Sample Wing 3

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# Notification 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

TO: PCR XX-009/CC 15 January 2025

FROM: Lt Col John Bagodonuts, XXWG/IG

SUBJECT: Subordinate Unit inspection (SUI) 60-day notice

1. This letter is to remind you that March is your squadrons SUI anniversary month, due on or before 31 March 2025. As unit CC, you shall provide contact information to the team lead no later than 30 days prior to the inspection per CAPR 20-3 para 9.7.2. You are required to use the attached worksheets.

2. All worksheets and supporting documentation must be uploaded no later than 10 days prior to the inspection date per CAPR 20-3 para 9.7.3. If any documentation is not in place, it will create one or more discrepancies

3. CAP regulations specify inspections occur every 24 months on the units’ anniversary month or before. Your inspection covers dates from March 18, 2023 to March 31, 2025. All uploads should include information between those dates. National Headquarters specifies the inspection will take place within a mandatory 27 months (including the processing of your report) or your squadron will be shut-down entirely until the inspection is completed. To prevent any Squadron shut-down, the Wing Commander requires the SUI to take place by the 24th month or the squadron will be placed on “hold” until the inspection is completed.

4. Until further notice, the SUI will be via electronic means.

5. The team chief will be Lt Col Simpson, CAP, XXWG/IGA. Please contact ASAP at: Marge.Simpson@xxwg.cap.gov.

6. You should be uploading all required documentation as it is produced using the current naming convention described in XX Pamphlet 4, page 8, included with this notice. If you have not started the uploading process, please begin as soon as possible.

7. Be aware of any repeated prior discrepancies as a repeat discrepancy adds negative weight to scoring. Your last SUI is included with this memo for your reference.

8. If you have any questions or suggestions, please contact the Wing IG or the Wing IG Administrative Officer Milhouse.VanHouten@xxwg.cap.gov.

 Respectfully,

 John E. Bagodonuts

 JOHN E. BAGODONUTS, Lt Col, CAP

 Inspector General

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Attachments:

1. List of required documents.

2. SUI with Prior Discrepancies, if any.

3. Zip file of approved worksheets.

4. XXWG Pamphlet 4

**SUI DOCUMENTATION HANDY CHECK-OFF SHEET** **(Updated 1 April 2023)
 In addition to the following documentation, all 11 worksheets with answers must be uploaded. See Worksheet E-1 Q7
Any N/A answer should have short (3-4 words) explanation of why it is N/A in “Notes” column on worksheet** example: “unit has no vehicle”, or “unit has no supplements” etc.

**(Handy Check off boxes for your convenience to make sure everything is covered)**

** A-1** **AEROSPACE EDUCATION WORKSHEET WITH ANSWERS (Worksheet dated 01 April 23)**

  Q-2 List of Unit **internal** AE events presentations, workshops, other activities, etc. and agendas which will include date and topic presented and/or activity completed. **(For two years)**

  Q-3 Examples of cooperative events with schools or community organizations for **external** AE. (If unable to provide documentation, then provide documentation of attempts to establish cooperative events to promote Aerospace Education). **(For two years)**

  Q-4 Unit Annual AE activity report **(for two years).**

 Q-5 Member report AEO specialty track report**.**

 Q-6 AEO will provide notes or audio/video record of discussion between AEO and CC about future AE activities.

 **B-1 CADET PROGRAMS WORKSHEET WITH ANSWERS (Worksheet dated 01 April 23)**

 Q-5 Member report TLC graduates in unit. **(Need 2-unit members - not necessarily in Cadet Programs)**

  Q-6 Units Goals Documents for questions a & b (need to be **specific and measurable,** and **show the goals are reviewed quarterly**).

   Q-7 Upload copies of Squadron meetings for the past three months.

 Q-8 A Saturday activity on the above meeting plans.

 Q-12 **Please include your web/Facebook address that includes the calendar of cadet activities.**

 Q-13 High adventure activities for the past 2 years. **N/A if none.**

Q-14 Upload the CAPF 60-88 MOU into e-services **(If a school Squadron, otherwise N/A)**

 **D-1 PROFESSIONAL DEVELOPMENT WORKSHEET WITH ANSWERS (Worksheet dated 01 April 23)**

 **(if Squadron does not use hard copies tests, then the entire tab D-1 is “N/A”)**

**** Q-4 (a, b) Copies of Testing Officer Inventory Logs **(if Squadron has hard copy tests and a TO)**

 Q-5 Duty assignment report for TO’s. **(if Squadron uses hard copy tests)**

 ** D-2 CHAPLAIN WORKSHEET WITH ANSWERS (worksheet dated 01 April 23)**

Q-1Upload the CDI or Chaplain “Membership by Duty Position” Report.

 Q-2 CDI or Chaplain is to upload report.  **If no Squadron Chaplain or CDI then this is N/A**

* Q-3 Submit CAPCCARS or unit logs or after-action report showing list of CD lessons.

 **D-3 FINANCE WORKSHEET WITH ANSWERS (Worksheet dated 01 April 23)**

  Q-3 Written Finance meeting minutes for **past 8 quarters This is important! Despite past no meeting restriction, NHQ presumes the Squadron Finance Committee will have some sort of quarterly meeting. Regulations allow for electronic meetings with a list of participants.**

 Q-5a Duty Assignment report

 Q-5b Copy of Finance Committee Appointment

 **D-4 ADMIN** **WORKSHEET WITH ANSWERS (Worksheet dated 01 April 23)**

**Note: Supplements and OI’s referred to in Tab D-4 are forms you have prepared and used with other Squadrons. A form used within your squadron is called a “memo”, and is OK for use. Do not answer a blanket “Y” to these questions as that will account for up to 13 discrepancies.**

 Q-1 both a&b: Copy of unit publications-**if any-if not the answer is N/A**

 Q-1 both c&d Note verifying unit supplements, OI’s and pamphlets forwarded to next higher HQ-**if any-if not the answer is N/A**

 Q-2 copy of units OI’s-**if any-if not the answer is N/A**

 Q-3 copy of unit forms- **if any-if not the answer is N/A**

  Q 5 Answer is Y, N

  Q 6 Answer is Y, N

 Q-7**(Photo of backup system such as USB Flash Drives, External Hard Drives ect. Is fine)**

**** Q-9 a,b,c and d: Referring to OI’s and Supplements- **if any-if not the answer is N/A**

 Q-10 OI’s and Supplements - **if any-if not the answer is N/A**

 **D-5 PERSONNEL** **WORKSHEET WITH ANSWERS** (**Worksheet dated 01 April 23)**

 Q-1 copy of duty assignment report. (See tab D-3 Q 5a)

**** Q-2 Personnel record (image of a single personnel record OK)

**** Q-3 Are inactive personnel records maintained for 5 years. (image of a single personnel record OK).

**** Q-4Primary duty member enrolled in Specialty Track for position

** D-6 PUBLIC AFFAIRS** **WORKSHEET WITH ANSWERS** **(Worksheet dated 01 April 23)**

**** Entire Tab D-6 has temporarily been designated **N/A** by National HQ

 **D-7 SUPPLY WORKSHEET WITH ANSWERS** **(Worksheet dated 01 April 23)**

****Q-1 submit e-services inventory report (**for past 2 years)**

**** Q-2 submit photos of items on inventory demonstrating property tag

 Q**-**3,4,5will be reviewed via uploaded records.

* Q-7 This includes a copy of lease, agreements etc.

** D-8 TRANSPORTATION WORKSHEET WITH ANSWERS** **(Worksheet dated 01 April 23)**

**** Q-1Vehicle documentation will be an on-site item unless SUI is virtual. Then submit photos of documentation in notebook.

**** Q-2 Submit photo of CAPF 73, unless the SUI is on-site.

**** Q-3Uploadphotos of vehicle showing all decals.

 Q-4a Have maintenance records available for inspection **(CAP and/or manufacturers recommended maintenance) Upload oil change verification and any other maintenance records you have. Oil changes are mandated every 6 months, despite use or non-use of vehicle. We need evidence of any maintenance performed.**

 Q-4b Have the spare tire out and available for inspection if SUI on-site, Otherwise **Temporarily eliminated-answer N/A**

** E-1 COMMAND** **WORKSHEET WITH ANSWERS** (**Worksheet dated 01 Feb 23)**

 Q-3 **If there are no abuse issues, the answer is N/A** unless actual abuse is documented.

 Q-4 Upload e-service EOT report

 Q-5 Copy of approved fund-raising requests **(If none requested, answer is N/A)**

Q-7Make sureall Worksheets and data uploaded

 Q-9 Copy of Commanders POV approval letter if permitted.

 Q-10 Upload CPPT report

** E-2 SAFETY WORKSHEETS WITH QUESTIONS ANSWERED** (**Worksheet dated 01 April 23)**

**** Q-7 Compliance verified by IG team in e-services

Q-8 Upload Safety Education Report for 12 months immediately prior to the SUI

 Q-9Copy of Safety Day Sign in Sheet. **(Need for past Two Years)**

**** Q-10 Is the SE knowledgeable in SIRS hazard reporting?

 **** Q-11 Unit SE knows how to report significant occurrence in CAPSIS.

**** Q-12 Unit SE knowledgeable of required reporting.