

## Instructions to Unit Commanders to Schedule Sub-Unit Inspections and Upload Documents

In accordance with CAPR 20-3, Section 9, a biennial subordinate unit inspection (SUI) is due for your unit within 90 days. At this point, advise the wing IG ([sdenes@cap.gov](mailto:sdenes@cap.gov)) of some possible dates and times to conduct the inspection so an inspection team can be assembled. Once we agree on a date and time, the notice of inspection will be sent to you separately with a meeting invitation by the team chief.

The document entitled, "Documents Required to be Uploaded to SUI Documentation Webpage," identifies the items that must be uploaded to the Documentation section of the Inspector General webpage. To the extent that any portion of the inspection cannot be conducted in person, physical inspections will be waived. This waiver is in effect during Phase 1 COVID protocols.

Blank worksheets have been uploaded to the Documentation webpage in the IG module of eServices, an example of which is shown below. Download the worksheet and answer the questions. If a question does not apply to your operation, respond with N/A rather than No. There will be some questions, especially in the Administration and Supply areas, where that will apply. Fill out the top section of each worksheet that asks how long the officer has been in the position and their rating in the respective specialty. Upload the *completed worksheet* to the appropriate tab in place of the blank template. Also upload any supporting documents that may be needed or that support your responses. ***All documents that are required to be uploaded are due 10 days in advance of the inspection date.***

It is recommend that the appropriate worksheet be distributed to the officer responsible for that area. For one, it distributes the workload so everything does not fall on the shoulders of the commander. Second, it gets staff officers involved in the inspection process so they know what items are being reviewed and can readily answer questions related to their respective positions. They can attach the requested documents to the worksheet, or they can send the documents to the squadron commander or deputy commander to upload to the SUI Documentation module. Third, it is good for staff officers to understand the SUI process so they can more easily manage the process once they become commanders themselves. Only the commander and deputy commander have access to the Inspector General webpage, so staff officers will not be able to upload their worksheets.

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SUI Information

CI Schedule

File
<a href="#">View File</a> 2020-2021_CI-SUI_Schedule_2020-06-30_CAP_CAP-USAF_CG.xlsx

WFA Audit Schedule

File
<a href="#">View File</a> WFA_Contact_Information_20150623.xlsx

LR Survey Audit Schedule

File
<a href="#">View File</a> 2019_NCLR_Survey_Audit_Schedule.docx
<a href="#">View File</a> 2020_MALR_Annual_Survey_Audit_Schedule.pdf
<a href="#">View File</a> GLLR_FY20_Survey_Audit_Schedule.pdf
<a href="#">View File</a> NELR_FY20_Survey_Audit_Schedule.pdf
<a href="#">View File</a> PLR_FY20_Survey_Audit_Schedule.docx
<a href="#">View File</a> SELR_2020_Survey_Audit_Schedule.pdf
<a href="#">View File</a> SWLR_Audit_Schedule_2020.pdf

LR SAV Schedule

File
<a href="#">View File</a> MELR_SV_Dates_2019.xlsx
<a href="#">View File</a> NCLR_SV_Dates_2018.xlsx
<a href="#">View File</a> NELR_SV_Dates_2018.xlsx
<a href="#">View File</a> PLR_SV_Dates_2018.xlsx
<a href="#">View File</a> RMLR_SV_Dates_2019.xlsx
<a href="#">View File</a> SER_SV_Dates_2019.xlsx
<a href="#">View File</a> SWR_SV_Dates_2018.xlsx

Organization

NER-NY-384

Charter Date:

File Type to Upload

ALL

Add Documentation File

Select File to Upload (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx, .ppt, .pptx, .mdb, .mpp)

Choose File No file chosen

Documentation Folder Files

File	Date and Time
<a href="#">View File</a> A1_139303_SUI_A1_Worksheet_AE.pdf	29 Dec 2021 20:18:45
<a href="#">View File</a> A1_490205_2018_NY-384_Aerospace_Ed_Report.pdf	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_05_31_For_The_Report_on_the_Hubsan_Hornet_Received_From_the_STEM_Program.docx	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_11_27_Cadet_Orientation_Report.pdf	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_NY-384_Aerospace_Ed_Duty_Assignment_Contact_Report.pdf	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_NY-384_Aerospace_Ed_Duty_Assignment.pdf	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_NY-384_Aerospace_Ed_POA.pdf	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_NY-384_Aerospace_Ed_Report.pdf	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_STEM_Kit_Evaluation_of_Ready_to_Fly.docx	19 Dec 2019 16:16:17
<a href="#">View File</a> A1_490205_2019_SUI_A1_Worksheet_AE_Responses.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> A1_490205_2020_NY-384_Aerospace_Ed_POA.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> A1_490205_Resper_AEP5M1_Award_Report.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> B1_139303_SUI_B1_Worksheet_Cadet.pdf	29 Dec 2021 20:19:06
<a href="#">View File</a> B1_490205_2019-2020_NY-384_Meeting_Schedule.docx	19 Dec 2019 16:16:18
<a href="#">View File</a> B1_490205_Cadet_Protection_Course_Completion_Report_18_Nov_2019.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> B1_490205_NY384_goals_for_2019-20.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> B1_490205_NY384_SUI_B1_Worksheet_Cadet_BC042DE8355F6.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> B1_490205_TLC_Progression_18_Nov_2019.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> D1_139303_SUI_D1_Worksheet_MS_Pro_Dev.pdf	29 Dec 2021 20:19:31
<a href="#">View File</a> D1_490205_Duty_Assignment_23Nov_2019.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> D1_490205_NY384_SUI_D1_Worksheet_MS_Pro_Dev_1C176E38488B4.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> D1_490205_Organizational_Report_23Nov_2019.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> D3_139303_SUI_D3_Worksheet_MS_Finance.pdf	29 Dec 2021 20:19:46
<a href="#">View File</a> D4_139303_SUI_D4_Worksheet_MS_Admin.pdf	29 Dec 2021 20:20:07
<a href="#">View File</a> D4_490205_2019-2020_NY-384_Meeting_Schedule.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> D4_490205_81CS_May_2019_report.pdf	19 Dec 2019 16:16:18
<a href="#">View File</a> D4_490205_NY384_File_Plan_Dec_2019.pdf	19 Dec 2019 16:16:19
<a href="#">View File</a> D4_490205_NY384_SUI_D4_Worksheet_MS_Admin_D48100C1C488D.pdf	19 Dec 2019 16:16:19
<a href="#">View File</a> D5_139303_SUI_D5_Worksheet_MS_Pers.pdf	29 Dec 2021 20:20:29
<a href="#">View File</a> D5_490205_Duty_Assignment_23Nov_2019.pdf	19 Dec 2019 16:16:19
<a href="#">View File</a> D5_490205_NY384_SUI_D5_Worksheet_MS_Pers_0868818A80037.pdf	19 Dec 2019 16:16:19
<a href="#">View File</a> D6_139303_SUI_D6_Worksheet_MS_PA.pdf	29 Dec 2021 20:20:45
<a href="#">View File</a> D6_490205_NY-384_PA_Plan_Final_2019.pdf	19 Dec 2019 16:16:19

Check to see if documents that were previously provided for your prior inspection are still listed in the Documentation webpage. If so, go ahead and delete them if they are of no use for this SUI. You should also check your unit's previous SUI so you can see the previous inspection results, including deficiencies.

Choose the File Type to Upload, which corresponds to the tab designator for the inspection area, for example D-1 for Professional Development. Then click on Choose File under Select File to Upload and pick the tab worksheet or associated document to upload to that area. For example, if you use paper tests, upload the inventory of the paper tests for the past two years. If that inventory is a printed document, scan it and save it as a PDF. That test inventory can either be appended to the D-1 worksheet itself or uploaded as a separate file under the D-1 tab; either method is acceptable.

Get familiar with the SUI worksheets and the proofs (i.e., documentation) needed to answer each question. Discuss each SUI tab with the appropriate staff officer. You very well may have questions at that point, in which case you should ask for help from the inspection team or the appropriate group staff officer. The SUI inspection team members are here to help to the extent possible. The inspection team consists of experienced and qualified CAP officers who may be able to answer your questions. However, the first resource for assistance should be your group staff.

Some areas will not be evaluated. Tab D-6, Public Affairs, will not be evaluated. If your unit does not have a vehicle assigned, tab D-8, Transportation, will not be evaluated.

Download any prior SUI reports from the IG module by going to Report Upload - Other, as shown below.

Select your unit's charter number from the drop-down list to see the SUI reports that are still on the system. Once the new report is uploaded, all but the last two should be deleted.

Inspection Type	Inspection Date	File		
SUI	09 Oct 2015	SUI_2015-10-09.pdf	<a href="#">View File</a>	<a href="#">Delete File</a>
SUI	08 Dec 2017	SUI_2017-12-08.pdf	<a href="#">View File</a>	<a href="#">Delete File</a>
SUI	06 Dec 2019	SUI_2019-12-06.pdf	<a href="#">View File</a>	<a href="#">Delete File</a>

As suggestions, 1) engage your staff and distribute the workload, and 2) do not wait until the last minute. The SUI is still several weeks away and there is no reason this needs to be a rushed effort.

Contact the wing IG if you need any help. It would also be helpful for the inspection team who will be covering each section of the SUI so the appropriate SUI team member can contact the responsible staff officer in advance of the SUI to get more information or respond to questions. Such communication before the SUI will help move the inspection along quicker and allow the team to focus on areas where there may be need for some more in-depth discussion.