

## Inspection

### CIVIL AIR PATROL ASSESSMENT PROGRAM

CAPR 123-3, 17 August 2002, is supplemented as follows:

10. **(Added)**

**f. Reports:** A written report will be prepared for each Subordinate Unit Inspection (SUI) using the current joint CAP/IG and CAP-USAF/IG report format. SUI reports will consist of the following sections:

1) **Section I** - Includes the purpose and scope, executive summary, overall assessment, administrative details, team composition, and reply instructions for findings.

2) **Section II** - Includes the SUI details. Each functional area inspected, such as command, administration, aerospace education, etc., is addressed to include observations, findings and recommended corrective action when not self-explanatory. Previously identified inspection, SAV and/or SII discrepancies that have not been corrected will also be addressed. For inspections, each functional area will receive a rating in this section. A separate tab summarizes the status of current SIIs. SIIs will be identified by source, number, and expiration date. If an area covered by a SII receives a finding, a cross-reference will appear in the SII tab.

3) **Section III** - Lists the report distribution.

4) **Disclaimer.** All SUI reports, and associated correspondence containing discrepancy reporting, will include the following statement:

"This is a PRIVILEGED DOCUMENT that cannot be released in whole or part to persons or agencies outside the Civil Air Patrol or USAF, nor can it be republished in whole or part in any publication not containing this statement, including the Civil Air Patrol magazines and general use pamphlets, without the express approval of the Executive Director of the Civil Air Patrol and CAP-USAF Commander."

**g. Report Processing.**

1) Two copies of the SUI report will be forwarded to the unit within approximately 30 days after completion of the inspection. Additionally, if the SUI was conducted by a Group, a copy of the SUI report will also be submitted to the Wing Inspector.

OPR: IG

Distribution: Each Wing (1); National Headquarters/MSA (1), IG (1), CAP-USAF IG (1)

2) The inspected unit will forward a written reply to all findings to Wing or Group (as appropriate) Inspector. Attachment 2 provides a guide for the formatting of replies. The initial reply to answerable findings will be submitted within 90 days (60 days for safety related findings) of receipt of the Inspection report. Submit progress updates every 60 days thereafter on all open responses until each finding is closed by the Wing or Group (as appropriate) Inspector. Units that fail to close findings in a timely manner may be subject to administrative action.

3) Wing or Group (as appropriate) staff officers are responsible to review replies in their applicable functional areas. If corrective action is not considered adequate, then the appropriate Wing or Group (as appropriate) staff officer must initiate follow-up action as necessary to the inspected unit. All correspondence to subordinate units regarding inspection results must be coordinated with the Wing (as appropriate) Inspector.

4) The Wing or Group (as appropriate) Commander will accomplish final headquarters review of all inspection reports.

5) When corrective actions are considered adequate, a close-out letter will be forwarded to the inspected unit jointly by Wing or Group (as appropriate) Commander and Inspector. Additionally, if the SUI was conducted by a Group, a copy of the close-out letter will also be submitted to the Wing Inspector.

Raymond N. Lantz, Lt Colonel, CAP  
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