
	<p style="text-align: center;">Office of the Assistant Inspector General</p> <p style="text-align: center;">WYOMING WING HEADQUARTERS CIVIL AIR PATROL</p> <p style="text-align: center;">P.O. Box 9507 Cheyenne, Wyoming</p> <p style="text-align: center;">United States Air Force Auxiliary</p>	

DATE: 30 August 2022

A PLAN OF ACTION FOR IMPLEMENTATION OF THE INSPECTION PROGRAM

For the Wyoming Wing

Prepared by: Lt. Col. John Burkett, Inspector General (IG)

Philosophy and Objectives

Inspections are a command responsibility.

The inspection aids the commanders in evaluating their organizational readiness, efficiency and effectiveness. The inspection system provides the commander with an independent assessment process to measure the capability of assigned resources.

The Wyoming Wing (WYWG) inspection program is modeled after the wing compliance inspection program outlined in CAPR 20-3 and utilizes material provided by the CAP IG College and the IG Personal Training Disks produced by the CAP/IG and distributed by CAP/EXS. Our objective is to provide the best inspection program possible with top quality reports completed and distributed on schedule in order to help improve the Squadrons to work within the Cap guide lines.

Wing Commander Mandated SUI frequency

The WYWG/CC has mandated that SUI's be conducted on a 24 month cycle.

Wing IG appointed assistants and training program for those assistants

The WYWG/IG will appoint Assistant IGs.

Replaced with Inspection Augmentee Course on line via LMS

The Basic Course is required training for anyone appointed to work in the IG program, or for those who need to be certified as "highly qualified" to conduct Subordinate Unit Inspections (SUI). Completion of the first and third segments of the IG Basic Course meets the educational requirements for a CAP member to serve on an SUI team and, when coupled with an expertise as a current subject matter expert in the functional area(s) to be inspected, meets the requirements to be a "highly qualified" inspector.

Wing IG training plan for all team members in the wing:

Completion of the first and third segments of the IGBC meets the educational requirements for a CAP member to serve on an SUI team and, when coupled with an expertise in the functional area(s) to be inspected, meets the requirements to be a "highly qualified" inspector.

Members wishing to take the On-line IGBC should register ASAP due to the long waiting period for an open slot in the course. Another alternative would be successful completion of the IG Senior Level Course, which covers all the material in the IGBC but in much greater depth and detail. Ref. CAPR 20-3 9.4.

- **Selection of team members**

The IG will select the trainees for the SUI teams from current member volunteers.

Required and optional or additional training

All IG team members are required to successfully complete the first and third segments of the IGBC either on-line or in the classroom and successfully complete OJT at an actual SUI with an experienced, highly qualified SUI team.

Successful completion of the WYWG Inspection Team Training Course and the IG Senior Level Course is optional but is highly recommended.

- **Observer and Qualification phase**

- During this training phase, the trainee will participate as an observer in 2 SUIs of any unit other than the unit to which they are assigned. After the 2 SUIs the trainee will assist the IG in the preparation of the SUI report. The IG will instruct the team member trainee in the correct method for writing a tab report. When the IG determines the trainee is qualified, he/she will be assigned to conduct an SUI and will be closely monitored during the first SUI interview(s). When the trainee conducts the interviews and writes the tab report(s) correctly.

SUI Team Uniform standards during inspections of subordinate units

The WYWG/IG has designated the uniform for the inspection team as any uniform combination authorized by CAPM 39-1 except flight suits, field and utility uniforms, BDUs, mess dress and exercise uniforms.

Vehicle inspectors may wear a uniform, which is appropriate for the duties being performed (BDU, flight, field or utility uniforms).

Golf shirt type uniforms would be preferred for most IG members because interviewees would be less intimidated due to the lack of rank insignia.

Working relationship with wing and staff to monitor the process

IGs will coordinate with their Wing CC on any contested findings or questionable items on the tab reports. If the staff cannot resolve the issue, it will be sent to the RMR WG/IG for further action.

Schedule of inspections needs to be set up that covers the requirements of the regulation in the time constraints allowed.

Scheduling of Unit Inspections shall be the responsibility of the IG in coordination with his/her staff, subordinate unit Commanders and the wing calendar Ref. CAPR 20-3 9.5.1. WYWG web site has 2020 SUI schedules posted as does the "Commanders Dashboard" in eService.

A procedure to close out findings in SUIs.

Deadlines are given to subordinate units for replies and follow-up input towards closeouts. The closeout procedure is outlined in Para 2 of the cover letter in the SUI Report and further expanded in Para 2 of the “Reply Instructions” in Section 1 of the report. Ref. CAPR 20-3 Table 9.1

Upon receipt of the SUI, report the WYWG/IG will enter the SUI date, cycle number and all Findings from the report onto the “SUI Finding Summary” document.

Unit commanders will forward their request for finding closure to the IG for review. If the IG agrees that closure is warranted he/she will indicate concurrence on the letter and forward it to WYWG CC. Upon receipt of a reply to a Finding the IG will enter it in the “Corrective Action” column and enter the date and either “Open” or “Close” in the “Status” column. When the unit has provided sufficient evidence to warrant closure of the finding, the IG will issue the closure letter.

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

Upon receipt of a correctly prepared SUI report, the IG will type the current date on the cover letter and distribute the report as an attachment to an e-mail to the Wing CC, CV, and Squadron CC.

Methods implemented to produce a consistent SUI Report

WYWG/IG will distribute a template to Squadron CC.

Consultation with Region or neighboring IGs for consistency in reports

WYWG/IG may consult with the RMR IGs.

How all reports include compliance with any applicable wing and region supplements and operating instructions

We modify the SUI Guide based on input received from the wing staff and others (with the wings OPR concurrence) by inserting items from wing and region supplements, OI's and policy letters.

The WYWG Staff will review the *SUI Guide* tab and the page in the *CAP Subordinate IG Program – Self-assessment Tool – (SUI Preparation Guide)* which corresponds to their duty assignment on an annual basis during the month of June. They will make recommendations for changes, corrections, improvements and additions.

To develop a SUI schedule that is open and transparent.

WYWG IG's SUI schedule is active and working.

The Schedule should be published in a way available to all units in the wing.

Whenever a significant change or update is made to the schedule, the revised schedule is e-mailed to the squadron commanders.

Reporting & inspection schedules so completing a cycle of unit inspections sets the anniversary date of subsequent inspections and required self inspections

The “WYWG SUIs are posted on the Wing web site and viewed in “Commanders Dashboard” which shows the dates of the units last SUI’s. These are the dates, which are used in determining the dates of all future SUI’s. The schedule lists last 2 years dates, the current year and tentative dates for the next two years. The reporting schedule is addressed in detail in attachment 2. Ref. CAPR 20-3

How will the wing divert a portion of mission training funds to allow SUI team travel among various subordinate units within the wing to conduct a SUI

The wing IG will coordinate with the wing CC to determine the availability of funds.

Prudent plan to conduct inspections that do not conflict with the wing calendar, Holidays, and unit meetings etc.

On average, a properly conducted SUI requires 2 to 6 hours for team travel, and may include meals plus overnight accommodations.

For the Commander,

Col. Richard Fawcett