

Preparing for your Subordinate Unit Inspection (SUI) – 1 January 2018

Welcome to the Inspectors General, Subordinate Unit Inspection (SUI) program. The SUI program is outlined in CAPR 20-3.

The By-laws of the Civil Air Patrol authorize the assessment of Civil Air Patrol Units. Items subject to review include, but are not limited to the following: Implementation of policies, procedures and regulations, management of personnel, corporate resources, CAP programs, compliance with CAP directives, financial management and controls, accounting and general fiscal responsibility.

The SUI program is really a commanders program. Commanders at each level, with the support of their Inspector General, are ultimately responsible for the success of this program. CAP members involved in the CAP program are responsible for understanding and complying with CAP directives and ensuring all programs are performed in a safe manner. Safety and security of CAP property and personnel is everyone's responsibility.

The Inspector General and inspection team members at all levels have a duty to take immediate action (up to and including stopping operations) to prevent personal injury, damage to equipment, or the release of classified information should a potential/actual safety issue or security violation be observed.

IGs will inspect each CAP unit every 24 months (not to exceed 27-months). SUIs shall not be considered complete until the SUI checklist is complete, has been submitted to the SUI data location and posted to eServices. Any unit that exceeds 27 months without a compliance SUI will be prohibited from participating in any CAP activities until a successful SUI is completed. Waivers to exceed the 27 month maximum interval without restrictions being placed on the unit must be approved by the CAP/IG and the CAP-USAF/IG. Any excess interval between SUIs beyond 24 months will be subtracted in computing the next SUI due date.

The IG will publish an inspection schedule and it will be displayed on the wing web site under the Inspectors General section. Unit Commanders are responsible to advise the Wing IG of any problems or conflicts with scheduling far enough in advance to allow for travel and other planning but not later than 3 months prior to the scheduled inspection. Weather conditions may factor into travel when doing inspections or other extenuating situations may arise with Unit Commanders and IG inspectors which could affect a unit's inspection. Any unit receiving an unsatisfactory grade will receive a second inspection within 180 days of the original inspection.

All units will use the applicable inspection guide for their inspection. The CT Wing website <http://www.ctwg.cap.gov/inspector-general.html> Inspector General page contains basic IG program information and the links to the NER and NHQ IG websites that have the most current guides and references available. However, if for any reason the CT Wing website is down, here is the NER IG website: <https://ner.cap.gov/index.php/dept-staff/inspector> and the NHQ IG website: http://members.gocivilairpatrol.com/cap_national_hq/inspector_general/ as a source for IG information and an up to date inspection guide.

The excerpt below from CAPR 20-3 Para 9 outlines key SUI responsibilities, activities and timelines:

Prior to the inspection.

- (1) The unit to be inspected will be provided details pertinent to the visit in a **60-day notification**, except for short notice inspections.
- (2) CAP unit commanders and staff officers will confirm the scheduled on-site SUI interviews are accurate and provide contact information no later than **30 days prior** to the inspection.
- (3) An eServices report used to help evaluate the group/unit will be run approximately 30 days prior to the SUI by wing inspector general. The eServices report will be located in the data storage location specified in the 60-day notification.
- (4) No later than **10 days prior to the inspection**, the subordinate unit commanders will provide SUI checklist, unit details, data and other “deliverables,” as specified in the checklist instructions using the eServices “CI documentation” storage location. The SUI begins with the unit’s submission of required data 10 days before the on-site date.

During the inspection.

- (1) No later than 10 days prior to the inspection the CAP unit commanders and unit staff officers 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 Unit’s submission of required data.
- (2) All unit staff officers should be available or present as required for the unit’s SUI. Should a staff officer be unavailable, someone knowledgeable in his/her functional area must represent the absent staff officer. **Any pertinent unit files and/or documentation must also be available for inspection, as well as all Eyes-on, Hands-on items (EOHO) requested by the inspection team.**
- (3) The SUI will focus attention on items contained primarily in the published SUI checklist, but may include, as necessary and determined pertinent to CAP mission accomplishment by the headquarters staff.

It is IMPORTANT to provide all the information required within the SUI Guide. If a question is answered with a “Yes” or “NO”, explain your answer with a brief statement. If a unit does not have a vehicle, simply place an “N/A” in the heading for that tab.

Remember, the IG is there to help you as a commander and to ensure you are doing what is necessary to be successful in your command. Your success makes our Connecticut Wing successful over all! Should you have questions, contact me and discuss them before your scheduled SUI.

V/R,

Lt Col Bruce L. Roy
CTWG/IG