Sample Wing 4

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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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# Discrepancy Response Procedure

1. Within eServices: Acknowledge the unit response in DTS
2. Send a clarifying email to ensure understanding and provide support:

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

Dear Capt Snuffy

Thank you for making an effort to add responses to your discrepancies. We will need to do a little more work before recommending closing out the discrepancies to higher headquarters. For each discrepancy, I included CAP Regulation information and instructions on 'How toClear' from the IG Knowledgebase located on the National Website: <https://www.gocivilairpatrol.com/members/cap-national-hq/inspector-general/inspection-knowledge-base>

As an example, AE requires 2 action steps IAW the IG Knowledgebase:

(Discrepancy) [01] (A1 Question 3) Unit failed to have external Aerospace Education efforts, IAW CAPR 50-1 para 6. Unit will submit examples of cooperative events with either schools or community organizations, such as civic or youth groups, which resulted in the promotion of Aerospace Education. Reference CAPP 50-1 for suggestions.

How to Clear: 1) Attach a copy of documentation of the activities with the school or community organization which promoted Aerospace Education to the discrepancy in the DTS. 2) Attach a plan of action, approved by Unit/CC, to prevent recurrence to the discrepancy in the DTS.

Thank you also for providing a statement of actions to be taken to prevent recurrence. CAP uses a standard form for analyzing and preparing Plans of Action. The attached template from the SUI Information and Resource page on the National Website is provided for your reference.

Please let me know if you require additional assistance.

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

Exemplary Wing Inspector General

**Civil Air Patrol / U.S. Air Force Auxiliary**

(C) 888.555.1212

U.S. Air Force Auxiliary

[gocivilairpatrol.com](https://www.gocivilairpatrol.com/)

[xxwg.cap.gov](http://www.girdwoodsquadron.com/)



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# 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