

Subordinate Unit Inspection Contacts

Unit:	SUI Inbrief Date:	SUI Outbrief Date:		Airport		
As of:	Address:			Hotel:		
SUI TEAM INFO (TRAVEL & CONTACT)						
CI Team Position	Info	Name	SUI Team Phone #	SUI Team POC email	Arrive/Date/Time/Flt	Dept/Date/Time/Flt
CAP Team Chief						
CAP TC trainee						
CAP IA						
CAP IA						
CAP IA						
Squadron/Group POCs NOTE: Provide contact information for all filled positions						
TAB	Point of contact name		Phone Number	Email		
A1 - AE - AEO						
A1 - AE AEO assistant						
B1 - CP- CPO						
B1 - CP CPO assistant						
D1 - E&T						
D1 - E&T assistant						
D2 - Chaplain						
D3 - Finance						
D4 - Administration						
D5 - Personel						
D6 - Public Affairs						
D7 - Supply						
D7 - Logistics						
D8 - Transportation						
E-1 - Commander						
E-2 - Safety						



CAP and CAP-USAF



Subordinate unit Inspection Phone in-brief

Integrity - Service - Excellence



Introductions/Accommodations

- Introductions:
 - CAP/IG Team
 - Wing Team

- Arrival:
 - CAP- as scheduled with the commander and staff
 - Private work area for entire team
 - Optional; wifi/internet, projector



Inspection Team

- We rate the Unit's programs – not the People
- We do not write policy – We evaluate compliance
 - CAPR concerns will be processed using CAPR 1-2 policy
- Units should focus on answering each SUI question fully and upload substantiating documentation
 - Documents missing as of today will cause a discrepancy
 - Documents accepted until on-site date to close discrepancies
- IG Team will contact Unit reps soon for interviews:
- A1, B1, D1, D2, D3, D4, D5, D6, E2 => primarily off-site interview
- D7, D8, E1 => primarily on-site
- Grades reported in the draft report are FINAL



Overall Inspection Grading

SUI Grades are based off of a 2-tier rating system using the following criteria:

Effective:

- Procedures and activities are carried out in an effective and competent manner.
- Resources and programs are efficiently managed.
- Minor deficiencies may exist but do not impede or limit mission accomplishment.
- At least 80% of the Tabs must be Effective.

Ineffective:

- Procedures and activities are not carried out in an adequate manner.
- Resources and programs are not adequately managed or endanger personnel or resources.
- Significant deficiencies exist that preclude or seriously limit mission accomplishment.



Tab Inspection Grading

Tab Grades are based off of the following criteria:

Effective:

- Performance or operation **meets** mission critical requirements.
- Procedures and activities are carried out in an effective and competent manner.
- Resources and programs are efficiently managed.
- Minor deficiencies may exist but do not impede or limit mission accomplishment.
- At least 60% of the questions “Yes’ OR “N/A” unless there is a Repeat Discrepancy, then 70% requirement.

Ineffective:

- Performance or operation **does not meet** mission critical requirements.
- Procedures and activities are not carried out in an adequate manner.
- Resources and programs are not adequately managed, or personnel or resources are endangered.
- Significant deficiencies exist that preclude or seriously limit mission accomplishment.

*Areas that require sample sizes and trends will be highlighted in the Tab Worksheets



Questions for the Team?



Integrity - Service - Excellence

CAP and CAP-USAF

Subordinate Unit Inspection In-brief



Integrity - Service - Excellence



Inspection Team

CAP Team Chief (TC)

CAP trainee

CAP IA

CAP IA

CAP IA



IG Team Rules

- Hospitality:
 - IG team will purchase own snacks
 - IG team will not dine with host

- IG Team room is private
 - Please knock before entering
 - Cell phones on "Vibrate/Off"



Inspection Team

Previously briefed:

- We rate the Unit's programs – not the People
- We do not write policy – We evaluate compliance
 - CAPR concerns will be processed using CAPR 1-2
- Units should focus on answering each SUI question fully
 - Documents accepted until end of day during the inspection to close discrepancies
- Grades reported in the draft report are FINAL



Overall Inspection Grading

SUI Grades are based on a 2-tier rating system using the following criteria:

Effective:

- Procedures and activities are carried out in an effective and competent manner.
- Resources and programs are efficiently managed.
- Minor deficiencies may exist but do not impede or limit mission accomplishment.

Ineffective:

- Procedures and activities are not carried out in an adequate manner.
- Resources and programs are not adequately managed or endanger personnel or resources.
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Tab Inspection Grading

Tab Grades are based on a 2-tier rating system using the following criteria:

Effective:

- Performance or operation **meets** mission critical requirements.
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Ineffective:

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Questions for the Team?



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CAP and CAP-USAF

Subordinate Unit Inspection Out-brief



Integrity - Service - Excellence



Inspection Grades

- Subordinate Unit Inspection Tab Grades
 - Effective
 - Ineffective





Now What?

Wing Compliance Inspection Overall Grade:			
Program Section & Sub-Sections		Discrepancies	Repeats
A-1 Aerospace Education			
B-1 Cadet Program			
D-1 Education and Training			
D-2 Chaplain			
D-3 Finance			
D-4 Administration			
D-5 Personnel			
D-6 Public Affairs			
D-7 Supply			
D-8 Transportation			
E-1 Commander			
E-2 Safety			

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Now What?

- **TODAY**: A Copy of the DRAFT of the SUI Report will be:
 - Presented to the Commander prior to the Inspection Team's departure.
- **TOMORROW**: Wing IG will begin its review of the DRAFT SUI Report for:
 - Grammar and spelling
 - Correct references
 - Correct interpretation of the directives
 - Commendables, Discrepancies, and other report entries **MAY** change
 - However, grades will **NOT** change. The grades you received during this briefing are set.



Now What?

- The five-month suspense for closing all discrepancies begins today.
- The **30-day period** for responding to Discrepancies begins **NOW** and are due on or before:
- The Inspection Team thanks you for your hospitality and assistance, and for your service to CAP.



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