

Documents and Supporting Information Required to be Uploaded to SUI
Documentation Webpage (as of 23 Oct 21)

(Located in Inspector General Website in eServices)

Summary of Items to be Uploaded by Unit

Uncategorized (Reports Common to Several Tabs)

1. Duty Assignment Report

The screenshot shows a web form titled "Duty Position Reports". At the top, under the heading "*Reports", there is a dropdown menu with "Duty Assignment" selected and an unchecked checkbox labeled "Include Contact Rep...". Below this is a section for "*Report" with a dropdown menu showing "Senior Duty Assignment" and another unchecked checkbox labeled "Include Contact Report (Email, Phone, Address)". A search field is present with the text "Search with CAPID, Person's Name, or Charter". The main part of the form is a scrollable list titled "Duty Position" containing the following items: "--All Duties--", "Activities Officer", "Administrative Officer", "Advisor to the Commander", "Aerospace Education Officer", "Alerting Officer", "CIS Officer", "Cadet Activities Officer", "Cadet Programs Development Officer", "Cadet Programs Officer", "Chaplain", and "Character Development Instructor". A note at the bottom of the list reads: "**Hold down the CTRL/Command button to select or deselect specific duties."

2. Committee Listing (make sure to select Committee Assignment from Duty Assignment Report)

The screenshot shows the same "Duty Position Reports" form, but with "Committee Assignment" selected in the "*Report" dropdown menu. The "Duty Position" list is replaced by a "Committee Position" list containing: "--All Committees--", "Awards Review Board", "Chaplain Corps Advisory Council", "Finance Committee", "Functional Users Group", "IT Committee", "IT Steering Group", and "Membership Action Review Panel".

3. Specialty Track Report

***Reports**
Specialty Track Report

Members Specialty Track Report for each organization

***Unit**
NER-NY-001

View Unit ONLY (Optional)

Specialty Track
ALL

Report Format
 PDF Word Excel CSV

Tab A-1, Aerospace Education

1. Q.02 Examples of internal AE events from the last two years
 - a. Cadet Orientation Report from Member Reports

eServices > **Member Reports** > Modules > Member Reports

Search Reports (based on permissions)
Search all reports within eServices.

***Reports**
Cadet Orientation Report Include Contact Report (Em)

This report shows the date and year that cadet orientation flights were flown.

***Unit**
NER-NY-001

View Unit ONLY (Optional)

Report Format
 PDF Word Excel CSV

b. Q.03 Yeager (AEPsm) Award Report from Member Reports

The screenshot shows the eServices interface for generating a report. The breadcrumb trail is "eServices > Member Reports > Modules > Member Reports". The page title is "Search Reports (based on permissions)". Below this is a search bar with the text "Search all reports within eServices.". The main section is titled "*Reports" and contains a dropdown menu set to "Yeager (AEPsm) Award Report". To the right of this dropdown is a checkbox labeled "Include Contact Report (Email, Phone, Address)". Below the dropdown is a descriptive sentence: "This report shows all members who has as well as those who does not have the YEAGER award." The next section is "*Unit" with a dropdown menu set to "NER-NY-001". Below this is a checkbox labeled "View Unit ONLY (Optional)". The "Member Type" section has a dropdown menu set to "ALL". The "Report Format" section has radio buttons for "PDF" (selected), "Word", "Excel", and "CSV". At the bottom are two buttons: "View Report" and "Clear All".

c. Presentation, workshop, other activity – agendas or email communications which will include date and topic presented, activity completed, etc.

2. Q.03 Examples of cooperative external AE events with schools or community organizations from the last two years which resulted in the promotion of Aerospace Education. NOTE: If unable to provide documentation of an activity, then provide documentation of attempts to establish cooperative events to promote Aerospace Education, such as emails, letters or phone records.

- a. Youth organizations, such as Explorers, Boy/Brownie/Girl Scouts, 4-H
- b. Local community organizations, such as Rotary or Lions clubs
- c. Municipal boards or committees, such as town council, county commission
- d. Local aviation organizations, such as pilots' clubs, 99s, aero clubs
- e. Air show booths or public exhibits
- f. Drone demonstrations to community
- g. Teacher Orientation Program flights
- h. STEM kits delivered to schools

3. Q.04 View Unit AE Activity Report from AE POA and Activity Report from eServices

The screenshot shows the eServices interface for viewing a unit activity report. The breadcrumb trail is "eServices > AE POA and Activity Report > Activity Report > View Unit Activity Report". The page title is "Civil Air Patrol View Unit Activity Report". Below this is a "Fiscal Year:" dropdown menu set to "2020". Below that is a "Select a Unit:" dropdown menu set to "--Select--".

4. Q.05 Aerospace Education Training Report from Member Reports

The screenshot shows the eServices Member Reports interface. At the top, the breadcrumb navigation reads "eServices > Member Reports > Modules > Member Reports". Below this is a "Search Reports (based on permissions)" section with a search box containing the text "Search all reports within eServices.". The main section is titled "*Reports" and features a dropdown menu currently set to "Aerospace Education Officer Training Report". To the right of the dropdown is an unchecked checkbox labeled "Include Co". Below the dropdown, a descriptive sentence reads "This report shows all AE training information for AE Officers". The "*Unit" section contains a dropdown menu set to "NER-NY-001" and an unchecked checkbox labeled "View Unit ONLY (Optional)". The "Report Format" section has three radio buttons: "PDF" (which is selected), "Word", "Excel", and "CSV". At the bottom of the form are two buttons: "View Report" and "Clear All".

5. Q.06 Proof of unit commander and AEO discussion of future AE activities, such as meeting minutes, correspondence, email, phone record or video.

Tab B-1, Cadet Programs

1. Q.05 TLC Progression Report from Member Reports

The screenshot shows the eServices Member Reports interface. At the top, the breadcrumb navigation reads "eServices > Member Reports > Modules > Member Reports". Below this is a "Search Reports (based on permissions)" section with a search box containing the text "Search all reports within eServices.". The main section is titled "*Reports" and features a dropdown menu currently set to "TLC Progression". To the right of the dropdown is an unchecked checkbox labeled "Include Contact Report (Email, Phone, Address)". Below the dropdown, a descriptive sentence reads "This report lists all members in units progression through TLC testing". The "*Unit" section contains a dropdown menu set to "NER-NY-001" and an unchecked checkbox labeled "View Unit ONLY (Optional)". The "Report Format" section has three radio buttons: "PDF" (which is selected), "Word", "Excel", and "CSV". At the bottom of the form are two buttons: "View Report" and "Clear All".

2. Q.06 Unit's annual cadet program goals, including specific and measurable goals, as well as reviews or evaluations of those goals
3. Q.07 Written schedules for previous three months of meetings
4. Q.08 Proof of at least one Saturday activity per month
 - a. Screen shot of unit's web page calendar
 - b. Published schedule (see item 3 above)
 - c. Participation letter (see CAPR 10-3)

5. Q.11 Cadet Protection Course Completion Report from Member Services

The screenshot shows the 'eServices > Member Reports > Modules > Member Reports' navigation path. Below this is a 'Search Reports (based on permissions)' section with a search box containing the text 'Search all reports within eServices.'. The main section is titled '*Reports' and features a dropdown menu currently set to 'Cadet Protection Course Completion Report', an unchecked checkbox for 'Include Contact Report', and a descriptive note: 'This report shows completion of the new Basic and Advanced CPPT course'. Below this is the '*Unit' section with a dropdown menu set to 'NER-NY-001' and an unchecked checkbox for 'View Unit ONLY (Optional)'. The 'Report Format' section includes radio buttons for 'PDF' (selected), 'Word', 'Excel', and 'CSV'. At the bottom are two buttons: 'View Report' and 'Clear All'.

- a. Unit must identify any non-compliant members before or during inspection

Tab D-1, Professional Development

1. Q.04 For cadet and composite squadrons that maintain hard copy tests, a copy of the testing officer's inventory logs for the past two years
2. Q.05 For cadet and composite squadrons that maintain hard copy tests, confirmation of testing officer appointment via Duty Assignment Report if written test materials are maintained by the unit (already included in Uncategorized)

Tab D-3, Finance

1. Q.03 Copies of Finance Committee meeting minutes since last SUI date
2. Q.05 Confirmation of Finance Committee assignment via Committee Listing (already included in Uncategorized)

Tab D-4, Administration

1. Q.01, 02, 03, 09, 10 URL to online publications or copies of unit publications
2. Q.01 Copy of email, cover letter, correspondence, or other documentation showing unit publications were forwarded to the next higher headquarters for review and approval
3. Q.07 Screen shot or photo of online electronic file backup system and device storage location

Tab D-5, Personnel

1. Q.01 Duty Assignment Report (already included in Uncategorized)

~~Tab D-6, Public Affairs (Not currently being evaluated)~~

- ~~1. Q.03 At least the cover page of the wing's PA and crisis communications plans, or the whole document, to show that unit has the wing plans~~
- ~~2. Q.04 Memo or plan showing how unit will conform with PA and CC plans, such as~~
 - ~~a. Internal newsletter or blog~~
 - ~~b. News or current events on unit's website~~
 - ~~c. Media contacts~~
 - ~~d. Presence at community activities, such as fairs or air shows~~
 - ~~e. Presentations before community organizations~~
 - ~~f. Briefings or presentations to town or county government officials~~
 - ~~g. Designation of contacts for crisis communications~~

Tab D-7, Supply

1. Q.01 Total Inventory Report (Old S-3 Report) from ORMS in eServices

eServices > Operational Resource Management System (O.R.M.S) > Reports > Reports

*Select Module
Equipment

*Select Report
Total Inventory Report (Old S3 Report)

*Organization
NY-001 View Unit Only

*Select Format
 PDF Word Excel

Submit

2. Q.03, 05 Pending Report of Survey Report from ORMS in eServices

eServices > Operational Resource Management System (O.R.M.S) > Reports > Reports

*Select Module
Equipment

*Select Report
Pending Reports of Survey

*Organization
NY-001 View Unit Only

*Select Format
 PDF Word Excel

Submit

3. Q.04 Issue and return of non-expendable supplies via Transaction History

Menu eServices Maj Stephen M. Deries

eServices > Operational Resource Management System (O.R.M.S) > Supplies and Equipment > Search Supplies and Equipment

[Print Temporary Form 37](#) [Transaction History](#) [Documents](#)

To move an item to another inventory, please contact mtc@capnhq.gov or LG@capnhq.gov

4. Q.07 Real Property Report from ORMS in eServices

eServices > Operational Resource Management System (O.R.M.S) > Reports > Reports

*Select Module
Real Property

*Organization
NY-035 View Unit Only

*Select Format
 PDF Word Excel

Submit

*Select Report
Real Property Report

Tab E-1, Command

1. Q.01 Duty Assignment Report (already included in Uncategorized)
2. Q.03 In the event of case of sexual or physical abuse, documentation of consultation or narrative of phone conversations with wing CC
3. Q.03 In the event of case of sexual or physical abuse, member suspension notice
4. Q.04 Equal Opportunity Completion Report from Member Reports in eServices

eServices > Member Reports > Modules > Member Reports

Search Reports (based on permissions)
Search all reports within eServices.

*Reports
Equal Opportunity Completion Include Contact Report (Email, Phone, Address)

This report provides Equal Opportunity Training and Level 1 Training Completion Dates.

*Unit
NER-NY-001 View Unit ONLY (Optional)

Member Type
SENIOR

*Dates Return All Dates
Start Date 27 Feb 2020 End Date 27 Feb 2021

Report Format
 PDF Word Excel CSV

View Report Clear All

5. Q.05 Approvals from Wing CC to conduct fundraising activity since last SUI
6. Q.09 AFAM records where POVs were used and unit commander approval for such use

Tab E-2, Safety

1. Q.07 Specialty Track Report showing SE enrolled at appointment or rated as technician in Safety
2. Q.08 Safety Briefings Unit Summary Report from SIRS in eServices

Safety Information and Reporting System (SIRS) - Reports

SAFETY INFORMATION

Home
Home

Safety Education
Education Validation
Online Education
FAA Courses
AOPA Courses

Mishap Management
File New Mishap(1)
Update New Mishap(2)
Manage Mishap Report
Statement Entry

Reports
Member Search
Reports

Suggestions
Make A Suggestion /
Report a Hazard

Select Report
Safety Briefings Unit Summary Report

***Select an Organization**
NER-NY-001 - NEW YORK WING HQ

Start Date 01/01/2018 **End Date** 01/01/2021

***Select a Format**
 PDF WORD EXCEL

Submit

3. Q.10 Safety Day/ORM Report

Safety Information and Reporting System (SIRS) - Reports

SAFETY INFORMATION

Home
Home

Safety Education
Education Validation
Online Education
FAA Courses
AOPA Courses

Mishap Management
File New Mishap(1)
Update New Mishap(2)
Manage Mishap Report
Statement Entry

Reports
Member Search
Reports

Suggestions
Make A Suggestion /
Report a Hazard

Select Report
Safety Day / ORM Report

***Select Reporting Year**
2020

***Select an Organization**
NER-NY-000 - NEW YORK WING HQ SQ

***Select a Format**
 PDF WORD EXCEL

Submit

Documents and Supporting Information Required to be Uploaded to SUI Documentation Webpage

Items underlined are to be provided by unit commander and are additional to eServices reports. Items not underlined are eServices reports, which the unit commander must upload, as well as items that need to be physically verified by the inspection team on site.

Tab A-1, Aerospace Education

Q02: Does the unit have an internal Aerospace Education program?

Documentation or Proof: Submit examples of AE events (presentations, workshops, other activities, etc) agendas which will include date and topic presented, activity done, etc.

Q03: Does the unit have an external Aerospace Education program?

Documentation or Proof: Submit examples of cooperative events with either schools or community organizations (Explorers, Boy/Brownie/Girl Scouts, 4-H, etc.) which resulted in the promotion of Aerospace Education. NOTE: If unable to provide documentation, then provide documentation of attempts to establish cooperative events to promote Aerospace Education.

Q04: Did the unit complete an annual AE Activity Report IAW CAP regulations? Groups are required to consolidate Squadron AE Activity Reports.

Documentation or Proof: Submit a copy of the AE Activity Report.

Q05: Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating?

Documentation or Proof: Submit a list of AEOs enrolled in the AE specialty track from Member Reports.

Q.06: Did the AEO and the commander discuss future AE activities for the upcoming year?

Documentation or Proof: AEO will provide notes or audio/video record of discussion between AEO and CC about future AE activities.

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Tab B-1, Cadet Programs

Q05: Does the unit have at least two graduates of the Training Leaders of Cadets program assigned?

Documentation or Proof: Provide report from eServices (Member Reports > TLC Progression)

Note: Adult leaders must complete renewal of the TLC by retaking the basic course, taking the advanced course, or serving as an instructor every four years.

Q06: Has the unit adopted a set of annual goals?

a) Are the goals specific and measurable?

b) Does the document indicate that goals are being reviewed quarterly?

Documentation or Proof: Provide unit's goals document. Inspection team reviews goals document.

Q.07: Are squadron meetings guided by a written schedule?

a) Do squadron meetings fulfill the minimum monthly content requirements?

Documentation or Proof: Provide the SUI team with schedules for the previous three months of weekly meetings.

Q08: Does the unit offer at least one "Saturday" activity per month, on its own or in cooperation with another unit?

Documentation or Proof: Inspection team to visit unit website and review web calendar.

Documents and Supporting Information Required to be Uploaded to SUI Documentation Webpage

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Tab D-1, Professional Development

Q04: Does the unit maintain hard copy testing materials IAW CAP regulations?

- a) Are all hard testing material stored in a lockable (key or combination) cabinet or container?

Documentation or Proof: Hard copy storage location will be inspected on site ONLY if testing materials are stored.

- b) Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes?

Documentation or Proof: Provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time).

Q05: Do composite and/or cadet squadrons which use paper tests have a TO appointed?

Documentation or Proof: Provide duty assignment report from eServices showing Testing Officer for Composite and Cadet subordinate units verifying that a TO is appointed. To determine whether a unit is a Composite or Cadet squadron, use the eServices organizational report.

(Note that all written testing materials should be destroyed, according to January 2021 changes to CAPR 40-2.)

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Tab D-3, Finance

Q03: Does the Finance Committee meet IAW CAP regulation?

- a) The Finance Committee must meet at least once per quarter.

Documentation or Proof: Provide copies of Finance Committee meeting minutes since last SUI. Inspection team reviews Finance Committee meeting minutes.

- b) A written record of these minutes must be saved.

Documentation or Proof: Same as above.

Q05: Has the unit appointed all necessary members of the Finance Committee IAW CAP regulation?

- a) The Unit Commander must appoint a finance officer in writing within 30 days of assuming command.

Documentation or Proof: Provide eServices *Duty* Assignment report.

- b) The Unit Commander must appoint a finance committee in writing within 30 days of assuming command. The committee will be composed of the unit commander as the chairperson, the Finance Officer, and at least one other senior member.

Documentation or Proof: Provide eServices *Committee* Assignment Report of *Finance Committee* appointment.

Documents and Supporting Information Required to be Uploaded to SUI Documentation Webpage

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Tab D-4, Administration

Q01: Are publications managed IAW CAPR 1-2?

- a) When publishing supplements and OIs, does the unit ensure the content does not conflict with higher headquarters directives?

Documentation or Proof: Unit will provide access to online publications or copies of unit publications for review. Note: All approved directive publications will eventually be posted on the CAP publications website.

- b) In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential and did administrative officers inform CAP/DA of the certifier's name and the date the certification was made?

Documentation or Proof: Same as a).

- c) Have supplements, OIs and pamphlets been forwarded to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9?

Documentation or Proof: Unit will provide email traffic or other documentation showing the publication was forwarded to the next higher headquarters.

- d) Are unit supplements and OIs revised and re- approved or rescinded within 6 months of the parent regulation's revision?

Documentation or Proof: Same as a).

Q02: Are unit OIs published IAW CAPR 1-2? Do unit published OIs apply only to their unit (charter xxx)?

Documentation or Proof: Same as Q01 a).

Q03: Are unit forms published IAW CAPR 1-2?

Documentation or Proof: Same as Q01 a). (1) A new form and the prescribing publication must be published and distributed simultaneously. Revised forms may be published and distributed independently. (2) The prescribing publication states the purpose of the form and directs when to use the form, when to complete it, and how to submit it.

Q05: Are cut-off instructions followed IAW CAP regulations?

Documentation or Proof: Inspection team reviews compliance through on-site inspection.

Q06: Are records destroyed properly IAW CAP regulations?

Documentation or Proof: Inspection team reviews compliance through on-site inspection.

Q07: Are frequent back-ups of electronic files made IAW CAP regulations?

Documentation or Proof: Inspection team reviews compliance through on-site inspection, or unit provides screen shots of on-line backup system if applicable.

Q09: Are unit supplements and OIs properly coordinated and approved?

- a) Have all supplements and OIs pertaining to AFAMs or federally provided resources been coordinated with the CAP-USAF liaison region and CAP region?

Documentation or Proof: Same as Q01 a).

- b) Have all supplements and OIs been approved by the NHQ OPR as verified by their posting on the CAP publications website?

Documentation or Proof: Same as Q01 a).

- c) Has the unit issued any supplements or OIs to CAPR 1-2?

Documentation or Proof: Same as Q01 a).

- d) Did unit OPRs provide compliance elements, as defined in CAPR 1-2, para 7, as Attachment 1 to each supplement and OI issued by their headquarters?

Documentation or Proof: Same as Q01 a).

Q10: Are all documents that direct requirements or procedures either a supplement or OI?

Documentation or Proof: Same as Q01 a).

Documents and Supporting Information Required to be Uploaded to SUI Documentation Webpage

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Tab D-5, Personnel

Q01: Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC?

Documentation or Proof: Provide eServices Duty Assignment Report and check personnel records on-site.

Note: This question is very similar to E-1, question 01. In this area, look for discrepancies that are administrative in nature, such as multiple primary assignments to a duty position, which would show that the position was assigned to someone without unassigning the position from a previous member.

Q02: Has a personnel record been established for each member of the unit?

Documentation or Proof: Inspection team reviews personnel records on-site.

Q03: Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations?

Documentation or Proof: Inspection team reviews personnel records on-site.

Documents and Supporting Information Required to be Uploaded to SUI Documentation Webpage

THIS SECTION IS CURRENTLY NOT BEING EVALUATED. COMPLIANCE ITEMS MAY BE UPDATED IN THE FUTURE.

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Tab D-6, Public Affairs

Q03: Does the unit PAO or Commander have a current copy of the wing's Public Affairs and Crisis Communications plans?

Documentation or Proof: Show the inspector the plans.

Q.04: Is the unit conforming to the applicable sections of the wing's Public Affairs and Crisis Communication plans?

Documentation or Proof: Show the inspector where the unit is conforming to the wing's Public Affairs and Crisis Communication plans.

Documents and Supporting Information Required to be Uploaded to SUI Documentation Webpage

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Tab D-7, Supply

Q01: Did the unit complete an annual inventory between 1 October and 31 December?

Documentation or Proof: Inspection team reviews on-site or via ORMS report. Provide confirmation of ORMS completion.

Q02: Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?

Documentation or Proof: Inspection team reviews on-site or from ORMS records.

Q03: Have items that cannot be located been recorded as "missing" in the condition field in ORMS?

Documentation or Proof: Provide records from ORMS.

Q04: Are issue and return of non-expendable property completed IAW CAP regulations?

Documentation or Proof: Provide records from ORMS.

Q05: Are Reports of Survey (ROS) properly initiated, conducted, and documented in IAW CAP regulations?

Documentation or Proof: Provide records from ORMS.

Q06: Are property storage areas safe, secure, and protected from the elements?

Documentation or Proof: Inspection team reviews storage facility on-site.

Q07: Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 31 December?

Documentation or Proof: Provide records from ORMS.

Documents and Supporting Information Required to be Uploaded to SUI Documentation Webpage

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Tab D-8, Transportation (only if unit has a COV assigned to it; otherwise, NOT APPLICABLE)

Q01: Do the vehicle folders contain all required documentation?

Documentation or Proof: Inspection team reviews vehicle on-site and eServices records.

- a) Original copy of registration

Documentation or Proof: NOTE: if state does not require registration, unit should have documentation from the state documenting no registration is required.

- b) Completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data

Documentation or Proof: NOTE: When the CAPF 73 is retained for more than 12 months, see D4 Question 6. The entire CAPF 73 will either be scanned into ORMS or kept on file as required. Updating only ORMS utilization data does not meet the requirement.

- c) Records of repair and maintenance expenses

Q02: Prior to first use of the day, do vehicle operators perform a safety check on all CAP vehicles using CAPF 73?

Documentation or Proof: Inspection team reviews on-site.

Q03: Are all CAP vehicles appearance, identification, and markings maintained IAW with CAPR 77-1?

Documentation or Proof: Inspection team reviews on-site.

- a) Are vehicle identification numbers affixed properly?
- b) Are only approved decals properly located on CAP vehicles?
- c) If light bars are installed on CAP vehicles has the Wing CC approved in writing?
- d) Is manufacture recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire?

Q04: Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?

a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1?

Documentation or Proof: Inspection team reviews on-site.

b) Are vehicle tires in a safe working order IAW manufactures recommendations and IAW CAPR 77-1 para 2-1a?

Documentation or Proof: Inspection team reviews on-site. NOTE: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe working order it will be listed as a Discrepancy. HOWEVER, if the tire is not at manufacturer's recommended pressure then have the tire pressure corrected on the spot.

c) Are fire extinguishers installed in CAP vehicles?

Documentation or Proof: Inspection team reviews on-site. Units must determine if a fire extinguisher is required by state law. If not, then it must be removed. If required, then Wing supplement to CAPR 77-1 is required. Check schedule for fire extinguisher inspections. Fire extinguisher must be secured.

d) Are first aid kits installed in CAP vehicles?

Documentation or Proof: Inspection team reviews on-site. Units must determine if a first aid kit is required by state law. If not, then it is optional. If required, then Wing supplement to CAPR 77-1 is required. If the vehicle has a first aid kit, check schedule for first aid kit inspections. First aid kits must be secured.

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Tab E-1, Command

Q01: Are unit positions filled and appointed correctly?

Documentation or Proof: Provide Duty Assignment Report from eServices > Member Reports

Note: This question is very similar to D-5, question 01. In this area, look for discrepancies that are substantive in nature, such as multiple assistant assignments no one assigned as the primary office holder. There must be a primary officer holder; assistants are optional. Other forms of discrepancy would be a member being listed in an unofficial way without an assignment in eServices, a CAPF 2a or a personnel authorization.

Q03: Does the unit ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes,

a) Was the Wing Commander contacted?

Documentation or Proof: Provide documentation of consultation or narrative of phone conversations.

b) Was the member suspended?

Documentation or Proof: Provide suspension notice.

Q04: Have all active senior members completed Equal Opportunity Training?

Documentation or Proof: Inspection team will check eServices for all members in the unit by sorting the report for all members in CAP for >6 months using eServices report listing.

Q05: Does the Wing CC approve all fundraising events within the unit?

Documentation or Proof: Provide approval letter from Wing CC.

Q07: Are all Sub-Unit compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations?

Documentation or Proof: Inspection team will check Inspector General > Documentation webpage in eServices 10 days before inspection.

Q09: Is POV use IAW CAP regulations? If the unit permits the use of POVs for CAP use, is a written commander approval letter filed?

Documentation or Proof: Provide AFAM records where POVs were used to determine if unit commander approved their use.

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Tab E-2, Safety

Q07: Was the squadron SE Technician rated or higher in the Safety Specialty Track, or at a minimum, was the SE enrolled in the Safety Specialty Track when appointed?

Documentation or Proof: Provide Member Reports > Specialty Track Report and Member Reports > Duty Assignment Report and compare date of enrollment and date of assignment, respectively.

Q08: Did the Squadron SE provide and log a safety education topic every month for the 12-month period immediately prior to the SUI?

Documentation or Proof: Provide report from Safety Information and Reporting System (SIRS) of eServices, Reports > Safety Briefings Unit Summary for past 12 months.

Q09: Did all active units in the Wing conduct the Annual Safety RM Day during the months of January, February, or March?

Documentation or Proof: Provide report from Safety Information and Reporting System (SIRS) of eServices, Reports > Safety Day/ORM Report.

Q10: Was the Unit SE knowledgeable in the use of the Hazard Reporting / Safety Suggestion portion of SIRS?

Documentation or Proof: inspection team will interview SE to show open and closed suggestions / hazards for their unit. If there are none in the system, SE will demonstrate or describe use of the module.