



## INWG SUPPLEMENT 1

### CAP REGULATION 123-3

24 Nov 2014

Inspection

### CIVIL AIR PATROL COMPLIANCE INSPECTION PROGRAM

This supplement outlines the procedures Indiana Wing utilizes to execute the CAP Subordinate Unit Inspection Program

#### SUMMARY OF CHANGES

This supplement renumbers paragraphs to align with changes with the source regulations, updates notification timelines to 60 days, eliminates references to unit self-inspections, updates documentation reporting timeline to 10 days, and the requirement to use the online SUI documentation tool. **Changes are highlighted.**

CAPR 123-3, dated **10 June 2014**, is supplemented as follows:

#### **2. Responsibilities.**

- a. The Indiana Wing Commander (INWG/CC) is responsible for the Indiana Wing Subordinate Unit Inspection (SUI) program.

#### **12. Subordinate Unit Inspections (SUIs).**

- a. The Indiana Wing Inspector General (INWG/IG) will administer the SUI program and ensure proper execution of inspection schedules.
  - (1) Added Group commanders are responsible for preparing their headquarters units for inspection in accordance with supplemental guidance provided by INWG/IG. In addition, group commanders will monitor subordinate units to ensure their preparation for SUIs and request Staff Assistance Visits from INWG/IG as required to help strengthen squadrons and flights under their command.
  - (2) Added. Squadron and flight commanders are responsible for educating their staff on the SUI program, using the SUI Guide to help their unit to prepare for scheduled SUIs, and complying with INWG/IG instructions during the SUI process.
  - (3) Added. All Members are responsible for complying with SUI program requirements and, in particular, making all required documentation available as well as participating in interviews as required by an assigned inspector (CAPR 123-1, para 9).
- b. Group headquarters, squadrons and flights will be inspected, on average, at least every 24 months. Any unit exceeding 27 months without an SUI will be suspended from CAP activities (including unit meetings) until an SUI is completed in accordance with the procedures found in paragraph 12, k.

c. Scheduling. INWG/IG will maintain an inspection schedule at [www.inwg.cap.gov](http://www.inwg.cap.gov) listing inspections by unit and the month and year of the latest date for the unit to receive an inspection.

(1) Added. Notification. A "Notice of Inspection" will be emailed to the unit commander no later than 60 days prior to the scheduled inspection. See attachment 3 (Added) for an example of an emailed notification.

(2) Added. Initial Response. The unit must respond to the "Notice of Inspection" email within 72 hours acknowledging the date of inspection and providing a proposed inspection date.

(3) Added. Rescheduling by the Unit. Unit commanders may request a change of inspection date in writing or via email if the date is inconvenient. This request must be made no later than 21 days prior to the inspection. INWG/IG will determine the validity of the request.

(4) Added. Failure to Show: Units which cancel a scheduled SUI less than 10 days in advance, are not present at the appointed inspection location, date, and time, or do not submit required pre-inspection documentation as required may be suspended from all operations by INWG/CC using procedures found in paragraph 12, k. If this situation occurs, INWG/IG will notify INWG/CC and the appropriate group commander.

e. Prior to the Inspection. No later than 10 days in advance, the unit commander must submit answers typed in blue to the SUI guide at the web link in the notification email, and upload these typed answers and information requested in advance by the IG to *eServices>Inspector General>Documentation*.

Note, group headquarters units and school units should contact INWG/IG for supplemental instructions.

(1) Added. Answering the Checklist. The unit must focus on answering the items on the SUI checklist and providing documentation as requested by the IG. The unit will use the SUI Guide current as of the date of "Notice of Inspection". This SUI Guide can be found on the National CAP/IG website at [http://www.capmembers.com/cap\\_national\\_hq/inspector\\_general/sui/](http://www.capmembers.com/cap_national_hq/inspector_general/sui/). Supplemental instructions for group headquarters and school units will be provided by INWG/IG. Units will type their responses to the checklist's questions in BLUE FONT. If a unit fails to provide the SUI guide on time, a unit may be suspended from CAP activities by the INWG/CC until the unit completes the SUI.

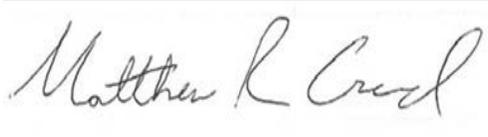
(2) Added. Preparing Documentation. The unit will gather documentation required in the SUI notification, and have these documents uploaded to *eServices>Inspector General>Documentation*.

g. The SUI team will use the NHQ-provided SUI guide to conduct the inspection; however, current regulations are the regulatory standard applied and changes in regulations may not yet be reflected in the guide. It is the responsibility of the unit to stay current with regulations and policies. If regulations have changed, but the Guide has not yet changed, the new regulation or policy is the standard against which the unit will be compared.

j. When possible, a preliminary, verbal evaluation will be given by the inspection team to the unit's leadership immediately following the SUI. A written report will be emailed to the unit. The report will also be posted online within the password protected section of the wing website.

k. (1) (a) Discrepancies. Units will correct all identified discrepancies. Units will report on corrective actions every 30 days after receipt of the written report using the format outlined in the IG section of

the wing website. Corrective actions will approved by INWG/IG, who will determine the appropriateness of the correction action.

A handwritten signature in black ink, reading "Matthew R. Creed", enclosed in a thin black rectangular border.

**MATTHEW R. CREED, Colonel, CAP  
Commander, Indiana Wing**

Attachment 3 Added.  
Example of an Emailed SUI Notification

TO: IN321/CC

cc: INWG/CC, CV & IN GP VII/CC

FROM: INWG/IG

SUBJECT: Notice of Subordinate Unit Inspection

1. In accordance with CAPR 123-3 and the Indiana Wing Subordinate Unit Inspection Program Policy, your unit, Michiana Senior Squadron (GLR-IN-321), will receive a Subordinate Unit Inspection. This inspection must be completed by 1 January 2014. Please advise me of dates in December that would work for this inspection. Please note, once a date is agreed upon, it will be very difficult to change.

2. The inspection details are as follows:

a. The inspection must be completed by 1 January 2014. In the next seven days, please advise me of the date you would prefer for the inspection before the required completion date. A night during the week such as your regular meeting night may work, but please keep in mind that weekends or a time away from the regular meeting night might work best.

b. I will serve as the team leader and team members will be Lt Col Diane Jones (INWG/DA) and Maj Michael Howard (IN GP X/CD).

c. The team may conduct at least a portion of the inspection at your unit meeting location unless you select a different location and communicate this to me. A portion of the interviews may be conducted by telephone to provide a more flexible process. If telephone interviews are utilized, then additional supporting documentation may be requested.

3. Prepare by taking the following actions:

a. Review your last inspection report. An electronic copy of your last inspection report, if applicable, is available at <http://indiana-wing.org/IN001/index.php5?title=SUI>. You are encouraged to look at reports for units similar to yours at that site.

b. Download INWG Supplement 1, CAPR 123-3 [http://indiana-wing.org/IN001/index.php5?title=Indiana\\_Wing\\_Publications](http://indiana-wing.org/IN001/index.php5?title=Indiana_Wing_Publications)

c. Download the Subordinate Unit Inspection Checklist available at [http://www.capmembers.com/cap\\_national\\_hq/inspector\\_general/sui/](http://www.capmembers.com/cap_national_hq/inspector_general/sui/) and provide typed answers to each question describing how your unit accomplishes the question. This is the **MOST CRITICAL STEP** in the SUI process. The inspectors will look for the items in the "how to verify compliance" column for each tab. If the unit does not supply proof of completion as required in that column, that item will be marked as a discrepancy. It is preferred that as much of this documentation as possible is uploaded to the weblink at least ten days before the inspection date. Note, if your unit does not have a vehicle or a Cadet Program, you will not be evaluated on those tabs.

4. Provide Documentation.

- a. Update the online duty assignment module in e-services as this will serve as the duty roster and interview listing for the inspection team. **Update no later than 10 days in advance of the inspection.**
- b. **Upload supporting documentation. All supporting documentation should be uploaded to *eServices>Inspector General>Documentation* no later than 10 days in advance of the inspection.** Supporting documentation includes:

- 1) Typed answers to the SUI checklists referenced above.
- 2) Copies of the following documents: (Note: frequently SUI teams are told, "But I sent Wing a copy". However, having these documents demonstrates the unit's program management.)

**FINANCIAL**

- Unit Budget for current FY
- CAPF 172 Completed

**REAL PROPERTY**

- Real Property Survey
- Copy of any lease or facility use agreements or information

**AEROSPACE EDUCATION**

- AE Plan of Action for **current** CY
- AE Activity Report for **last** CY
- Examples of any AE Awards submitted

**COMMUNICATIONS**

- All CAP-owned comm equipment (radio, LPer, etc.) available for physical inspection

**LOGISTICS**

- All CAP-owned Supply equipment (laptop, printer, etc.) available for physical inspection

**VEHICLES**

- Any vehicles in the unit's custody must be available and ready for inspection

**PROFESSIONAL DEVELOPMENT**

- Test inventory logs
- Demonstrate where and how test

storage takes place

**ADMINISTRATION**

- File Plan
- Any unit publications

**PERSONNEL**

- Unit organizational chart
- Appointment orders for Promotion and Awards Board

**PUBLIC AFFAIRS**

- CY Public Relations Plan
- CY Crisis Communications Plan

**COMMANDER**

- Proof Annual Ground Training Completed by Commander
- Proof of Briefing CAP's Non-discrimination Policy to unit members

**SAFETY**

- Proof of completion of most current Safety Survey
- Safety Education proof for last 12 months
- Proof of Annual Safety Day and ORM Training completed

5. Questions concerning this SUI may be directed to me as the Team Leader.

JOHN SMITH, Lt Col, CAP  
SUI Team Leader