

# E-3 INSPECTOR GENERAL

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	Has the Wing IG completed required training? a) IGC & Tech Rating  b) Annual Refresher Training	a) Provide copy of screen shot from e- Services showing IGC & Tech completion.  b) Provide copy of screen shot from e- Services showing completion of annual refresher training.	(Discrepancy): [xx] (E3 Question 01a) Wing IG has not completed training IAW CAPR 20-1, para 8.3.  b) (Discrepancy): [xx] (E3 Question 01b) Wing IG has not completed annual refresher training IAW CAPR 20-1 para 8.1.4.	a) Wing IG will attend IGC & achieve tech Rating. Attach a screen shot of IG College completion and technician rating to the discrepancy in the Discrepancy Tracking System (DTS).  b) Wing IG will complete annual refresher training. Attach a screen shot showing annual refresher training completion. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	03	Is the Wing IG single billeted?	Review e-Services and verify the Wing IG is not double- billeted.	(Discrepancy): [xx] (E3 Question 03) Wing IG is not billeted IAW CAPR 20-1 para 7.7.1.	Divest any other duty assignments. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	Are Sub-Unit compliance inspections conducted within the maximum 27 months as required?	Download and complete the "Review_E-3_SUI_Report_Dates.xlsx file found in the Team Info Folder Files.	(Discrepancy): [xx] (E3 Question 05) Wing failed to ensure Sub-Unit compliance inspections were conducted within the maximum 27 months as required IAW CAPR 20-3 para 9.5. NOTE:	Ensure each unit has been inspected. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

List each subordinate unit affected.

CI	07	Are Sub-Unit compliance inspections completed IAW CAP regulations?  a) Were Sub-Unit compliance inspection inspections conducted with at least two qualified inspectors?  b) Did each unit receiving an overall grade of Ineffective receive another Sub-Unit compliance inspection within 180 days of the original inspection?	a) Provide listing of qualified Sub-Unit compliance inspection team inspectors from eServices Member reports for IG Course Completion.  b) Review Sub-Unit compliance inspections and any re-accomplished Sub-Unit compliance inspections.	(Discrepancy): [xx] (E3 Question 07a) Sub-Unit inspections were not conducted with at least two qualified inspectors IAW CAPR 20-3 para 9.6.1.  (Discrepancy): [xx] (E3 Question 7b) Subordinate unit graded Ineffective did not receive a re-inspection IAW CAPR 20-3 para 9.15.	a) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).  b) Another Sub-Unit compliance inspection must be accomplished. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	09	Are Sub-Unit compliance inspection discrepancies closed within 5 months as required?	Review DTS files for Sub-Unit compliance inspections that took more than 5 months to close all discrepancies. Add to the "Review E-3 SUI Report Dates" spreadsheet the DTS Close Date for the most recent inspection.	(Discrepancy): [xx] (E3 Question 09) Wing failed to ensure DTS items were closed within 5 months as required IAW CAPR 20-3 para 9.13. NOTE: List each subordinate unit affected.	Ensure each unit has closed all DTS items. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	10	Were IGAs billeted correctly?	Review e-Services and verify that IGAs were not also assigned as a commander, vice commander, or chief of staff at any level.	(Discrepancy): [xx] (E3 Question 10) Wing IGAs are not billeted correctly IAW CAPR 20-1 para 7.7.2.	Divest duty assignments causing the discrepancy. Attach a screen shot of the Duty Assignments for each billeted member. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	11	Were all applicable SUI sections inspected IAW CAPR 20-3?	Review sampling of SUIs taken from eServices. Review SUI reports and commander's dash	(Discrepancy): [xx] (E3 Question 11) All applicable TAB areas were not inspected during SUI	Another SUI must be accomplished. Attach a copy of the completed SUI report

board for IG information.

IAW CAPR 20-3 paras 7.2.4, 9.4. to the discrepancy in the  
Discrepancy Tracking System  
(DTS).