Sample Wing 1

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# Notification Email

**From:** Bagodonuts, John E Lt Col
**Sent:** Saturday, January 15, 2025 09:00
**To:** Snuffy, Madeline Z Capt <Madeline.Snuffy@xxwgcap.org>
**Subject:** PCR-XX-009 SUI Notification

Capt Snuffy

As you are aware, we are required by regulations to inspect every unit every 24 months. It is time for the Pettycoat Junction Composite Squadron to have their inspection.

Regulations also required to give the commander 60 days’ notice; your inspection is due NLT 31 MAR 2025.

I have included in this e-mail a copy of your last inspections. Please pay careful attention to that, as any discrepancies that are repeated, will cause the grading scale to shift. Please note that D-6, Public Affairs is currently not being rated. Additionally, please note that "D-2 Chaplain" has been added since your last SUI.

Please see the attached worksheets. These are the latest and will be used to evaluate the unit. Do not use any old worksheets, as they have changed.

All completed worksheets, along with the supporting documents have to be uploaded into eServices 10 days before the inspection.

Please get with your staff and let us know what date in April will work for your team. Upon selection of a date, I will assign an IG team.

We have been doing a combination of virtual and on-site inspection for the squadrons.

Please make sure that all inventory items have been photographed (CAP tag and serial numbers) and that these photographs are made available to the inspection team.

Please let me know if you have any questions Thank you

**Lt Col John E. Bagodonuts, CAP**

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# Discrepancy Clarification Procedure

When discrepancies are entered for units in this wing, “How to Close” is included to make it that much easier (not needing to refer to the Inspection Knowledge Base):

|  |  |
| --- | --- |
| **\*AOR** | **\*Remarks** |
| B-1 Cadet Programs | (Discrepancy/Repeat): [01] (B1 Question 06 a) Unit goals are not specific and measurable IAW CAPR 60-1, para 4.2.1.To Close: Submit through the DTS specific and measurable goals to guide the unit through the next 6 months, at least |
| B-1 Cadet Programs | (Discrepancy/Repeat): [02] (B1 Question 06 b) Unit goals are not bring reviewed quarterly IAW CAPR 60-1, para 4.2.2.To Close: Indicate the quarterly reviews, projected dates, and responsible parties in the submission of your goals |
| B-1 Cadet Programs | (Discrepancy/Repeat): [03] (B1 Question 07 a) Squadron meetings do not fulfill the minimum monthly content requirements IAW CAPR 60-1, para 4.3.2.To Close: Submit through the DTS at least one month’s worth of written meeting schedules |
| D-2 Chaplain | (Discrepancy): [05] (D2 Question 3) Unit failed to ensure a chaplain, CDI, or squadron commander taught cadet Character Development Forums, IAW 80-1, para 6.1.5.To Close: Attach a plan of action to prevent reoccurrence, approved by the Unit/CC, to the discrepancy in the DTS. |

# Procedural Notes

1. As soon as practical after the unit commander responds with a SUI date:

	1. The SUI team is solicited and scheduled
	2. The unit leaders are encouraged to upload their documentation early to have the SUI team review and advise if there's documents missing/needs improvement/could be better

	**NOTE:** The phrase, "We want you to be successful," is always used.
2. For closing discrepancies, commanders are supported by the IG help find solutions, and they are reassured that a discrepancy is not the end of the world, ...”

**NOTE:** Using a coaching model: “Here's how you fix this, short term and then long term....”
3. When the discrepancies are closed, unit commanders are reminded them that they have 2 years until the next SUI.
4. Additionally, unit leaders are offered to the opportunity to opt-in for a no-fault self-inspection where they can do mid-course corrections.