

CAP SUBORDINATE UNIT INSPECTION GUIDE



OPR: NHQ CAP/EXS
EFFECTIVE DATE: 1 Jan 08

Possible SUI Grades & Important Terms

Outstanding (O): Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

Excellent (E): Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

Successful (S): Performance or operation meets mission 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.

Marginal (M): Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Unsatisfactory (U): Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

Benchmark Candidate--The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

Commendable Item--A highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units.

Observation--A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units or to act as an indicator of overall unit health.

Finding--A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (*) or, if potential for Fraud, Waste and Abuse (FWA) exists, a double asterisk (**). Units must answer findings with enough detail to permit the HQ CAP and CAP-USAF staffs to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3 and CAP-USAFI 90-201 details.

Repeat Finding--A finding reported in the unit's previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.

Open Item--An answerable finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and NHQ and CAP-USAF has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.

CAP Subordinate Unit Inspection Guide Index

| TAB | DATE | TITLE | PAGE |
|-------------------|-------------|--|-------------|
| A | | AEROSPACE EDUCATION | |
| A-1 | Original | Aerospace Education..... | 1 |
| B | | CADET PROGRAMS | |
| B-1 | Original | Cadet Programs..... | 2 |
| C | | EMERGENCY SERVICES | |
| C-1 | Original | Emergency Services..... | 5 |
| C-2 | Original | Counterdrug..... | 7 |
| C-3 | Original | Operations..... | 9 |
| C-4 | Original | Aircraft Management..... | 10 |
| | Jun 07 | Aircraft Inspection Worksheet..... | 11 |
| | May 06 | CAPF 37A, Aircraft Shipping and Receiving..... | 13 |
| C-5 | Original | Communication..... | 14 |
| D | | MISSION SUPPORT | |
| D-1 | Original | Professional Development..... | 15 |
| D-2 | Original | Chaplain..... | 16 |
| D-3 | Original | Finance..... | 17 |
| D-4 | Original | Administration..... | 18 |
| D-5 | Original | Personnel..... | 19 |
| D-6 | Original | Public Affairs..... | 20 |
| D-7 | Original | Supply..... | 22 |
| D-8 | Original | Transportation..... | 24 |
| | Oct 00 | Vehicle Worksheet..... | 26 |
| D-9 | Original | Drug Demand Reduction..... | 27 |
| E | | COMMAND | |
| E-1 | Original | Commander..... | 28 |
| E-2 | Original | Safety..... | 30 |
| DISTRIBUTION..... | | | 32 |
| ... | | | |

| TAB E-2: SAFETY | | Original |
|------------------------|--|--|
| | ITEM | REFERENCE |
| 1. | <p>Is the unit safety officer appointed in writing?</p> <p>a. Has a copy been sent to group/wing?</p> <p>b. To whom is the safety officer directly responsible?</p> <p>c. Has the unit safety officer completed the AFIADL Course 02170, <i>CAP Safety Officer</i> or equivalent training, within 90 days of the appointment?</p> <p>d. Is the safety officer progressing in the Safety Officer specialty track (CAPP 217) or has he/she completed the program?</p> | <p>CAPR 62-1 para 3a and CAPR 35-1 para 3</p> <p>CAPR 62-1 para 3b</p> <p>CAPR 62-1 para 5g and CAPP 217</p> |
| 2. | <p>What evidence is there that the unit commander has an accident prevention program (letters, reports, bulletins, directives or operating procedures)?</p> | <p>CAPR 62-1 para 2b</p> |
| 3. | <p>Does the unit safety officer complete an independent comprehensive internal safety survey at least annually?</p> <p>a. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report?</p> <p>b. Is this annual internal safety survey sent directly to the safety officer and the commander at the next higher echelon?</p> <p>c. Did the safety officer and commander at the next higher echelon review and comment on the annual internal safety survey submitted?</p> | <p>CAPR 62-1 para 3c</p> <p>CAPR 62-1 para 3c</p> <p>CAPR 62-1 para 2e</p> |
| 4. | <p>Has the unit safety officer developed a program of regular safety education and accident prevention training for the unit? Does this program:</p> <ul style="list-style-type: none"> • Deliver no less than 15 minutes per month (or 3 hours per year) of face-to-face education and training to the membership? • At least once annually, discuss Operational Risk Management (ORM)? • Ensure new members will receive ORM familiarization training? • Provide current members with an ORM review? • Report topics covered and total members attending to the next higher echelon of command? <p>a. What is your process to ensure all members receive the safety education and accident prevention training?</p> | <p>CAPR 62-1 para 3d</p> |
| 5. | <p>Are safety briefings incorporated into all unit field training exercises, encampments, and other special activities?</p> | <p>CAPR 62-1 para 3e</p> |
| 6. | <p>Is an annual Safety Day held sometime during the month</p> | <p>CAPR 62-1 para 3h</p> |

CAP SUBORDINATE UNIT INSPECTION GUIDE 1 January 2008

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| | of October to focus on improving safety knowledge and attitudes during the new fiscal year? | |
| 7. | <p>Are any of the following recommended items contained in the unit safety program?</p> <ul style="list-style-type: none"> a. Review of safety newsletters published by the Civil Air Patrol and other safety oriented organizations. b. Placement of a bulletin board devoted to safety issues. c. Participation or partnership in activities sponsored by other safety oriented organizations. d. Use of special safety seminars, discussions, or focus groups to address specific issues. e. Participation by pilots in the FAA’s Pilot Proficiency Program (“Wings Program”). f. Adding safety messages to other routine communications. g. Use of the optional safety award program authorized in CAPR 62-1. | CAPR 62-1 para 4 |
| 8. | <p>Are CAP Forms 26 readily available? Do personnel know what the forms are and how to use them? Are FAA Forms 8740-5, <i>Safety Improvement Report</i>, readily available? Do personnel know what they are and how to use them?</p> | CAPR 62-1 para 3f |
| 9. | <p>Are any local procedures established on accident reporting procedures?</p> <ul style="list-style-type: none"> a. Does this information should include who is notified, how notified, time limits requirements for processing CAPF 78? b. Who will investigate accidents? c. Requirements for processing CAPF 79? | CAPR 62-1 para 6c(3) |
| 10. | <p>Has the safety officer:</p> <ul style="list-style-type: none"> a. Established a safety meeting file which includes <ul style="list-style-type: none"> (1) Safety lecture outlines for topics to be covered in safety presentations (2) A list of safety meeting resources, i.e. nearby military safety personnel, safety websites for different topics, videos, guest speakers, subject matter experts, etc. (3) Summaries of safety meeting topics and attendance records should also be kept in this file. b. Established a file of safety educational material. c. Placed an emphasis on Operational Risk Management (ORM). | <p>CAPR 62-1 para 6c(4)</p> <p>CAPR 62-1 para 6c(5)</p> <p>CAPR 62-1 para 6c(6)</p> |