



Office of the Wing Inspector General

**HEADQUARTERS CONNECTICUT WING
CIVIL AIR PATROL**

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United States Air Force Auxiliary

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**A PLAN OF ACTION FOR IMPLEMENTATION
OF A SUBORDINATE UNIT INSPECTION (SUI) PROGRAM**

For the Connecticut Wing

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Philosophy and Objectives

The CT Wing Subordinate Unit Inspection (SUI) program is a detailed review of a squadron's ability to perform and meet the three missions of the Civil Air Patrol. This review will document and rate the ability of the squadrons to complete their missions of Aerospace Education, Cadet Programs and Emergency Services. This program is mandated by CAPR 20-3. The inspection will provide feedback and information to the Wing Commander on the mission readiness of the squadron. This information will give the Wing Commander the ability to monitor and assist the squadron's actions to overcome any deficiencies that need to be corrected. Additional training or personal mentoring provided from Wing Staff members will be encouraged to alleviate any issues documented in the SUI.

Wing Commander Mandated SUI frequency (Reference: CAPR 20-3, Para 9.2 and 9.13)

The CT Wing SUI program will follow a 24-month inspection cycle. Additional follow-up inspections will be conducted if there is an overall ineffective rating, over-all safety deficiency or directed by the Wing Commander.

Wing IG appointed assistants and training for those assistants (Reference: CAPR 20-1 Para 8)

All IG Assistants are required to take the Introduction to Inspections, Inspection Augmentee (IA) and IG Investigating Officer (IO) Courses and IG Senior Course; they will be well qualified members and will complete annual refresher training. SUI Inspection Augmentees (IA) will take the Introduction to Inspections and Inspection Augmentee Courses as certification to be a member of an SUI inspection team.

Wing IG training plan for all team members in the wing (Reference: CAPR 20-1 Para 9)

The CT Wing IG or designee will provide training for SUI members and interested members of the CT Wing at least once a year. Training will also be provided for commanders and members on the privileges and benefits of the IG program. Training will include informal training of new regulations or IG procedures and training will be offered to members that want to take the Inspection Augmentee Course. Additional training classes will be offered as needed at the staff meetings, commander's calls, CT Wing Conference and other Wing supported training.

Selection of team members (CAPR 20-1 Para 8, CAPR 20-3 Para 9.4)

Team members will be selected by the Wing IG in coordination with the CTWG/CC. Selection will be based on completion of the Introduction to Inspections and Inspection Augmentee Courses, specialty track ratings and areas of expertise that align with the SUI guide. Professionalism and objectiveness are of most importance coupled with computer and writing skills. New team members will be paired and mentored by the IG or IGA. The

potential member will attend at least one SUI and prepare input satisfactorily prior to being deemed qualified and able to perform as an individual member of the team.

Schedule of inspections needs to be established and transparent (Reference: CAPR 20-3 Para 9.2-9.3)

The SUI schedule will be set on a two year basis and updated NLT 15 January of each year. The schedule will be posted on the IG section of the CT Wing Web page and sent to all commanders via email. A copy of the schedule will be sent to the NER IG NLT 15 December of each year.

A procedure to close out discrepancies in SUIs (Reference: CAPR 20-3 Para 9.11-9.12)

The IG will setup a list of open discrepancies in the eServices IG Discrepancy Tracking System (DTS). The inspected unit will respond to all discrepancies using this tracking system IAW the timeline outlined in CAPR 20-3 and will refer to the Inspection Knowledge Base (IKB) for discrepancy closures guidance: [IKB](#). All discrepancies will be closed within six months of the completed SUI. A notice will be sent to the commanders who do not respond within the required time frame and a copy will be sent to the Wing Commander.

Method in which results of SUI Reports are published to inform the Wing commander, the Wing staff, and all unit commanders in the Wing of problem areas and success areas

All SUI reports will be sent to the inspected unit commander within 14 days. The report will be distributed to the NER IG, Wing Commander, Vice Commander, Chief of Staff and all Squadron/Flight Commanders. Additional distribution of information will be at the discretion of the Wing Commander. All final reports will be uploaded to the SUI module in eServices.

Working relationship with Wing to monitor the process

The SUI team(s) will report directly to the CT Wing IG and submit all written documentation on the unit review within the required time period. The CT Wing IG will prepare the final document for submission to the Wing Commander in conjunction with SUI team that performed the inspection.

Methods implemented to produce a consistent SUI Report

All SUI reports will be reviewed by the Wing IG prior to final submission of the report. Discussion by the team for consistent ratings will be done for each SUI completed.

FOR THE COMMANDER

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