

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.



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

10 December 2007

MEMORANDUM FOR CAP WING, GROUP, SQUADRON, AND FLIGHT
COMMANDERS

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Subordinate Unit Inspection Guide

1. Attached is the revised CAP Subordinate Unit Inspection Guide. This guide reflects a minimum list for inspections of units below the wing level. Wings may add items as local conditions and/or policies require. Functional tabs that do not pertain to a unit may be skipped. For example, a unit without an aircraft would not be subject to the Aircraft Management tab.
2. Changes from the previous edition are highlighted. See the inside back cover for making recommendations for changes. **Changes will be published by inserting pages into the Inspection Guide on the NHQ website and then notifying all region and wing commanders, as well as units and liaison offices.** Commanders and staff officers are responsible for downloading the changes from the NHQ website. Local reproduction and distribution is encouraged.
3. Questions concerning this guide should be directed to NHQ CAP/EXS

//signed//

//signed//

JAMES F. LINKER, Col, CAP
CAP Inspector General

CHARLES K. WILLIAMS, Lt Col, USAF
CAP-USAF Inspector General

Attachment:
CAP Wing Inspection Guide

CAP Subordinate Unit Inspection Guide Index

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TAB A-1: AEROSPACE EDUCATION		Original
	ITEM	REFERENCE
1.	Is an Aerospace Education Officer (AEO) appointed by the commander?	CAPR 280-2 para 3 and CAPR 35-1 para 3
2.	How is the Aerospace Education Program for Senior Members (AEPSM) monitored? a. Has the AEO passed or working on passing the AEPSM exam? b. Are CAPFs 126 and answer sheets promptly forwarded to the wing upon completion of AEPSM exams, if not completed on-line?	CAPR 280-2 para 2a(2)(a) CAPR 280-2 para 2a(2)(a) & CAPP 15 page 9
3.	Is the AEO progressing in the Aerospace Education Officer specialty track (CAPP 215) or has he/she completed the program?	CAPR 280-2 para 2a(2)(b) and CAPP 215
4.	How does the AEO periodically report to unit commander and wing DAE on AE program? Is a unit Aerospace Education Activity Report sent to the wing DAE by 15 Jan? (Review the Activity Report and the required documentation)	CAPR 280-2 paras 3c(1)(b), 3c(2)(d), 3c(3)(c) and CAPP 15 page 17 CAPP 15 pages 17, 47-48
5.	Is the unit participating in the voluntary Aerospace Education Excellence (AEX) Award Program?	CAPP 15 pages 7
6.	Is an aerospace discussion on current events conducted at the unit meetings?	CAPR 280-2 paras 3c(1)(d), 3c(2)(e) and/or 3c(3)(a)-(b)
7.	Did the unit submit nominations for any of the following Aerospace Education Award? (AEO should provide copies of completed nomination forms) a. The Brewer award in any of the following categories? (1) CAP Cadet (2) CAP Senior Member (3) Individual/Organization (non-CAP) (4) Lifetime Achievement b. Crown Circle Award c. A. Scott Crossfield Award	CAPR 280-2 para 4b and CAPP 15 pages 12-14 & 49-50 CAPR 280-2 para 4c and CAPP 15 page 53 CAPR 280-2 para 4d and CAPP 15 page 41 and 51-52

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TAB B-1: CADET PROGRAMS		Original
	ITEMS	REFERENCE
1.	Is the unit Commander or Deputy Commander for Cadets progressing in the Cadet Programs Officer specialty track or has s/he completed the program? <ul style="list-style-type: none"> • Are the ratings recorded in E-Services? 	CAPP 216 page 12, and CAPR 20-1
2.	Who monitors compliance with the Cadet Protection Policy? <ul style="list-style-type: none"> a. Have you had any CPPT-related incidents reported? b. If so, how have they been handled? 	CAPR 52-16 para 1-3c CAPR 52-10 para 1
3.	How does the squadron partner with cadets' parents and communicate with them?	CAPR 52-10 paras 4h and 4i
4.	How does the squadron promote the goals of the cadet leadership program? <ul style="list-style-type: none"> a. Does the squadron provide classroom and hands-on instruction? How? How often? b. Does the squadron have a mentoring program to develop cadets' leadership potential? c. Does the squadron provide leadership feedback to cadets? How? How often? d. Is the squadron using a cadet staff to help plan and conduct cadet activities? 	CAPR 52-16 para 1-2a CAPR 52-16, para 1-2a(2) CAPP 52-6 CAPR 52-16 para 2-4b CAPR 52-16 para 1-6b
5.	How does the squadron promote the goals of the cadet aerospace education program? <ul style="list-style-type: none"> a. Does the squadron provide classroom and hands-on instruction? How? How often? b. Does the squadron participate in the AEX, model rocketry, or STK programs? c. Is the squadron using Phase III & IV cadets as aerospace mentors and instructors? 	CAPR 52-16 para 1-2b
6.	How does the squadron promote the goals of the cadet physical fitness program? <ul style="list-style-type: none"> a. Does the unit offer activities that promote physical fitness? b. Where are the cadets' physical fitness categories recorded? c. What guidelines does the unit follow when administering the CPFT? d. Does the unit participate in the President's Challenge awards program? 	CAPR 52-16 para 1-2-c CAPR 52-16, para 1-2c(2) CAPR 52-16 para 1-2c(3)(g) CAPR 52-16 para 1-2c(3) CAPP 52-18 chapter 5
7.	How does the squadron promote the goals of the cadet moral leadership program? <ul style="list-style-type: none"> a. Who conducts Moral Leadership forums? 	CAPR 52-16 para 1-2d CAPR 52-16 para

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	<p>b. How often are Moral Leadership forums held?</p> <p>c. Does the squadron use the case studies found in CAPP 265-2?</p> <p>d. Do new cadets receive an introduction to the Core Values?</p>	<p>1-2d(2)(b) CAPR 52-16 para 1-2d(2)(b) CAPP 265-2 CAPR 52-16 para 2-5e(1)</p>
8.	<p>Are cadets advancing steadily through the program?</p> <p>a. How does the squadron track cadet progression? Are the records of active cadets up to date?</p> <ul style="list-style-type: none"> • How many cadets have received Wright Brothers, Mitchell, Earhart, Eaker, and/or Spaatz Awards? <p>b. Are milestone presented in a timely manner by appropriate dignitaries?</p> <p>c. During the previous year, did the squadron nominate a cadet for the Cadet of the Year Award?</p> <p>d. Does the squadron participate in similar cadet award programs (i.e.: AFA, AFSA)?</p>	<p>CAPR 52-16 para 2-3c CAPR 52-16 para 2-2a CAPR 52-16 para 2-10 CAPR 39-3 para 24 CAPR 39-3 paras 31 and 32</p>
9.	<p>How does the squadron fulfill the goals of the cadet activities program?</p> <p>a. Does the squadron host cadet activities that augment weekly squadron meetings? Does the squadron's menu of activities reflect the interests of the cadets and encompass all three CAP missions?</p> <p>b. How does the squadron ensure cadet activities fulfill a meaningful educational or training objective? How does the squadron collect feedback on ways to improve local activities?</p> <p>c. Does the squadron participate actively in group or wing-level cadet activities, especially the encampment program?</p> <p>d. Does the squadron participate in the Cadet Advisory Council program?</p> <p>e. How does the squadron inform cadets about activities hosted by higher headquarters? How does the squadron keep cadets up to date with cadet-related news and information?</p> <p>f. Does the squadron promote a drug-free ethic through DDR activities?</p>	<p>CAPR 52-16 para 1-2e CAPR 52-16 para 1-2e CAPR 52-16 para 1-2e(3) CAPR 52-16 para 1-2e(1) and 5-1b CAPR 52-16 para 3-2a(3) CAPR 20-1 page 26 CAPR 51-1</p>
10.	<p>How often does the squadron provide or arrange for cadet orientation flights?</p>	<p>CAPR 52-16 para 4-2</p>
11.	<p>How does information on CAP Scholarships listed in CAPR 52-16 get out to the cadets?</p> <ul style="list-style-type: none"> • How many cadets applied from your unit? 	<p>CAPR 52-16 para 4-4</p>
12.	<p>How does the squadron manage the cadet achievement and milestone award testing programs?</p>	<p>CAPR 50-4 and CAPR 52-16 para 2-2b</p>

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	<p>a. How does the testing officer ensure the squadron uses only the current editions of cadet tests and exams? Is the test material up to date?</p> <p>b. How does the squadron store and control cadet tests?</p> <p>c. How does the squadron ensure each cadet receives meaningful feedback after completing a test?</p>	<p>CAPR 50-4 chap 1 and CAPR 0-9</p> <p>CAPR 50-4 chap 1</p> <p>CAPR 52-16 paras 2-2b(5), 2-3b(1) and 2-3c</p>
13.	How is the squadron encouraging cadets to participate in CAP's emergency services mission?	CAPR 52-16 para 1-4b CAPR 60-3 para 1-9f
14.	<p>How does the squadron manage the Free Cadet Uniform (FCU) program?</p> <p>a. How does the squadron encourage cadets to take advantage of the FCU program?</p> <p>b. Does the squadron attempt to recover and recycle FCUs from cadets who quit CAP?</p>	<p>CAPR 67-1 para 1-7</p> <p>CAPR 67-1 para 1-7a</p>

TAB C-1: EMERGENCY SERVICES		Original
	ITEM	REFERENCE
1.	<p>Has the commander appointed an Emergency Services Officer (ESO) in writing?</p> <p>a. Has the ESO completed the Emergency Services Officer (ES) specialty track training?</p> <p>b. If yes, please provide documentation for all certifications.</p>	<p>CAPR 20-1 page 28 and CAPR 35-1 para 3</p> <p>CAPR 50-17 para 1-2, CAPP 213 and CAPR 20-1</p>
2.	<p>Are the commander, ESO and operations personnel knowledgeable of the responsibilities and capabilities of the local primary and secondary SAR/DR agencies?</p> <p>a. Has the unit established contact with the primary SAR/DR agencies in its area? Have any local agreements or joint operating procedures been formulated?</p> <p>b. If yes, provide documentation of contact and established procedures.</p>	<p>CAPR 60-3 para 6-2a and 7-4</p> <p>CAPR 60-3 para 6-2b and 7-4</p>
3.	<p>Does the unit commander ensure that responsible, qualified personnel are available at any time CAP services may be required?</p> <p>a. Is an accurate status of unit equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) forwarded to wing and readily available to unit incident commanders (ICs)?</p> <p>b. What method is used to alert unit personnel and ensure that accurate mission data is disseminated (i.e. fax, e-mail, voice mail, etc.)? Please explain.</p>	<p>CAPR 60-3 para 1-4c</p> <p>CAPR 20-1 page 28</p> <p>CAPR 60-3 para 4-4a</p>
4.	<p>Does the unit have current documentation on all ES qualified personnel and trainees (CAPFs 100 w/supporting documentation contained in CAPF 114)?</p> <p>a. Are these qualifications listed properly in the Membership Information Management System (MIMS)?</p> <p>b. Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?</p> <p>c. Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</p> <p>d. Have training programs and requirements been coordinated with local SAR/DR agencies as well as the wing?</p> <ul style="list-style-type: none"> ● Please provide documentation to demonstrate this coordination and outline what training has been accomplished. 	<p>CAPR 60-3 para 1-4c(2) and 2-2</p> <p>CAPR 60-3 paras 2-4, 2-5 and 2-6c</p> <p>CAPR 60-3 paras 2-4, 2-5 and 2-6</p> <p>CAPR 60-1 para 3-9</p> <p>CAPR 60-3 para 1-4c(3) and 3-1</p>

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5.	Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements? <ul style="list-style-type: none">• How long does it normally take to receive reimbursement from the wing?	CAPR 173-3 para 2a(1)
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TAB C-2: COUNTERDRUG		Original
	ITEMS	REFERENCE
1.	Does the unit participate in Counterdrug (CD) missions?	
2.	<p>Are the unit commander, unit operations officer and Wing CD Officer (CDO) kept informed of the unit CD program and its activities? How and how often?</p> <p>a. Does a qualified flight release officer properly release CD missions?</p> <p>1) What system is in place to ensure proper mission planning before release?</p> <p>2) What steps have you taken to ensure the minimum aircrew requirements are met prior to a member engaging in a CD mission?</p> <p>3) Are non-CAP personnel who fly in CAP aircraft properly authorized?</p> <p>b. Is the CAPF 84, CD Flight/Mission Plan, completely filled out to include:</p> <p>1) Specific mission objectives?</p> <p>2) Mission requester's name/phone number?</p> <p>3) A detailed list of mission results?</p> <p>c. Are requests for reimbursement filed in a timely manner?</p> <p>d. Does the unit schedule local CD training missions? Are they authorized by wing?</p> <p>e. Do CD missions adhere to regulatory guidelines?</p> <p>1) Are all CD missions flown only after Wing CDO and National Operations Center approval?</p> <p>2) Are requests for CD transportation missions evaluated based on CAPR 60-6 guidelines?</p> <p>3) Does the unit CDO ensure compliance with <i>posse comitatus</i> restrictions? How?</p>	<p>CAPR 60-6 para 1-5g(11)</p> <p>CAPR 60-6 para 3-1</p> <p>CAPR 60-6 para 3-3k(4)-(5); CAPR 60-1 para 2-6l</p> <p>CAPR 60-6 para 3-9a</p> <p>CAPR 173-3 para 2a(1)</p> <p>CAPR 60-6 para 4-4c(1) and CAPR 60-3 para 3-5c</p> <p>CAPR 60-6 paras 3-4, 3-5</p> <p>CAPR 60-6 para 3-3k</p> <p>CAPR 60-6 para 3-10g</p>
3.	<p>Are sufficient, trained personnel available?</p> <p>a. How are prospective CD members selected?</p> <p>b. Who reviews the CAPFs 83, <i>CAP Counterdrug Application</i> for accuracy prior to submittal to wing?</p> <p>c. Are all CD personnel properly screened and current? How is this determined?</p> <p>d. Do all CD members within the unit contribute 20 hours to the program annually? How is it tracked and documented?</p> <p>e. Have all CD personnel been CAP members for at least 2 years (or a waiver obtained)?</p>	<p>CAPR 60-6 para 2-2b</p> <p>CAPR 60-6 para 2-2c</p> <p>CAPR 60-6 para 2-2e(1) CAPR 60-6 para 1-5g(22)</p> <p>CAPR 60-6 para 2-2a(2)</p>

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4.	How is the effectiveness and success of the unit's CD support measured and tracked? 1) How does the CDO maintain contact with and market the unit's CD capabilities to CD agencies in the local area? 2) Are CD customers periodically contacted to see if their needs are being met? How? How is it documented?	CAPR 60-6 para 1-5g(31)(f) CAPR 60-6 para 1-5g(31)(c)
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TAB C-3: OPERATIONS		Original
	ITEM	REFERENCE
1.	Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?	CAPR 60-1 para 2-6 l
2.	<p>Is the Flight Release Officer (FRO) process followed?</p> <p>a. Do FROs meet required qualifications?</p> <p>b. Are a sufficient number of FROs appointed in writing?</p> <p>c. Does the State Director receive an FRO list update quarterly?</p> <p>d. Are FROs initially trained and is there any continuation training? Is the training documented?</p> <p>e. How does the FRO release a flight?</p> <p>f. Is the checklist in CAPR 60-1 followed? Be prepared to show documentation.</p> <p>g. Are CAPFs 99 properly filled out at the time of release?</p> <p>h. Are there any wing supplements for FRO procedures? Please have copies available.</p> <p>i. Have any requests for a flight clearance been turned down and for what reason?</p> <p>j. Are CAPFs 99 forwarded to the wing DO or his/her designee by the 5th of the next month?</p>	<p>CAPR 60-1 Chap 4 CAPR 60-1 para 4-5 CAPR 60-1 para 4-9a(1)</p> <p>CAPR 60-1 para 4-9a(5)</p> <p>CAPR 60-1 para 4-9a(2)</p> <p>CAPR 60-1 para 4-6b</p> <p>CAPR 60-1 para 1-3</p> <p>CAPR 60-1 para 4-6c</p>
3.	<p><u>STANDARDIZATION AND EVALUATION:</u></p> <p>a. Are pilot flight records/files maintained and do they contain the required documentation?</p> <p>b. Have all of the unit's pilots attended a Pilot Continuation Training event?</p> <p>c. How many qualified tow pilots does the unit have?</p> <ul style="list-style-type: none"> • Have all unit tow pilots completed the Soaring Safety Foundation tow pilot on-line course? • If not, what percentage of your tow pilots have completed the course? <p>d. Has Trend Analysis Reporting been completed?</p> <p>e. Does the wing have a supplement to CAPR 60-1? If so, provide a copy and the approval documentation.</p>	<p>CAPR 60-1 paras 2-8</p> <p>CAPR 60-11 para 2</p> <p>CAPR 60-1 para 5-3</p> <p>CAPR 60-1 para 3-10</p> <p>CAPR 60-1 para 1-3</p>

TAB C-4: AIRCRAFT MANAGEMENT		Original
	ITEM	REFERENCE
1.	Does the unit have an aircraft assigned? If so, please show the following: a. CAP Forms 37A b. Registration c. Monthly Activity Report to Wing	CAPR 67-4 para 2-6 CAPR 67-4 para 2-7 Wing Directives
2.	How do you manage the aircraft and/or glider maintenance? a. Centralized Maintenance Management Program Supplement b. Aircraft maintenance records c. Airworthiness Standards	CAPR 66-1 para 4 and Wing Supplement CAPR 66-1 para 5 CAPR 66-1 para 2b
3.	How do you track routine maintenance such as oil changes, corrosion control, and 100 Hours/annual inspections?	FARs and CAPR 66-1 para 8
4.	Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?	
5.	Inspect aircraft in accordance with attached Aircraft Inspection Checklist	

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AIRCRAFT COMPLIANCE INSPECTION WORKSHEET				
Date/Wing: _____ / _____		Current Tach. Time _____		
Registration # N _____		Date/Tach time last mid-cycle _____ / _____		
Make/Model/Year: _____ / _____ / _____		Date/Tach time last 100-hr _____ / _____		
Inspector(s): _____		Date/Tach time last annual _____ / _____		
1. Aircraft Records		Y	N	Comments
a.	Engine Logbook			
1	Verify engine oil change history:			
	- Check tach time of last two 100 hour inspections; 10% overfly allowed to fly to ferry if next 1 is same % under 100 hours [CAPR 66-1 ¶ 8a/9a(3)]			
	- Check tach time of last mid-cycle oil change 40-60 hours w/engine filter, 25 hrs max if no filter, 4 months max regardless of time [66-1 ¶ 8a/9a(3)]			
2	Verify engine has not exceeded TBO [CAPR 66-1 ¶ 10a]			
b.	Airframe and/or Avionics Logbook			
1	Check tach time of last two 100 hour inspections [CAPR 66-1 ¶ 8b]			
2	Check tach time & date of last two annual inspections [CAPR 66-1 ¶ 8c]			
	- No overfly auth.; may not fly after end of the same cal. mo. of next yr w/o FAA permit			
3	AD Compliance check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
4	Service Bulletins check completed at last 100hr/Annual [CAPR 66-1 ¶ 2b]			
5	Pitot/Static System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
6	Altimeter System check due by end of 24th month [CAPR 66-1 ¶ 8e(1)]			
7	Transponder System check due by end of 24th month [CAPR 66-1 ¶ 8e(2)]			
8	ELT battery expiration date entered in maintenance records [FAR 91.207]			
9	Eng mounts replaced last 5 yrs or at closest overhaul [CAPR 66-1 ¶ 10a]			
10	Fluid Hoses (except 172R & S) replaced last 5 years [CAPR 66-1 ¶ 10a]			
11	Determine date and value of aircraft's last weight & bal. [FARs]			
12	Verify corrosion control treatment has been completed [CAPR 66-1 ¶ 9b] (Perform annually in coastal areas; biannually in other areas)			
c.	VOR operational check (within 30 days if A/C to fly IFR) [CAPR 66-1 ¶ 8e(3)]			
d.	Propeller Logbook			
	Verify prop. TBO & prop. governor TBO not exceeded [CAPR 66-1 ¶ 10b]			
e.	FAA Form 337's and FAA Supplemental Type Certificates (STCs)			
1	FAA Fm 337 and STCs on file (ie: 180 hp engine mod.) [CAPR 66-1 ¶ 2c]			
2	Verify STC airspeeds and procedures match aircrew checklist in A/C			
f.	Shipping and Receiving Document for Aircraft (CAPF 37A)			
1	Verify the CAPF 37A has A/C assigned to its current unit [CAPR 67-1 ¶ 3-9]			
2	Verify com/nav list on the CAPF 37A matches the A/C? [CAPR 67-4 ¶ 2-6]			
2. Aircraft Interior				
a.	Obvious defects, leaks, corrosion, cleanliness and condition of interior			
b.	Required Placards:			
1	"Not for Hire" (4" X 6", white, protected) [CAPR 66-1 ¶ 6a]			
2	"Max Crosswind" placard displayed [CAPR 66-1 ¶ 6b]			
3	"Cessna Seat Slippage Warning" (except C-172R & later) [CAPR 66-1 ¶ 6c]			
4	Operating Limits (all placards required by POH) [FAR 91.9]			
c.	Avionics & control lock installed when A/C not in use [CAPR 66-1 ¶ 9d]			
d.	Fire Extinguisher-fixed mount, serviceable unit with gauge [CAPR 66-1 ¶ 11b]			
e.	CO Detector-12 or 18 mo. disposable; repl every 12 mos. [CAPR 66-1 ¶ 11g]			
f.	Shoulder Harnesses - required for pilot & copilot [CAPR 66-1 ¶ 11a] - new A/C have 90 days to comply by installing shoulder harnesses			

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g.	Cessna seat rails/tracks - inspect for cracks and wear - annotate any elongated holes present in seat rails	[AD 87-20-03 rev 2]			
h.	Secondary seat stop - on lower right side of pilots seat - except Cessna 172R and later models	[CAPR 66-1 ¶ 11c]			
i.	Cargo Tie-Down or Net if any cargo is stored in A/C	[CAPR 66-1 ¶ 11f]			
j.	ELT battery expiration date marked on ELT	[FAR 91.207]			
k.	Required documents aboard aircraft: A-R-O-W				
1	Airworthiness Certificate from FAA	[FAR 91.203]			
2	Registration from FAA	[FAR 91.203]			
3	Operating Handbook	[FAR 91.9]			
4	Weight and Balance - current [check vs. item 1b(11) above] - if multiple versions exist, then all but most recent marked "superseded"	[FARs]			
1.	Survival Kit-mandatory but contents specified by each wing - check kit contents for items that have passed their expiration date	[CAPR 66-1 ¶ 11h]			
3. Aircraft Exterior					
a.	Aircraft properly chocked and tied down - no chains to hardened anchor points, proper ropes or straps	[CAPR 66-1 ¶ 15]			
b.	Check aircraft for obvious defects, leaks, cleanliness, and condition of paint - check airframe for corrosion, esp. at door openings & wing roots				
c.	Check brakes for leaks, wear and obvious defects	[A/C Service Manual]			
d.	Check tires for proper air pressure and serviceability	[A/C Service Manual]			
e.	Ensure proper door hinge pins are installed - both ends braded, compressed or cotter pin at bottom; no quick release pins w/o	[CAPR 66-1 ¶ 11e]			
f.	Pitot tube condition, ensure cover(s) are installed	[CAPR 66-1 ¶ 9c]			
g.	Engine cowling for proper fit, security, contour and fasteners	[CAPR 66-1 ¶ 9c]			
h.	Propeller condition - evidence of prop strikes, leaks, dents, nicks, corrosion				
i.	External Identification Plate - fireproof w/builder's name, model, & serial number etched, stamped, or engraved on aft exterior - on pre-Mar 7, 1988 models plate may be interior/exterior near entrance, but model & serial number must be on aft fuselage	[CAPR 66-1 ¶ 7c]			
j.	CAP Emblem - 12" diameter seal on door	[LGM Letter, 20 Mar 02]			
k.	"USAF AUX" in 6" letters on vertical stabilizer	[LGM Letter, 20 Mar 02]			
l.	CAP and "Prop & Bar" decals on wings	[CAPR 66-1 Atch 1]			
4. Exterior and Interior lighting					
a.	Interior Overhead (flood/dome)				
b.	Instruments				
c.	Landing and taxi lights				
d.	Pulse lights				
e.	Nav./Position-green right, red left, white aft; sunset-sunrise	[FAR 91.209]			
f.	Rotating Beacon - working if installed on aircraft	[FAR 91.209]			
g.	Anti-Collision Strobe - working if installed on aircraft	[FAR 91.209]			

Comments:

TAB C-5: COMMUNICATIONS		Original
	ITEM	REFERENCE
1.	<p>Is the Unit Communications Officer appointed in writing on a CAPF 2a or Personnel Authorization?</p> <ul style="list-style-type: none"> • Provide a copy of the Transfer of Communications Property Responsibility statement. 	<p>CAPR 100-2 para 3-2 and CAPR 35-1 para 3 CAPR 100-2 para 3-2</p>
2.	<p>Provide a copy of the revalidated unit CEAR (S-8) report (should be accomplished between 1 Jan and 31 Mar)</p> <ul style="list-style-type: none"> • Are other reports to Wing HQ submitted IAW requirements? 	<p>CAPR 100-2 para 3-9c Wing Policy</p>
3.	<p>Does the unit hold any communications exercises?</p> <ul style="list-style-type: none"> • Are these exercises coordinated with the Wing Director of Communications (DC)? 	<p>Wing Policy</p>
4.	<p>Does the unit hold any meetings specifically for communications?</p> <ul style="list-style-type: none"> • Is the Wing DC advised so important, new information can be covered in the meeting? 	<p>CAPR 100-1, Vol 1, para 5-5b Wing Policy</p>
5.	<p>Does Unit Communications Officer review the annual wing communications plan(s)</p> <ul style="list-style-type: none"> • Does local training include information from the communication plan(s) that affects unit members or local operations? 	<p>Wing Policy</p>
6.	<p>Is the Communications Officer utilizing the Communications Equipment Management System (CEMS)?</p> <ol style="list-style-type: none"> a. Is the issue of non-expendable communications equipment to individual members approved & recertified IAW CAP directives? b. Can the Communications Officer show how the current assignment and distribution of corporate equipment supports the communications plan(s)? c. Does the Communications Officer ensure equipment is returned when members transfer or do not renew? d. Does your equipment meet NTIA standards? <ul style="list-style-type: none"> • Has non-compliant equipment been removed from service? • Is non-compliant/unserviceable equipment returned to wing promptly IAW CAP regulations? 	<p>CAPR 100-2 para 1-3e (1) CAPR 100-2 para 3-5b(2) CAPR 100-1, Vol 1, para 7-9 and CAPR 100-2 para 1-4a CAPR 100-2 para 3-5b(4) CAPR 100-2 para 4-2</p>

	TAB D-1: PROFESSIONAL DEVELOPMENT	Original
	ITEM	REFERENCE
1.	Has the Professional Development Officer (PDO) been appointed in writing?	CAPR 20-1 page 27 and CAPR 35-1 para 3
2.	Is a professional development reference library being maintained?	CAPR 50-17 para 2-2
3.	Has the commander assigned a Test Control Officer (TCO) in writing? a. Has a copy of the TCO appointment been sent to the Wing? b. Are testing materials properly secured? c. Are testing materials inventoried at least every 90 days? d. Are test inventory logs maintained for at least 24 months? e. Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the TCO IAW CAP and AFIADL guidance?	CAPR 50-4 paras 1-2a & 2-2a CAPR 50-17 para 2-3 CAPR 50-4 para 1-4 & 2-4 CAPR 50-4 para 1-5 & 2-6 CAPR 50-4 para 1-5c & 2-6c CAPR 50-4 Chap 2 and CAPR 50-17 para 8-1b(3)(d)
4.	Are the Professional Development Reports (PDR) used as a management tool by the Professional Development Officer (PDO) and the commander?	CAPR 50-17 para 2-6
5.	Has the PDO updated the CAPFs 45b of all unit members?	CAPR 50-17 para 2-4b CAPR 39-2 para 1-7
6.	Is Level I Training being offered quarterly or are new members being advised to complete Level I on line? • How many members of the unit have NOT completed their Level I? How are you encouraging these members to complete this training? • For those that complete Level I, how you are conducting the summary conversations?	CAPR 50-17 para 3-6
7.	Have all senior members, and cadets 18 years and older, completed Cadet Protection Program Training (CPPT)?	CAPR 50-17 para 3-4
8.	Has the wing offered Squadron Leadership Schools (SLS) and a Corporate Learning Courses (CLC) frequently enough and within reasonable distance to support the needs of the unit? a. How many unit members have completed SLS? b. How many unit members have completed CLC?	CAPR 50-17 para 4-6b and 5-3c
9.	What is your system to ensure Professional Development awards are processed in a timely and appropriate manner?	CAPR 50-17 para 2-5

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TAB D-2: CHAPLAIN SERVICE		Original
	ITEM	REFERENCE
1.	How long have you been the chaplain/MLO?	CAPR 265-1
2.	Have you met the minimum requirements specified in CAPR 265-1? a. Formal Education Requirements b. Moral Leadership Officers (MLOs) Approval c. Confidentiality	CAPR 265-1 para 6 CAPR 265-1 para 6c CAPR 265-1 para 7 CAPR 265-1 para 17
3.	Are you progressing through the appropriate specialty track training?	CAPR 265-1 para 11 and 12
4.	Do you understand the distinction between Chaplains and MLOs especially in matters of privileged communication, confidentiality, and performing religious services?	CAPR 265-1 para 17
5.	Evaluate your involvement as a member of the Commander's staff by answering the following questions: a. Are you included in staff meetings? If not, please explain why not? b. What steps do you take to ensure religious services are provided for all CAP activities that last over a weekend?	CAPR 265-1 CAPR 265-1 para 14 and 16c CAPR 265-1 para 16a and CAPP 221 para 3-1
6.	Explain how you support the unit's Moral Leadership Program a. How often do you conduct Moral Leadership programs? b. Are you currently using the published moral leadership curriculum, Flight Time: Values for Living (CAPP 265-2)? c. What discussion topics have you conducted in the last 6 months?	CAPR 52-16 para 1-2d CAPP 221 para 3-5 CAPR 52-16 para 1-2d (2)(b) CAPR 52-16 para 1-2d (2)(b)
7.	Explain how you support the unit's Emergency Services program a. Are you qualified as a Mission Chaplain? b. Are you certified in Critical Incident Stress Management?	CAPP 221 para 4-3 CAPP 221 para 4-3
8.	Have you met the reporting requirements outlined in CAPR 265-1? • Have you submitted a CAPF 34 to the Wing Chaplain by the required date?	CAPR 265-1 para 8a
9.	What other types of issues have you had to deal with in the past 2 years while serving as Chaplain/MLO?	

TAB D-3: FINANCE		Original
	ITEM	REFERENCE:
1.	Is the unit finance officer appointed in writing?	CAPR 173-1 para 2 and CAPR 35-1 para 3
2.	<ul style="list-style-type: none"> a. Has a finance committee been established? b. Is the Finance Committee constituted properly? c. What are the responsibilities of the finance committee? d. Have all expense transactions in excess of \$250 (other than recurring expense already approved in writing) been approved in writing or via e-mail? e. Has a written policy for recurring expenses, including any limits, been establish in writing? f. Has a written policy for bank transfers, including any limits, been established in writing? g. Are written minutes of all finance committee meetings, including any approvals, maintained? h. Please demonstrate that the finance committee minutes (paper or electronic) are retained IAW CAP regulations. i. Does the finance officer present quarterly financial reports to the finance committee? j. Does the finance officer present a complete report of all financial transactions for the preceding fiscal year on or before 31 October of each year to the finance committee? 	<p>CAPR 173-1 para 3</p> <p>CAPR 173-1 para 3</p> <p>CAPR 173-1 para 3a-k</p> <p>CAPR 173-1 para 3d</p> <p>CAPR 173-1 para 3e</p> <p>CAPR 173-1 para 3h</p> <p>CAPR 173-1 para 3j</p> <p>CAPR 10-2 para 6 and Table 1, Rule 3</p> <p>CAPR 173-1 para 3k</p>
3.	<ul style="list-style-type: none"> a. Does the unit have any debit cards? b. Does the unit have any credit card accounts? <ul style="list-style-type: none"> a. Has the unit establish, in writing, a credit card usage and approval policy 	<p>CAPR 173-1 para 9</p> <p>CAPR 173-1 para 10</p>
4.	Is there a petty cash fund?	CAPR 173-1 para 5h
5.	Did the unit commander sign and submit the Financial Disclosure Statement to the wing commander no later than 1 November each year?	CAPR 173-1 para 16c

TAB D-4: ADMINISTRATION		Original
	ITEM	REFERENCE
1.	<p>Is the official set of CAP publications for the unit maintained in paper or electronic form?</p> <p>a. If the official set of CAP publications for the unit are maintained in paper form:</p> <ul style="list-style-type: none"> • Are publications posted correctly? • Are publications and forms spot-checked every six months and are the spot-checks documented? 	CAPR 5-4 para 3b
2.	<p>When publishing supplements, and operating instructions how do you ensure that the content only pertains to those personnel within the wing and that they do not conflict with higher headquarters directives.</p> <p>a. Are supplements and OIs kept to an absolute minimum?</p> <p>b. Is a copy of each publication forwarded to the immediate higher level of command for review immediately upon publication.</p> <p>c. On the anniversary date of each supplement or operating instruction has the OPR certified that the publication is still current and essential?</p> <p>d. Has this certification been annotated on the record copy with the name of the person making the certification and the date the certification?</p>	<p>CAPR 5-4 para 3</p> <p>CAPR 5-4 para 3</p> <p>CAPR 5-4 para 3a(1)</p> <p>CAPR 5-4 para 3b</p> <p>CAPR 5-4 para 3b</p>
3.	<p>Are administrative authorizations (Transportation Authorizations (TAs), Personnel Authorizations (PAs), and Participation Letters (PLs)) prepared, reproduced and distributed in accordance with CAPR 10-3?</p>	CAPR 10-3 para 2
4.	<p>Are procedures in place to ensure the most cost effective means available are being used to communicate with unit members, subordinate units, other states and regions, and the National Headquarters?</p>	CAPR 10-1 para 2d
5.	<p>Are all administrative communications completed IAW CAP guidelines?</p> <p>a. What procedures are there to ensure prompt action on all communications?</p>	CAPR 10-1 para 6
6.	<p>Are records filed properly?</p> <p>a. Is there a formal file plan established? Does it include other wing sections?</p> <p>b. Are cut-off instructions followed?</p> <p>c. Are records screened for historical significance?</p> <p>d. Are frequent back-up of electronic files made and stored in another building?</p>	<p>CAPR 10-2, para 1</p> <p>CAPR 10-2 para 9</p> <p>CAPR 10-2 para 10</p> <p>CAPR 10-2 para 7</p>

TAB D-5: PERSONNEL		Original
	ITEM	REFERENCE
1.	Is the unit properly designated and manned IAW CAPR 20-3? • Are changes properly submitted on a CAPF 27?	CAPR 20-3 para 5c CAPR 20-3 para 3a
2.	Is an organization chart posted and current?	CAPR 20-1 para 3b
3.	Are new membership applications processed properly?	CAPM 39-2 para 2-4 and 3-5
4.	Are all members properly assigned to a duty?	CAPR 35-1 Section A
5.	How does the DP insure that an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 para 1
6.	Do personnel records contain the minimum documents when applicable? a. Are inactive personnel records maintained IAW CAP directives?	CAPM 39-2 para 1-7 CAPM 39-2 para 1-8
7.	Are member transfers handled properly?	CAPM 39-2 para 1-11
8.	How do you manage the personnel program (renewals, promotions, awards, etc.?)	CAPM 39-2 and CAPR 20-1 page 38

TAB D-6: PUBLIC AFFAIRS		Original
	ITEM	REFERENCE
1.	<p>Has a unit Public Affairs Officer (PAO) been appointed in writing?</p> <p>a. Has the next higher headquarters been notified of the appointment?</p> <p>b. Has the unit PAO completed AFIADL PAO Course 02010?</p> <p>c. If a unit PAO has not been appointed, is the unit commander performing the duties of the PAO?</p>	<p>CAPR 20-1 page 39; CAPR 190-1 para 3a;</p> <p>CAPR 35-1 CAPR 190-1 para 3b CAPR 190-1 para 6b</p> <p>CAPR 190-1 para 3c</p>
2.	<p>Has the Wing PAO provide training for subordinate unit PAOs at least annually? Does this training include:</p> <p>a. Public Affairs specialty track training as listed in CAPP 201, <i>Public Affairs Study Guide</i>?</p> <p>b. AFIADL PAO course 02010?</p> <p>c. Unit/wing/region/national public affairs training courses, workshops, seminars, and field training?</p> <p>d. Seminars and workshops offered by the military and local, state, or national organizations?</p> <p>e. Mission information officer training as part of the emergency services missions of Civil Air Patrol?</p>	<p>CAPR 190-1 para 6</p>
3.	<p>Has the unit PAO an annual public relations plan to promote CAP, its goals and missions for:</p> <p>a. External goals and initiatives that help build relationships with external constituencies of CAP and emphasize their importance in performance of its three mandated missions (ES, AE, and Cadet Programs)?</p> <p>b. Internal strategies that emphasize CAP's importance, member recognition, retention, and encouragement of member participation in unit/wing/region and national activities and training?</p> <p>c. A PA crisis plan to ensure a rapid, effective response during crisis situations that may damage CAP's reputation, if mishandled?</p> <p>a. Has the unit crisis communication plan been approved by the wing commander or designated representative?</p>	<p>CAPR 190-1 para 7a</p> <p>CAPR 190-1 para 7a(1)</p> <p>CAPR 190-1 para 7a(2)</p> <p>CAPR 190-1 para 7a(3)</p>
4.	<p>Has the unit PAO assembled current media contact information to foster working relationships?</p> <ul style="list-style-type: none"> • Does the unit PAO strive to meet periodically with representatives of key media to improve media awareness of CAP and to establish an understanding on the part of the PAO of the information needs and preferences of each media outlet. 	<p>CAPR 190-1 para 7b(2)</p>

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5.	Has the Unit PAO developed standard plans and procedures for external promotion of key events in the wing, such as participation in training and actual missions, awards and promotions, and special events?	CAPR 190-1 para 7b(3)
6.	Has the unit PAO assembled standard materials presenting the background of CAP that can be given to the media, prospective members, partner agency officials, and others as needed, including materials developed locally and/or at higher headquarters?	CAPR 190-1 para 7b(4)
7.	Does the unit PAO utilize available unit websites to inform the public about Civil Air Patrol?	CAPR 190-1 para 7b(6)
8.	Does the unit PAO: a. Advise the commander on internal public relations strategies and methods in order to conduct an effective program? b. Regularly submit news advisories and releases, with photographs whenever possible, to higher HQs?	CAPR 190-1 para 7c(1) CAPR 190-1 para 7c(2)
9.	Does the Wing PAO create and distribute a regular newsletter which contains information for both the internal and external audiences?	CAPR 190-1 para 8a
10.	Does the unit PAO ensure that all distributed multimedia materials, including those distributed by emerging technologies, shall be in good taste, with members shown in proper uniform, depicting the diverse and multi-faceted missions and opportunities of Civil Air Patrol membership	CAPR 190-1 para 9a
11.	Does the unit PAO have the authority to develop and coordinate the public affairs elements of electronic communications tools employed by the unit for internal and external communications, including unit websites and listservs, which automatically broadcast e-mail to everyone on a list. The content shall be created in collaboration with appropriate staff members and shall be facilitated by the staff member(s) designated as webmaster, listserv manager and/or information technology officer.	CAPR 190-1 para 10
12.	Please describe the Mission Information Officer program for your unit.	CAPR 190-1 para 11
13.	How do you inform the Wing PAO of unit PAO activities??	CAPR 190-1 para 12

TAB D-7: SUPPLY		Original
	ITEM	REFERENCE
1.	<p>Please provide a copy of your assignment as Supply Officer.</p> <p>b. If appointed since the last inventory, was a joint inventory accomplished?</p> <p>c. Have corrections to the inventory been initiated?</p>	<p>CAPR 67-1 para 2-2 and CAPR 35-1 para 3 CAPR 67-1 para 2-2a</p> <p>CAPR 67-1 para 2-2b</p>
2.	<p>Has the unit completed the annual inventory by 31 Mar?</p> <p>a. Have FOB items been added to the inventory?</p> <p>b. Are nonexpendable assets properly tagged?</p> <p>c. Has Part III, been reviewed for incomplete transactions and CATS update?</p> <p>d. Has Part VI been reviewed for accuracy?</p>	<p>CAPR 67-1 para 2-15 CAPR 67-1 para 2-10 CAPR 67-1 para 2-14 CAPR 67-1 para 2-15c(2)a CAPR 67-1 para 2-15c(2)b</p>
3.	<p>Has property been recovered from members who terminated their membership in CAP or transferred to another unit?</p> <p>a. If so, are there any records of your efforts?</p> <p>b. If you were unable to recover the property, can you show evidence of your efforts to recover the property?</p>	<p>CAPR 67-1 para 2-20</p>
4.	<p>Have the required files been established to maintain accountability of CAP property?</p> <p>a. Is the Property File configured in 6 parts?</p> <p>1) Does Part I contain the CAPF 38 and all documents related to the acquisition, transfer, or disposal of property to include:</p> <p>a) DD Form 1348-1A</p> <p>b) CAPF 37E</p> <p>c) Receipts for items whose purchase price was greater than \$2,000</p> <p>d) Bills of sale</p> <p>e) Documentation of transfer or disposal</p> <p>f) Completed Reports of Survey</p> <p>g) All disposal records for expendable property</p> <p>h) Donation receipts</p> <p>2) Does Part II contain records of expendable property issuance? CAPF 111 and Quarterly Cadet Uniform report, if applicable?</p> <p>3) Does Part III serve as a suspense file?</p> <p>4) Is Part IV reserved for other inventory lists such as state or municipal government mandated property control documents? If the unit has no other inventory lists, this section need not be maintained.</p>	<p>CAPR 67-1 para 2-17</p> <p>CAPR 67-1 para 2-17a CAPR 67-1 para 2-17a(1)</p> <p>CAPR 67-1 para 2-17a(2)</p> <p>CAPR 67-1 para 2-17a(3) CAPR 67-1 para 2-17a(4)</p>

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	<p>5) Does Part V contain a copy of the current signed S-3 inventory in this section, if applicable?</p> <p>6) Does Part VI contain temporary issues?</p>	<p>CAPR 67-1 para 2-17a(5)</p> <p>CAPR 67-1 para 2-17a(6)</p>
5.	<p>Are commercially procured and donated items properly identified and entered into CATS?</p> <ul style="list-style-type: none"> ▪ Please show the inspector an example. 	<p>CAPR 67-1 paras 2-8, 2-9 and CAPR 173-4</p>
6.	<p>Are reports of survey processed on lost, stolen, damaged and destroyed property?</p> <ul style="list-style-type: none"> a. Are reports forwarded to the proper level of authority for approval? 	<p>CAPR 67-1 para 2-24</p>
7.	<p>Does the supply officer ensure that property storage area is safe and protected from the elements to prevent deterioration of property?</p>	<p>CAPR 67-1 para 1-6a(2) and attachment 6 item 4</p>
8.	<p>How do you manage the Real Property Program?</p> <ul style="list-style-type: none"> a. Are CAP Real Property Surveys on file for all facilities the unit owns, rents, leases, occupies or uses? b. Has a copy of any license or lease agreement been sent to NHQ CAP/GC? c. Has an inventory of the real property been compared against the unit's current S-6 report each December/January and changes reported to the Wing? 	<p>CAPR 87-1 CAPR 87-1 para 7</p> <p>CAPR 87-1 para 3f</p> <p>CAPR 87-1 para 8a(2)</p>

TAB D-8: TRANSPORTATION		Original
	ITEM	REFERENCE
1.	Does the unit have a vehicle assigned?	
2.	Do vehicle record folders contain: a. Title (or Certificate of Origin)? b. Copy of registration (in accordance with state law)? c. Completed CAPF 73 for current year plus previous 2 years? d. History record of all maintenance repairs/expenses on vehicles? e. Copy of the liability insurance card (original card should be in the vehicle)? f. Vehicle justification form (CAPF 175)?	CAPR 77-1 para 3a CAPR 77-1 para 3b CAPR 77-1 para 3c CAPR 10-2, Table 10 Rule 8 CAPR 77-1 para 3d CAPR 77-1 para 3e CAPR 77-1 para 3f
3.	For each member that operates a Corporate Vehicle: a. Is a copy of their valid state driver's license filed in their personnel file? b. Possess a CAP Motor Vehicle Operator Identification Card (CAPF 75) certified and signed by the wing commander, logistics officer, or transportation officer? • Are vehicles carrying passengers or towing trailers only operated by drivers who are at least 21? c. Are non-member passengers approved in writing by region or wing commander? d. Are operator driving records reviewed for any driving infractions incurred within the last two years prior to issuing CAPF 75? e. Are drivers' CAP motor vehicle operator identification card (CAPF 75) revalidated at time of state license expiration date or every 5 yrs, whichever comes first? f. Are copies of the driver's record filed and maintained in the member's personnel record after issuance of the operator identification card?	CAPR 77-1 para 5b CAPR 77-1 para 5b CAPR 77-1 para 6b CAPR 77-1 para 6c CAPR 77-1 para 5c CAPR 77-1 para 5g CAPR 77-1 para 5e
4.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? a. Records being maintained on all routine maintenance performed on vehicles? b. Emergency vehicle repair procedures being followed	CAPR 77-1 para 9b, Atch 6 and Wing policy CAPR 77-1 para 3d CAPR 77-1 para 9c(2)

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5.	<p>Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements?</p> <p>a. CAPF 37V, <i>Shipping and Receiving Document for Vehicles and Trailers</i></p> <p>b. Comply with state or local reporting procedures as required</p>	<p>CAPR 77-1 para 13</p> <p>CAPR 77-1 para 13b(3)</p> <p>CAPR 77-1 para 13a</p>
6.	<p>Are all Vehicle Self Insurance (VSI) claims submitted IAW CAPR 900-7?</p> <p>a. VSI claims are submitted within 60 days with all supporting documentation</p> <p>b. VSI windshield claims are submitted thru appropriate channels on CAPF 70</p>	<p>CAPR 77-1 para 11b</p> <p>CAPR 77-1 para 11e(9)</p> <p>CAPR 77-1 para 12</p>
7.	<p>Conduct vehicle inspection in accordance with attached Vehicle Inspection Checklist</p>	

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VEHICLE COMPLIANCE INSPECTION WORKSHEET									
WING:		Date:			Odometer Reading:				
Vehicle ID:		Make:			Model:		Year:		
1.	Vehicle Documents			Y	N	Comments			
a.	Registration	[CAPR 77-1 para 4]							
b.	Proof of Insurance	[IAW State rules]							
2.	Vehicle Interior			Y	N				
a.	Vehicle interior's condition								
b.	First aid kit	[CAPR 77-1 para 8j]							
c.	Fire extinguisher	[CAPR 77-1 para 8j]							
d.	Instruments	[CAPR 77-1 para 8a]							
e.	Horn	[CAPR 77-1 para 8a]							
f.	Radio mounts	[CAPR 77-1 para 8a]							
g.	Inspection stickers	[IAW State laws]							
h.	Windows (operation & condition)								
i.	Windshield washer operation								
j.	Windshield wiper operation	[para 8a]							
k.	Seat belts and safety devices	[para 8a]							
3.	Vehicle Exterior			Y	N				
a.	Windshield wiper condition	[para 8a]							
b.	Emergency flashers	[para 8a]							
c.	Lights	[CAPR 77-1 para 8a]							
d.	Back-up alarm	[CAPR 77-1 para 8a]							
e.	Mirrors	[CAPR 77-1 para 8a]							
f.	Exhaust system	[CAPR 77-1 para 8a]							
g.	Leaks	[CAPR 77-1 para 8a]							
h.	Tires	[CAPR 77-1 para 8a]			LF	RF	LR	RR	Spare
	Mfr's recommended pressure	[CAPR 77-1 para 9a(5)]							
	Actual pressure found								
	Recommended tire load range	[CAPR 77-1 para 8c]							
	Actual tire load range found								
	General condition								
i.	General condition/damage								
j.	Markings, decals, numbers [77-1 para 10]								
4.	Engine Compartment			Y	N				
a.	Fluid levels	[CAPR 77-1 para 8a]							
b.	Battery condition								
c.	Drive belts	[CAPR 77-1 para 8a]							
d.	Hoses	[CAPR 77-1 para 8a]							
e.	Leaks	[CAPR 77-1 para 8a]							
5.	Driving Vehicle								
a.	Steering	[CAPR 77-1 para 8a]							
b.	Brakes	[CAPR 77-1 para 8a]							

TAB D-9: DRUG DEMAND REDUCTION		Original
ITEM	REFERENCE	
1.	Does the unit participate in the Drug Demand Reduction (DDR) program?	CAPR 51-1
2.	Does the unit have a DDR Officer (DDRO) properly assigned? a. Is this the name on file at wing? b. Does the unit have a cadet assistant DDRO?	CAPR 51-1 Section II Goals 2d and 2e
3.	Are you within 30 miles of an Air Force installation (Any installation with at least 100 USAF, AFRC, or ANG personnel assigned)? a. Did the unit request DDR funding through the wing (Please show documentation)? a. How much did you request? b. For what purposes? b. Did the unit receive any DDR funding? a. How was it spent? b. What results were achieved? c. Have joint working relationships been established with any of the following? 1) Local USAF base DDR Coordinator 2) Local USAFR base DDR designee 3) Local National Guard DDR Coordinator 4) Local USAF base youth center 5) If so, what programs have been accomplished and what are planned?	CAPR 51-1 paras 1-1, 3-3a and Attach 1 CAPR 51-1 para 3-2, Sect II, Goal 5 and Attach 3 CAPR 51-1 paras 1-1 and 1-2a, and Section II, Goal 2 CAPR 51-1 para 1-2c(2)(b)
4.	How has the AF, AFRC, or ANG benefited from the DDR funds expended by your unit? a. What effect have these expenditures had on the members and/or dependents of DoD employees (active, guard, reserve, and civilian)? b. Is the local installation commander aware of the program and its effect on the members and dependents of his/her organization?	CAPR 51-1 paras 1-1, 3-2a and 3-3a
5.	What DDR activities is the unit conducting? a. Does the unit participate in Red Ribbon Campaigns? b. Does the unit conduct any other DDR activities?	CAPR 52-16 and CAPR 51-1, para 1-2c
6.	Does the DDRO submit the quarterly activity reports to the Wing DDRA in a timely manner?	CAPR 51-1, para 3-5 and Attach 4
7.	Has the annual report been submitted no later than 1 November each year to the Wing DDRA?	CAPR 51-1, para 3-5 and Attach 4

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6.	<p>Show your ground and flying safety records covering the past 2 years.</p> <p>a. Do you provide guidance and assistance to ensure an active safety program is established within the unit?</p> <p>b. Describe your mishap notification procedure.</p> <p>c. How have you implemented Operational Risk Management into CAP operations?</p> <p>d. How do you ensure your unit's flight release program properly protects CAP members and equipment?</p>	<p>CAPR 62-1 para 2b</p> <p>CAPR 62-2 para 4</p> <p>CAPR 62-1 para 3d</p> <p>CAPR 60-1 Chapt 4</p>
7.	<p>Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 2 years</p> <p>a. How do you encourage parental participation?</p> <p>b. Have you ever terminated a member? If so what procedures did you follow?</p> <p>c. What is your procedure for member suspension?</p>	<p>CAPP 33-1 para 4</p> <p>CAPR 35-3 para 6</p> <p>CAPR 35-1 para 6</p>
8.	<p>a. How do you implement and enforce the CAP policies, procedures, and directives prohibiting discrimination, as well as DOD Directives 5500.11, 1020.1, and AFI 36-2707, throughout your unit.</p> <p>b. Is the CAP Nondiscrimination Policy briefed annually to all members of your unit?</p> <p>c. What records are maintained to ensure compliance with these directives?</p>	<p>CAPR 36-2 para 4c(1)</p> <p>CAPR 36-2 para 4c(2)</p> <p>CAPR 36-2 para 4c(3)</p>
9.	<p>Describe your process for handling IG and Fraud, Waste and Abuse complaints and how you interact in the IG process.</p>	<p>CAPR 123-2 para 4 and CAPR 20-1 page 27</p>
10.	<p>Describe your internal communications procedures.</p> <p>c. How often do you meet with your staff and do you keep minutes of staff meetings?</p>	<p>CAPR 20-1</p> <p>CAPR 10-2 para 6 and Table 1, Rule 11</p>
11.	<p>How do you ensure your files disposition plan meets the unit's need for continuity?</p>	<p>CAPR 10-2</p>
12.	<p>How do you ensure unit members wear the CAP uniform properly?</p>	<p>CAPM 39-1 and CAPR 20-1 page 27</p>

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>

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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) CAPR 62-1 para 6c(6)</p>

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