Sample Wing 5

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# Notification Memo

**HEADQUARTERS EXEMPLARY WING**

**CIVIL AIR PATROL**

**UNITED STATES AIR FORCE AUXILIARY**

**P.O. Box 777**

**Townsville, Exemplary**

15 January 2025

MEMORANDUM FOR PCR-XX-009/CC

FROM: XXWG/IG

SUBJECT: Subordinate Unit Inspection notice

1. As set forth in CAPR 20-3, each squadron shall undergo a subordinate unit inspection on a specified recurring schedule. The Carson City Composite Squadron is scheduled for a subordinate unit inspection in March 2025. SUIs are ordinarily conducted on a Saturday in the month designated for the SUI. Please select a Saturday in March 2025 for the inspection and advise me of your selection no later than 30 January 2025. If there is a scheduling conflict, I will advise you. If there are unusual circumstances requiring a weekday inspection, let me know and we will try to work that out for you.

2. The scope of SUI may include any regulation, region supplement, wing supplement, wing directives and the following Wing special emphasis items:

a) The primary focus for the SUI is the questions on the work sheets.

b) Special emphasis items in 2025 include verification of senior member photos in the CAP photo database and the IG complaint program description shall be posted at each squadron.

3. Between thirty days and 10 days prior to the scheduled inspection, you will upload the deliverables, set forth in the worksheets, into e-services. At 10 days before the on-site inspection, the evaluators will review the information you submitted together with other e-services information and any further guidance from the wing directorates to determine compliance by the squadron. Based upon the outcome of the review by the inspection team, you will be notified which of your staff are required on the inspection date.

4. The following Internet links provides additional guidance to complete the SUI documentation and may be downloaded. Please insure you are using the current worksheets.

a) SUI worksheets. http://www.capmembers.com/cap\_national\_hq/inspector\_general/sui/.

b) The worksheets active on 01 March 2025 will be used for this inspection. I will send the zipped file of the worksheets. If you do not receive the zipped file, please contact me immediately.

5. I will advise you of the Team Leader in the near future. I will notify you of the Inspection Team composition at least 30 days prior to the on-site inspection visit.

6. I am sure you will find this revised process to be less time consuming and less stressful, as compared to the former methodology. I look forward to hearing from you. You may contact me by e-mail or my home phone at 888-555-1212.

 //Signed//

 JOHN E. BAGODONUTS, Lt Col, CAP

 Inspector General

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# Procedural Notes

1. Unit staff members are identified by name in each section of the SUI report’s notes:

“Lt Col James Kirk, Squadron Commander, is the unit’s AEO and has been since 5 August 2023.”

1. Every item on each inspection area is clarified in the SUI report’s notes, including items that are verified compliant:

“A-1 Question 02: (Y) Verified by a review of the documents uploaded in eServices.”

1. All personnel are reviewed to verify photos are in eServices as part of the D-5 tab.

# SUI Report Executive Summary

1. **For Grade: Effective**

Executive Summary

The Pettycoat Junction Composite Squadron is comprised of 26 senior members and 19 Cadets. All staff positions were staffed with qualified members and was evident during the on-site portion of the inspection.

The inspection team was very impressed with the units Aerospace Education Program and the Mission to Mars space camps held several times during the summer.

The Squadron is very well run, organized and is executing all 3 phases of the CAP mission.

1. **For Grade: Ineffective**

Executive Summary

*Not provided*.