Sample Wing 2

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# Notification Memo

*Office of the Inspector General*

EXEMPLARY WING HEADQUARTERS

CIVIL AIR PATROL

United States Air Force Auxiliary

12345 Great Circle

Villa Stultus, Exemplary 03820-9876

15 January 2025

MEMORANDUM FOR PCR-XX-009/CC

FROM: XXWG/IG

SUBJECT: 60-Day Notice of Subordinate Unit Inspection

1. Pettycoat Junction Composite Squadron is scheduled to have a Subordinate Unit Inspection (SUI) during the month of March 2025. I propose to hold this on the evening of 23 March 2025. If this date has to be changed, please let me know as soon as possible.

2. I have attached a copy of your last SUI report for reference. Please review it with your staff in preparation for the upcoming inspection.

3. Information on the current SUI process can be found on the Civil Air Patrol National website: <https://www.gocivilairpatrol.com/members/cap-national-hq/inspector-general/sui/>. Please review the details of the SUI process, as it undergoes constant refinement, and has changed since your unit’s last inspection.

4. Please have your staff begin working on their respective section questions right away, so that they can be forwarded to my office as soon as is practical. In any event, these work sheets need to be submitted to my office no later than 13 March (i.e., 10 days prior to your inspection). There will be a Microsoft Teams file set up for you with current blank worksheets, and where you may upload your completed worksheets and supporting documents.

5. This inspection is an opportunity for the Exemplary Wing Commander to review how unit programs are functioning. In addition to reviewing the compliance items on the inspection worksheets, I ask that you and your staff try to document the best practices you use, so they can be shared across the wing.

6. If you have any questions, concerns, or recommendations, please let me know. I can be reached at john.bagodonuts@xxwg.cap.gov, and (888) 555-1212.

Respectfully,

John E. Bagodonuts

JOHN E. BAGODONUTS, Lt Col, CAP

Inspector General

Attachment:

2023 SUI Report

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ONLY PERSONS HAVING A NEED TO KNOW WILL REVIEW THIS MATERIAL

# Notification Email

(Note, memorandum is also attached)

**From:** Bagodonuts, John E Lt Col  
**Sent:** Saturday, January 15, 2025 09:00  
**To:** Snuffy, Madeline Z Capt <Madeline.Snuffy@xxwgcap.org>  
**Subject:** 60-Day Notice of Subordinate Unit Inspection

Dear Capt Snuffy

1. Pettycoat Junction Composite Squadron is scheduled to have a Subordinate Unit Inspection (SUI) during the month of March 2025. I propose to hold this on the evening of 23 March 2025. If this date has to be changed, please let me know as soon as possible.

2. I have attached a copy of your last SUI report for reference. Please review it with your staff in preparation for the upcoming inspection.

3. Information on the current SUI process can be found on the Civil Air Patrol National website: <https://www.gocivilairpatrol.com/members/cap-national-hq/inspector-general/sui/>. Please review the details of the SUI process, as it undergoes constant refinement, and has changed since your unit’s last inspection.

4. Please have your staff begin working on their respective section questions right away, so that they can be forwarded to my office as soon as is practical. In any event, these work sheets need to be submitted to my office no later than 13 March (i.e., 10 days prior to your inspection). There will be a Microsoft Teams file set up for you with current blank worksheets, and where you may upload your completed worksheets and supporting documents.

5. This inspection is an opportunity for the Exemplary Wing Commander to review how unit programs are functioning. In addition to reviewing the compliance items on the inspection worksheets, I ask that you and your staff try to document the best practices you use, so they can be shared across the wing.

6. If you have any questions, concerns, or recommendations, please let me know. I can be reached at john.bagodonuts@xxwg.cap.gov, and (888) 555-1212.

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

Inspector General Exemplary Wing  
(C) 888.555.1212  
U.S. Air Force Auxiliary  
[gocivilairpatrol.com](https://www.gocivilairpatrol.com/)  
[xxwg.cap.gov](http://www.girdwoodsquadron.com/)

# Discrepancy Clarification Procedure

1. Within the SUI Report  
   1. Discrepancies are copied verbatim from the worksheet
   2. Clarifying information is added to underneath the discrepancy, to tell the unit and wing leaders (and other reviewing stakeholders) specifically how this discrepancy arose
   3. The inspection knowledge base criteria for closure is added (if applicable) for the unit’s reference
   4. Example:

(Repeat Discrepancy): [02] (D3 Question 3) Unit Finance Committee did not have a meeting at least once per quarter IAW CAPR 173-1 para 9c(8).

(Explanation of Discrepancy): [02] (D3 Question 3) The unit Finance Committee failed to achieve quorum during the COVID-19 stand-down, and was therefore unable to meet this compliance item. This was not a waivered requirement.

(Recommendation for Closure): [02] (D3 Question 3) To clear a discrepancy for not having a meeting at least once per quarter or not having written minutes for a meeting, create a plan of action, approved by the unit CC, to ensure the discrepancy is not repeated and attach a copy of the plan of action to the discrepancy in the DTS.

1. Within DTS  
   1. Create the discrepancy, as required, by using the verbatim information from the worksheet
   2. Add the “Explanation of Discrepancy” and “Recommendation for Closure” information as the initial comments on the discrepancy
   3. For discrepancies closed on-site, add the comment before closing the discrepancy, otherwise it will be impossible to add a comment with the clarifying information

# Procedural Notes

1. As soon as practical after the unit commander responds confirming the SUI date the SUI team is solicited and scheduled, and a copy of the unit’s documentation (as it comes in)is put in the SUI Team channel in Microsoft Teams
2. The unit leaders are encouraged to upload their documentation early and reminded of the 10-day prior to on-site deadline at about 30 days, and about 14 days prior to the on-site day.
3. For remote inspections (like during COVID) a list of how we plan to inspect items remotely was provided (see relevant section of this document)
4. The SUI Team members are included on a Participation Letter, and a copy is given to their unit admin (to put in their files) and also sent to the team members
5. The Executive Summary section of the SUI report is completed using standard language (see relevant section of this document)
6. Along with the SUI report, a discrepancy closure memo is provided to the unit, so they are reminded about suspenses and consequences (in addition to the briefing at the inspection)
7. When all discrepancies are closed, an inspection closure memo is sent to the unit. Copies of this an all other correspondence are kept in the eServices compliance inspection Documentation utility, under E-3

# Remote Inspection Procedures



Office of the Inspector General

EXEMPLARY WING HEADQUARTERS

CIVIL AIR PATROL

United States Air Force Auxiliary

12345 Great Circle

Villa Stultus, Exemplary 03820-9876

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15 January 2025

MEMORANDUM FOR OR-009/CC

FROM: XXWG/IG

SUBJECT: CONOPS for Upcoming Remote Inspection

1. In order to facilitate the Pettycoat Junction Composite Squadron remote-technology SUI scheduled for 23 Marchy 2025, the following procedure will be used.

2. The SUI will take place using the Microsoft Teams online meeting platform, and the join link is:

[https://teams.microsoft.com/l/meetup-join/1b7a6794884631065de%40thread/  
1588023191723?context=%7b%22Tid%22%3a%22a46af54c-114d-4f6c-be90-913c0f54e24c2Oid%22%3a%22630a9d36-3cf7-4a71-9b84-90b5c9bf90d5%22%7d](https://teams.microsoft.com/l/meetup-join/1b7a6794884631065de%40thread/1588023191723?context=%7b%22Tid%22%3a%22a46af54c-114d-4f6c-be90-913c0f54e24c2Oid%22%3a%22630a9d36-3cf7-4a71-9b84-90b5c9bf90d5%22%7d).

3. The attached sheet outlines the expectations for how we will conduct the inspection, with specifications for how eyes-on requirements will be met.

4. Questions can be directed to [john.bagodonuts@xxwg.cap.gov](mailto:john.bagodonuts@xxwg.cap.gov) or 888-555-1212.

John E. Bagodonuts

JOHN E. BAGODONUTS, Lt Col, CAP

Inspector General

cc:

PCR/IG

XXWG/IGA

XXWG/CC

1 Attachment:

Remote SUI Expectations by Tab

| TAB | OPR | EYES-ON  REQUIRED | NOTES |
| --- | --- | --- | --- |
| A1 | AE | N | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab A1 Worksheet, uploaded to IG/Documentation * Q1 – Unit Plan of Action in eServices * Q2 – Unit Internal AE Log, uploaded to IG/Documentation * Q3 – Unit External AE Log, uploaded to IG/Documentation * Q4 – Unit Activity Report in eServices * Q5 – AE Specialty Track Report in eServices |
| B1 | CP | N | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab B1 Worksheet, uploaded to IG/Documentation * Q5 - TLC Progression Report in eServices * Q6 - Unit Cadet Program Annual Goals, uploaded to IG/Documentation * Q7 – Unit weekly meeting schedules from previous 90 days (waiver is understood to be in effect for public health reasons), uploaded to IG/Documentation * Q8 – Unit’s public web calendar inspected online * Q11 – CPPT Completion Report from eServices |
| D1 | PD | Y | Eyes-on required of hard-copy testing materials. N/A if there are not hard copy testing materials.  Review of uploaded and eServices materials. Brief one-on-one discussion in Teams   * Tab D1 Worksheet, uploaded to IG/Documentation * Q4 – Photo of hard-copy testing material storage container, including lock, uploaded to IG/Documentation (if applicable) * Q4 – Scan of Testing Officer Inventory Log, uploaded to IG/Documentation (if applicable) * Testing Officer Duty Assignment Report from eServices |
| D3 | FM | N | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab D3 Worksheet, uploaded to IG/Documentation * Q3 – Finance Committee Meeting Minutes from the following periods:   + FY20 – Q1   + FY19 – Q4, Q3, Q2, & Q1   + FY18 – Q4, Q3, & Q2 * Q5 – Finance Committee Duty Assignment Report from eServices * Special Interest Item – Copy of F172 uploaded to IG/documentation |
| D4 | DA | N | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab D4 Worksheet, uploaded to IG/Documentation * Q1 – Copy of unit publications, uploaded to IG/Documentation * Q2 – Copy of unit OIs, uploaded to IG/Documentation * Q3 – Copy of unit forms, uploaded to IG/Documentation * Q4 – Copy of unit file plan, uploaded to IG/Documentation * Q5 – Photo of hard-copy files, uploaded to IG/Documentation, screen share tour of electronic records via Teams * Q6 - Photo of hard-copy files, uploaded to IG/Documentation, screen share tour of electronic records via Teams * Q7 – Documentation of online backup system used, uploaded to IG/Documentation * Q9 – Copy of unit publications and OIs, uploaded to IG/Documentation, and review of CAP national headquarters publication page * Q10 – Review of provided documents |
| D5 | DP | Y | Eyes-on check of personnel records. Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab D5 Worksheet, uploaded to IG/Documentation * Q1 – Duty Assignment Report from eServices * Q2 – Photographs of hard-copy personnel records, OR screen capture of electronic personnel records, uploaded to IG/Documentation * Q3 – Review of provided documents |
| D6 | PA | N | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab D6 Worksheet, uploaded to IG/Documentation * Q2 – Copy of PA Plan, uploaded to IG/Documentation |
| D7 | LGS | Y | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab D7 Worksheet, uploaded to IG/Documentation * Q1 – Inventory Completion Report in eServices * Q2 – Photos of non-expendable items that are not issued to individuals, including their CAP property tag, uploaded to IG/Documentation * Q3, Q4, & Q5 – Review of ORMS * Q6 – Photos of property storage area(s) and lock(s), uploaded to IG/Documentation * Q7 – Inventory Completion report in eServices |
| D8 | LGT | Y | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab D8 Worksheet, uploaded to IG/Documentation * Q1 – Photos or scans of vehicle folder, uploaded to IG/Documentation * Q2 – Review of provided materials * Q3 – Photos of vehicle(s) from front, rear, and each side, uploaded to IG/Documentation * Q4 – Photos of interior of vehicle(s) and photos of current tire pressures, uploaded to IG/Documentation |
| E1 | CC | N | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab E1 Worksheet, uploaded to IG/Documentation * Q1 – Duty Assignment Report in eServices * Q2 – Records of annual nondiscrimination policy briefing (x2), uploaded to IG/Documentation * Q3 – Relevant documents, if applicable, uploaded to IG/Documentation * Q4 – Equal Opportunity Training Report in eServices * Q5 – Documentation of approval(s), uploaded to IG/Documentation * Q7 – N/A * Q9 – Approval Letters for COV use, uploaded to IG/Documentation |
| E2 | SE | Y | Review of uploaded and eServices materials. Brief one-on-one discussion in Teams.   * Tab E2 Worksheet, uploaded to IG/Documentation * Q7 – MSR in eServices * Q8 – Safety Education Report in eServices * Q9 – Safety Education Report in eServices * Discussion with SE, demonstration of use of Hazard Reporting Module |

# SUI Report Executive Summary

1. **For Grade: Effective**

Executive Summary

The overall rating for the <WW-UUU> Subordinate Unit Inspection is **EFFECTIVE*.***

Performance or operation **meets** mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Deficiencies may exist but do not impede or limit overall mission accomplishment.

1. **For Grade: Ineffective**

Executive Summary

The overall rating for the <WW-UUU> Subordinate Unit Inspection is **INEFFECTIVE*.***

Performance or operation **does not meet** mission requirements. Procedures and activities are not carried out in an adequate manner. Significant deficiencies exist that preclude or seriously limit overall mission accomplishment.

A reinspection of the unit is required within 180 days IAW *CAPR 20-3, para 9.15*.

# Discrepancy Closure Memorandum

*Office of the Inspector General*

EXEMPLARY WING HEADQUARTERS

CIVIL AIR PATROL

United States Air Force Auxiliary

12345 Great Circle

Villa Stultus, Exemplary 03820-9876

25 March 2025

MEMORANDUM FOR PCR-XX-009/CC

FROM: XXWG/IG

SUBJECT: SUI Discrepancy Closure

1. The Pettycoat Junction Composite Squadron Subordinate Unit Inspection that took place on 23 March 2025 currently has three open discrepancies in the following inspection area(s):

a. Cadet Programs (x 2)

b. Finance

2. The details of these discrepancies can be found in the Subordinate Unit Inspection Report and in the eServices Discrepancy Tracking System (DTS).

3. Your initial responses to these discrepancies must be entered into the eServices DTS no later than 22 April 2025 in accordance with Civil Air Patrol Regulation 20-3, paragraph 9.13.:

*All SUI discrepancies shall be closed within five months of the inspection first visit. Responses to each open discrepancy are required at least every 30 days. Units not correcting all discrepancies within five months shall be suspended from all unit activities, except those required to close discrepancies, until all discrepancies are closed.*

4. If you have any questions on this process, my staff and I are at your disposal to assist you and your staff. I can be reached at john.bagodonuts@xxwg.cap.gov, and (888) 555-1212.

Respectfully,

John E. Bagodonuts

JOHN E. BAGODONUTS, Lt Col, CAP

Inspector General

Attachment:

2025 SUI Report

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# Inspection Closure Memorandum



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*Office of the Inspector General*

EXEMPLARY WING HEADQUARTERS

CIVIL AIR PATROL

United States Air Force Auxiliary

12345 Great Circle

Villa Stultus, Exemplary 03820-9876

15 May 2025

MEMORANDUM FOR PCR-XX-009/CC

FROM: XXWG/IG

SUBJECT: SUI Discrepancy Closure

1. The Pettycoat Junction Composite Squadron Subordinate Unit Inspection dated 23 March 2025 has been closed. The open discrepancies have been addressed via appropriate corrections and plans of action to implement corrections over time.

2. Because the grade of this inspection was an overall ‘Effective,' the squadron will not need to be inspected again until the end of the 24th calendar month after this inspection took place. This next inspection will be planned for March 2027.

3. If you have any questions, concerns, or recommendations, please let me know. I can be reached at john.bagodonuts@xxwg.cap.gov, and (888) 555-1212.

Respectfully,

John E. Bagodonuts

JOHN E. BAGODONUTS, Lt Col, CAP

Inspector General

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# SUI Participation Letter

**EXEMPLARY WING HEADQUARTERS**

**United States Air Force Auxiliary**

**12345 Great Circle**

**Villa Stultus, Exemplary 03820-9876**

SUBJECT: Participation Letter 23 March 2025

1. The following individuals have participated in the Pettycoat Junction Composite Squadron Subordinate Unit Inspection (SUI), Pettycoat Junction, Exemplary, on 23 March 2025, as members of the SUI Team.

GRADE LAST, FIRST NAME CAPID POSITION HELD

Lt Col Bagodonuts, John E. 923723 Team Chief

Lt Col Thomas, R. David 867530 Team Member

1st Lt Kroc, Raymond A. 888530 Team Member

2. Transportation to or from such activity is not the responsibility of CAP and is provided "as available." Privately owned vehicle travel to or from such activity is performed strictly at the members' own risk (reference CAPR 77-1) and is not under CAP direction and control. Parents of cadets will be advised.

//SIGNED//

JOHN E. BAGODONUTS, Lt Col, CAP

Inspector General

# SUI Briefing





