

Inspections

CIVIL AIR PATROL ASSESSMENT PROGRAM

CAPR 123-3, 6 December 2002 is supplemented as follows:

CAWG Assessment/Inspection Program:

1. Purpose. The CAWG internal assessment program is established to assist the wing commander to evaluate the management and mission capability of subordinate units.

2. Inspection frequency and scheduling:

a. CAWG/IG shall inspect each group headquarters at least once every 24 months.

b. CAWG/IG shall publish a list of the groups to be inspected during the current calendar year by 31 January. Copies of the inspection schedule shall be forwarded to the appropriate groups.

c. Group commanders may request additional inspections through coordination with CAWG/IG

d. Group commanders shall inspect each subordinate unit at least every 24 months. A schedule of unit inspections for the current year will be published and distributed to the affected units by 31 January.

e. Unit commanders may conduct self assessments to identify deficiencies and enhance mission accomplishment. Such assessments are recommended within 60 days of appointment and annually thereafter.

3. Notification of inspection: Groups to be inspected will be notified in writing by the CAWG/IG approximately 45 days in advance of the inspection date. Normally, Group IG's will notify Units approximately 45 days in advance of the inspection date. Inspections take no less than 6-8 man-hours to do effectively and cannot be conducted on a meeting night. The notice shall include:

- a. Estimated date of arrival and duration.
- b. Purpose and scope

c. Additional information that will enable the commander to prepare for the inspection to include preparing all files, documents, responses, etc.

d. Special requirements of requests.

4. CAWG Subordinate Unit Inspection Check List and Support Information is to be used by Groups inspecting units. The checklist will be used by CAWG when Groups are inspected. It is also suggested each group and unit use the checklist as a self-assessment tool.

Each unit and group will be expected to have completed the checklist and provide all detailed information requested prior to the inspector's arrival.

The Inspection Guide Check List is broken down into the following sections:

- Introduction
- Aerospace Education
- Cadet Programs
- Emergency Services
 - Emergency Services
 - Counterdrug
 - Operations
 - Aircraft Management
 - Communications
 - Safety
- Mission Support
 - Professional Development
 - Chaplain Service
 - Finance
 - Administration
 - Personnel
 - Public Affairs
 - Supply

- Transportation
- Real property
- Drug Demand Reduction
- Command
 - Command
 - Inspector General

Each section consists of two types of questions or checkpoints, based on the source of the query. These types are indicated in the Answer Required (**ANS RQD**) column of the checklist:

a. **SUI** indicates a checkpoint taken directly from the *CAP Subordinate Unit Inspection Guide*, published by National Headquarters. These questions **must** be addressed on all inspections. Satisfactory responses to these questions, as determined by the inspector, will result in a rating of **Satisfactory** for the section.

OFFICIAL

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b. **OPT** indicates a question based on regulation or normally accepted "Good Management Practice."

The **OPT** checkpoints provide for a more in-depth analysis of unit operations. They **may** be answered to:

- a. mitigate negative responses to the SUI questions, and/or
- b. provide justification for an **Excellent** or **Outstanding** rating.

5. Inspection Reports. CAWG/IG will provide a written report of all group inspections within 30 days following completion of the inspection. This same policy will apply to Group inspections of each unit. Refer to CAWG Supplement 2 of CAP Regulation 123-3 regarding report formats and follow-up to inspections and inspection reports.



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Commander

Attachment:
CAWG Subordinate Unit Inspection Check List and
Support Information