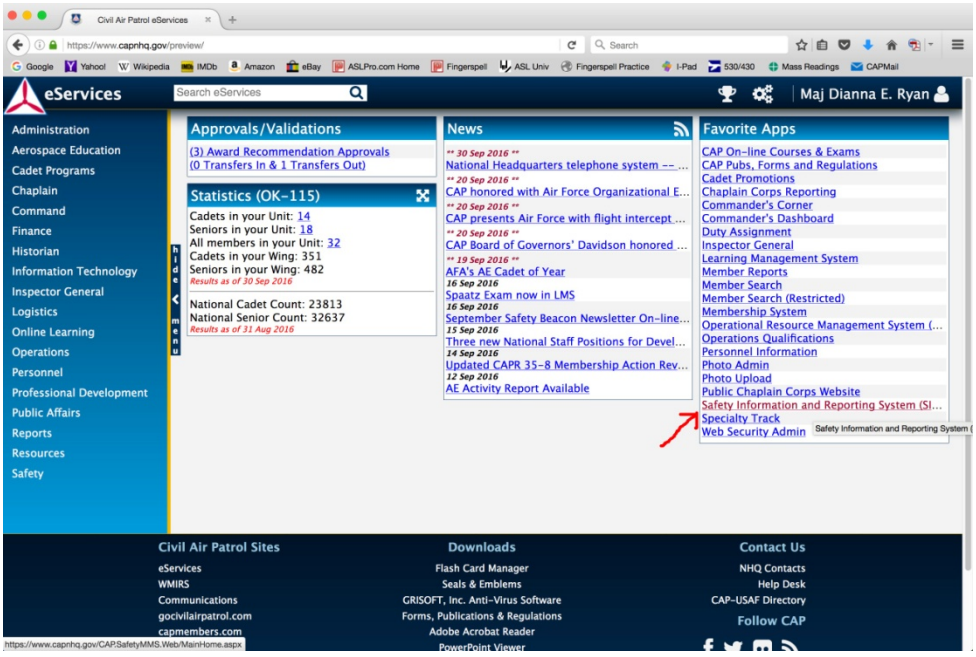


You will be offered several choices of what reports you need. The title may not be obvious, but for the most part the titles are very closely named to what you need. You can choose Member Reports or Aerospace Education Reports from this screen. Member Reports will be automatically chosen as the default, but if you bounce back and forth, you can always come back to Member Reports.



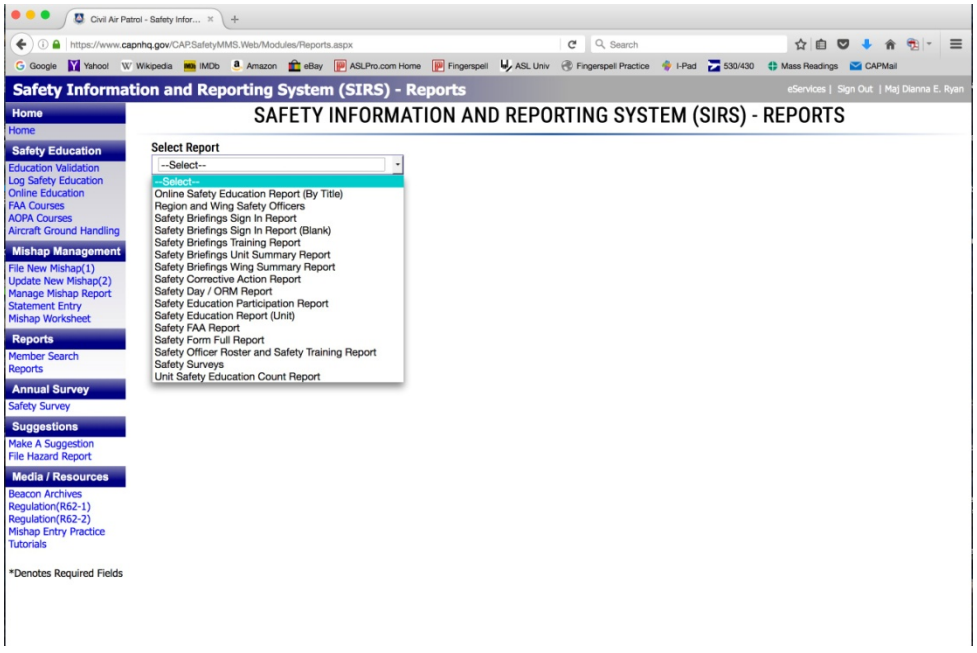


You will also need to get various safety reports from time to time (not only for the SUI). These are found in the Safety Information and Reporting System (aka SIRS).



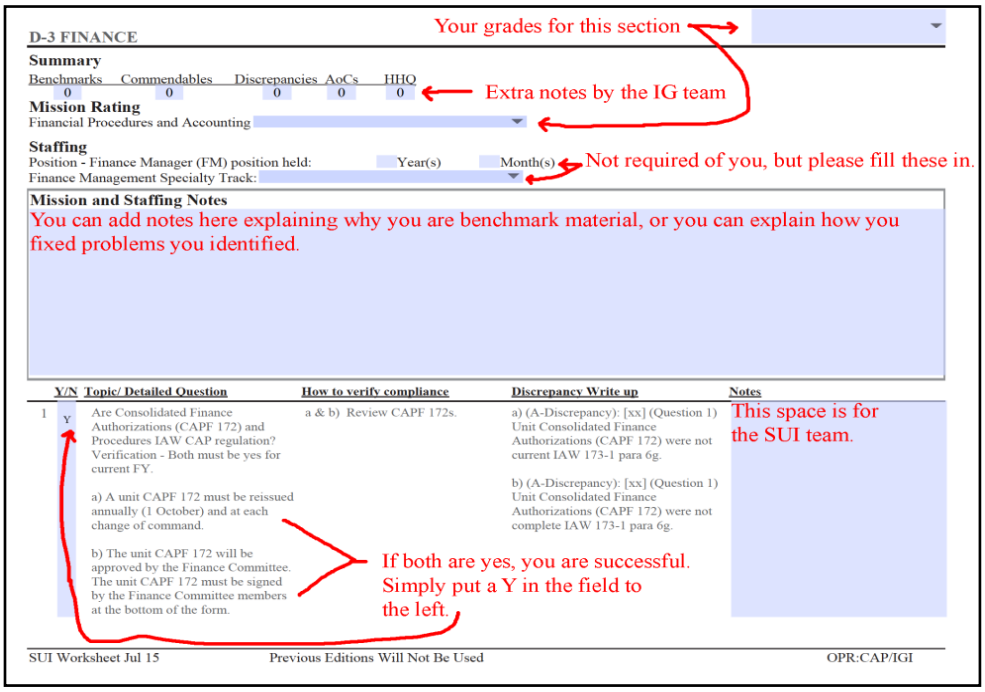
Make sure it is your squadron and then choose Safety Reports.

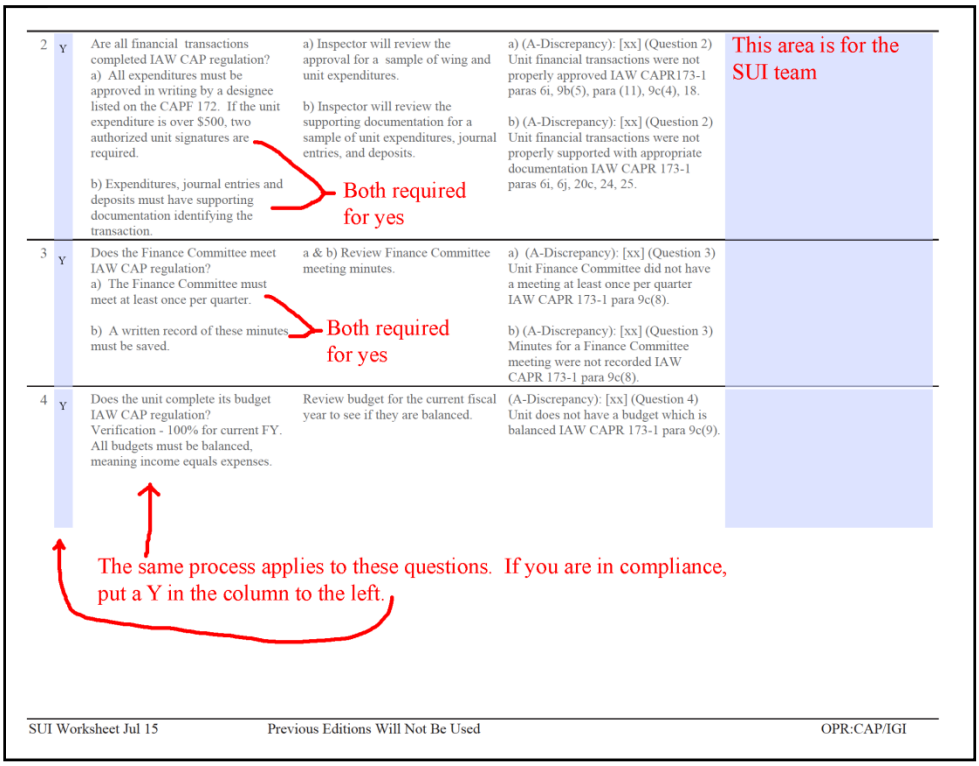
Next, simply choose the reports you need.

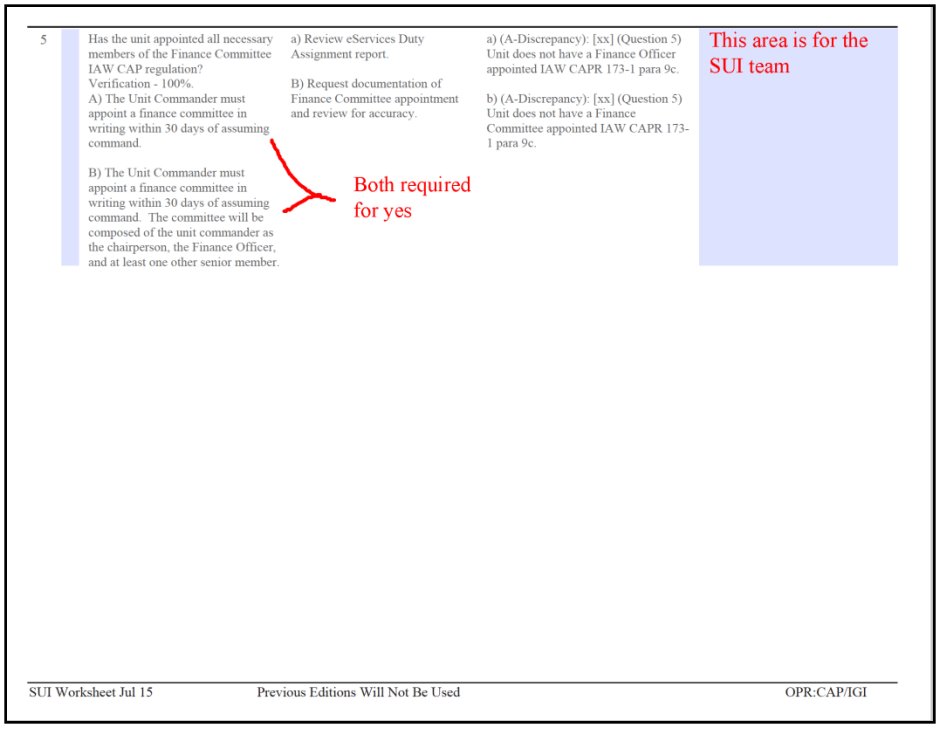


Now you have your data.

The SUI sheets you downloaded earlier need to be filled in. Sometimes you need the data that you mined from eServices and other times you need to upload a copy of the supporting documents. In the example below, finance is the component that will be demonstrated.







5	Has the unit appointed all necessary members of the Finance Committee IAW CAP regulation? Verification - 100%. A) The Unit Commander must appoint a finance committee in writing within 30 days of assuming command. B) The Unit Commander must appoint a finance committee in writing within 30 days of assuming command. The committee will be composed of the unit commander as the chairperson, the Finance Officer, and at least one other senior member.	a) Review eServices Duty Assignment report. B) Request documentation of Finance Committee appointment and review for accuracy.	a) (A-Discrepancy): [xx] (Question 5) Unit does not have a Finance Officer appointed IAW CAPR 173-1 para 9c. b) (A-Discrepancy): [xx] (Question 5) Unit does not have a Finance Committee appointed IAW CAPR 173-1 para 9c.	This area is for the SUI team

Both required for yes

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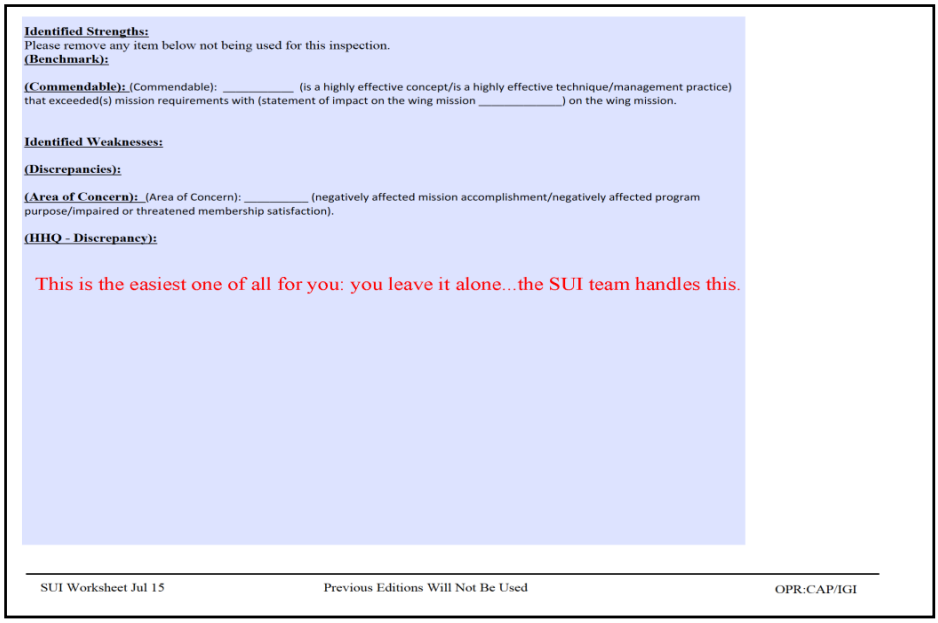

Identified Strengths:
Please remove any item below not being used for this inspection.
(Benchmark):

(Commendable): (Commendable): _____ (is a highly effective concept/is a highly effective technique/management practice) that exceeded(s) mission requirements with (statement of impact on the wing mission _____) on the wing mission.

Identified Weaknesses:

(Discrepancies):

(Area of Concern): (Area of Concern): _____ (negatively affected mission accomplishment/negatively affected program purpose/impaired or threatened membership satisfaction).

(HHQ - Discrepancy):

This is the easiest one of all for you: you leave it alone…the SUI team handles this.

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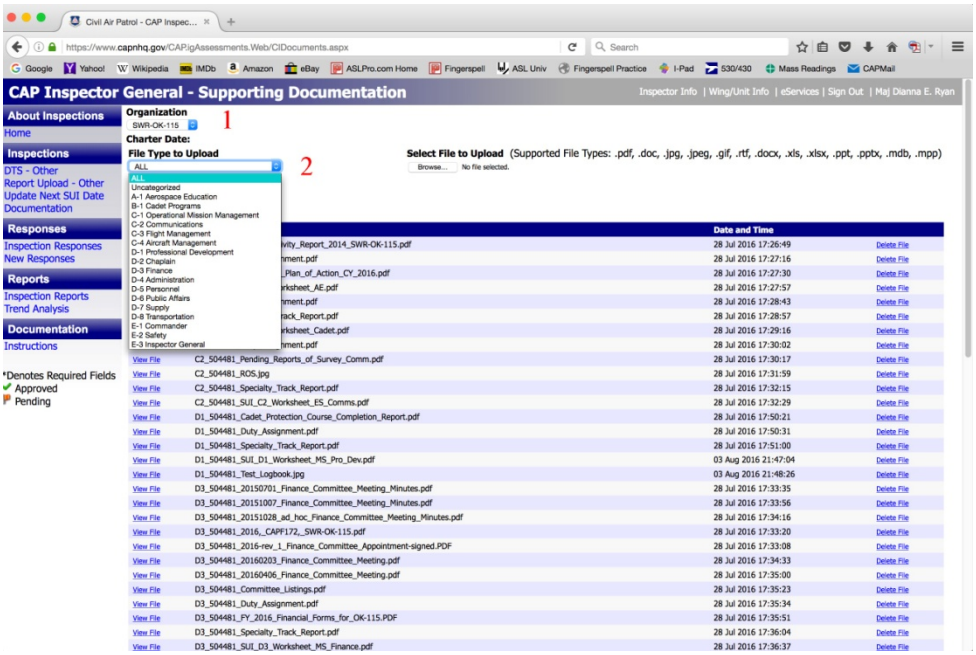
That's really all there is for this part of your SUI. You need to upload all of the supporting documents now, but that's even easier than this was!

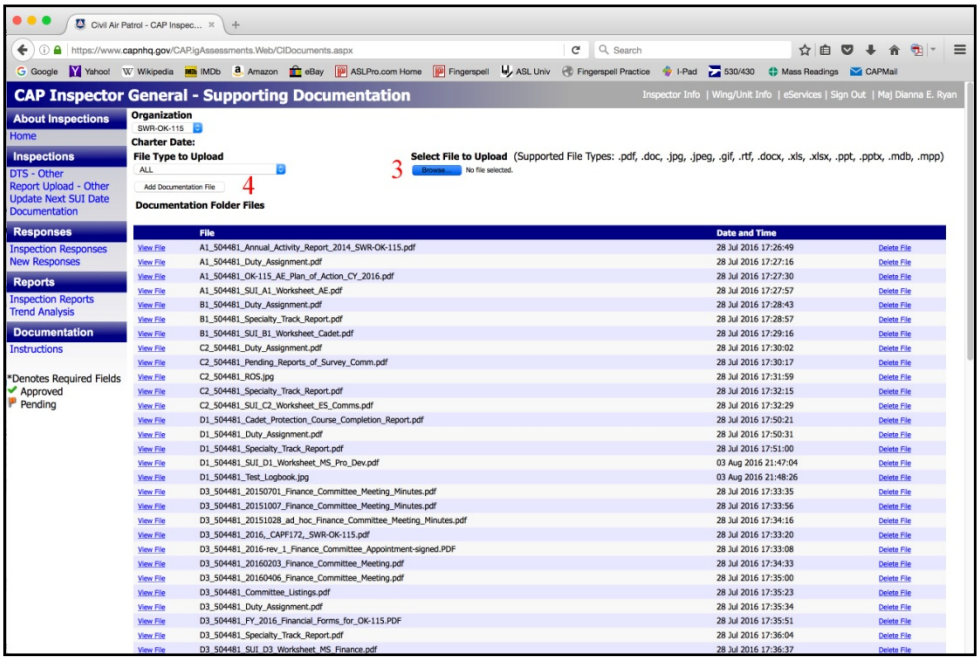
To upload your SUI sheets and data, you start at Inspector General.

Next, select Documentation.



Choose your unit (if not already defaulted to it), and then choose where the file you are uploading goes.

Next, browse the location of the file from your computer and upload it via the Add Documentation File button. You can only upload only one file at a time. It helps if you keep your files in digital format all year round.



3. Requirements for a successful SUI.

The easiest way to describe what is required is to do your job properly and document everything. Once you are doing that, check the SUI sheets to see if there is something you are missing.

Bullets from CAPR 20-3:

- 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.
- 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.

- 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.
- 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.
    - 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.
    - All SUI discrepancies are to be closed within 6 months of the inspection first visit. Units not correcting all discrepancies within 6 months can 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 Discrepancy Tracking System (DTS) shall be the only members allowed into eServices.
- Any subordinate unit receiving an overall unsatisfactory grade during an inspection will receive another SUI within 180 days of the original inspection.

Lesson Summary and Closure

The SUI process is how we show that we are good stewards of the public trust, money, and equipment that have been given to us. Staying prepared is usually a matter of documenting the good things we already do. If we are prepared for an inspection, the stress experienced and the time spent during the inspection are much less. The process of gathering and uploading the data were discussed and demonstrated in this lesson. Practice as an inspection team augmentee will not only keep this process simple for you, but it will allow you to see firsthand how other units are accomplishing their mission. You are then in a position to either learn from, or teach, them about best practices. Either way, everyone wins, and CAP is better for your efforts.

EXERCISE: Bring a copy of your unit's last Subordinate Unit Inspection to class (in-residence) or have it available for reference (online class). These will be needed for the discussion. This is a mandatory activity.