



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS FIRST AIR FORCE (AIR FORCES NORTHERN) (ACC)**

MEMORANDUM FOR COMMANDER,

FROM: CAP/IG and CAP-USAF/IG

SUBJECT: Compliance Inspection Report,

1. The Compliance Inspection is a value-added process intended to evaluate and help improve mission accomplishment. The CI focused on the following elements:

- a. How effectively, efficiently and safely the                      accomplishes its assigned missions and responsibilities.
- b. The                      compliance with laws, instructions, regulations and technical orders.
- c. The degree to which                      leadership has enhanced its mission and made improvements.
- d. The emphasis                      leadership has placed on the detection and prevention of fraud, waste and abuse.

2. The                      Commander will review the attached report and submit the corrective actions for all discrepancies in the eServices Inspector General module no later than 90 days after the inspection out brief. Progress reports will be entered into the system as specified in CAPR 20-3 Table 8.1 until all discrepancies are closed.

3. Any correspondence that indicates direct quotes, identifiable paraphrasing or observations extracted from this report must be marked with the following statement: "This is a PRIVILEGED DOCUMENT that cannot be released in whole or part to any persons or agencies outside of the Civil Air Patrol or USAF, nor can it be republished in whole or part in any publication not containing this statement, including the Civil Air Patrol magazines and general use pamphlets, without the express approval of the National Commander of Civil Air Patrol and the Commander of CAP-USAF."

4. It was a pleasure to work with your professional team of volunteers. If you have any comments or concerns, feel free to contact the CAP-USAF/IG at (334) 953-4286 or the CAP/IGC at (877) 227-9142, ext 223.

Inspector General

Deputy Inspector General

Attachment:  
CI Report



# TABLE OF CONTENTS

Rating Definitions	Inside Front Cover
Cover Letter.....	
Table of Contents .....	
SECTION I – INSPECTION SUMMARY .....	
Purpose and Scope.....	
Executive Summary .....	
Grade Summary Grid .....	
Key Personnel.....	
Team Composition .....	
Reply Instructions .....	
SECTION II – INSPECTION DETAILS .....	
<b>A     AEROSPACE EDUCATION</b>	
A-1    Aerospace Education .....	
<b>B     CADET PROGRAMS</b>	
B-1    Cadet Programs.....	
<b>C     EMERGENCY SERVICES</b>	
C-1    Operational Mission Management.....	
C-2    Communication.....	
C-3    Flight Management .....	
C-4    Aircraft Management .....	
<b>D     MISSION SUPPORT</b>	
D-1    Professional Development.....	
D-4    Administration.....	
D-5    Personnel .....	
D-6    Public Affairs.....	
D-7    Supply.....	
D-8    Transportation.....	
D-9    Information Technology Security.....	
<b>E     COMMAND</b>	
E-1    Commander.....	
E-2    Safety .....	
E-3    Inspector General.....	
SECTION III – DISTRIBUTION .....	

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# SECTION 1 – INSPECTION SUMMARY

## Purpose and Scope

The purpose of this inspection was to (1) determine how effectively, efficiently, and safely the unit accomplished its mission(s) and responsibilities; (2) identify obstacles which impacted mission accomplishments; (3) eliminate waste, improve morale, and increase readiness; (4) assess the degree to which your leadership has enhanced the                      ; and (5) provide information to other units for use in improving their operations. The inspection included an examination of leadership and management procedures at all levels and in all functions to determine the unit's ability to (1) accomplish its assigned missions and responsibilities efficiently, effectively and safely; (2) comply with laws, instructions, regulations, etc.; (3) determine the degree to which your leadership has enhanced the                      and made improvements; and (4) place emphasis on the detection and prevention of fraud, waste and abuse.

## Overall Inspection

Compliance Inspection (CI):

## Executive Summary

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## TAB GRADES

Area	Grade	Discrepancies	Repeats
A-1 Aerospace Education			
B-1 Cadet Programs			
C-1 Operational Msn Management			
C-2 Communications			
C-3 Flight Management			
C-4 Aircraft Management			
D-1 Professional Development			
D-4 Administration			
D-5 Personnel			
D-6 Public Affairs			
D-7 Supply			
D-8 Transportation			
D-9 Information Technology Security			
E-1 Commander			
E-2 Safety			
E-3 Inspector General			
	<b>TOTALS</b>		

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Key Personnel

**Position**

**Name**

**Date Assigned**

Team Composition

**Team Chief**

**Team Members**

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## Reply Instructions

### 1. Definitions:

a. **Commendable.** A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

b. **Discrepancy.** A Discrepancy is any deficiency that is a violation of a CAP directive that results or could result in significant mission impact or widespread mission impact or failure. Discrepancies will include all repeat discrepancies, potential Fraud, Waste and Abuse (FWA) discrepancies and Safety discrepancies. A-Discrepancies require a written response submitted describing the corrective action(s) taken to correct the deficiency and prevent recurrence.

- **(Discrepancy – Repeat)** A discrepancy reported in the wing's previous compliance inspection that exists again during the current inspection. Repeat Discrepancies are highly undesirable and may indicate a systemic problem with leadership in the wing, in addition to the area under inspection.
- **(Discrepancy – Potential FWA)** A significant deficiency that may reveal fraud, waste and/or abuse of CAP resources.

2. The            will enter replies to all Discrepancies in the appropriate place in the eServices Inspector General Discrepancy Tracking System (DTS) module at the intervals shown in the table below:

<u>1<sup>st</sup> Response is Due</u>	<u>2<sup>nd</sup> Response is Due</u>	<u>All Remaining Responses are Due</u>
90 Days after Out-Brief	60 Days after 1 <sup>st</sup> Response	60 Days after previous

- Progress updates will continue until all open discrepancies are closed by the CAP/IG and CAP-USAF/IG.
- In accordance with CAPR 123-3 Table 8.1, all inspection discrepancies are to be closed within 10 months of the date of the inspection out brief.

3. Since primary functional responsibilities within the            have not been identified in this report, the            Commander will establish the responsible function/person and include that information in the reply. Replies should provide specific actions taken to correct causes of each discrepancy and prevent recurrence, and documentation of compliance, when appropriate.

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## SECTION II – INSPECTION DETAILS

### A-1 AEROSPACE EDUCATION

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#### Summary

Discrepancies      Repeats

#### Staffing

Position - Director of Aerospace Education (DAE) position held:

Year(s)

Month(s)

Aerospace Education Specialty Track:

Y,N,N/A #    Question

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03    Did the wing complete an AE activity report?

---

05    Are AEOs assigned to the duty position enrolled in the AE specialty track?

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## B-1 CADET PROGRAMS

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### Summary

Discrepancies      Repeats

### Staffing

Position - Deputy Cmdr for Cadets position held:      Year(s)      Month(s)

Cadet Programs Specialty Track:

Y,N,N/A #      Question

---

05      Has the wing established a Cadet Advisory Council?

---

07      Do each of the wing's cadet and composite squadrons have two or more graduates of the Training Leaders of Cadets course assigned?

---

09      Has the wing adopted a set of annual goals?

---

10      Does the wing offer at least one cadet-focused "Saturday" activity per quarter?

---

11      Does the wing have a written plan for providing orientation flights to all units with cadets?

---

12      If the wing conducted an encampment, did it file an Encampment Operations Report?

---

13      Have all senior members who are assigned to wing headquarters completed cadet protection training?

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## C-1 MISSION MANAGEMENT

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Operations (DO) held position:      Year(s)      Month(s)

Operations Specialty Track:

Position - Director of Emergency Services (DOS) held position:      Year(s)      Month(s)

Emergency Services Specialty Track:

Y,N,N/A #      Question

---

- |    |   |
|----|---|
| 01 | Has the wing/region published any supplements or operating instructions, or granted/requested any waiver?   |
| 02 | Does the wing maintain a current wing alert roster?   |
| 03 | Are all records pertaining to each authorized mission loaded into WMIRS?  |
| 05 | Has the wing/region developed a comprehensive annual Operations Training Plan?  |
| 06 | Has the wing assessed the need for a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program? (Not Applicable to regions). |
| 07 | If the Wing/Region participates in Counterdrug missions, are all personnel supporting law enforcement sensitive missions properly screened and current?   |
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## C-2 COMMUNICATIONS

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Communications (DC) held position:      Year(s)      Month(s)  
Communications Specialty Track:

Y,N,N/A #      Question

---

01      Were supplements, OIs or waivers approved by NHQ/DOK prior to issuance?

---

02      Did the wing/region submit an annual communications plan?

---

03      Does the wing/region conduct an annual radio communications effectiveness evaluation?

---

06      Does the wing/region have at least one HF/ALE station on duty, attended and operated IAW the National Communications Plan?

---

07      Does the wing/region conduct at least one conventional HF voice net each week?

---

09      Has the required annual inventory of communications equipment been performed IAW CAP regulations?

---

10      Did the wing/region issue all Air Force funded communications equipment IAW the Table of Allowances (TA)?

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## C-3 FLIGHT MANAGEMENT

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Operations (DO) held position:      Year(s)      Month(s)  
Operations Specialty Track:

Y,N,N/A #      Question

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01    Has the wing/region published any supplements or operating instructions, or requested and been granted any waivers? If "No" then "N/A"

---

02    Are non-CAP passengers approved and documented?

---

03    Does the wing/region make necessary corrections to aircraft flying time totals each month in WMIRS?

---

04    Does the Wing/Region have an effective process for validation and correction to ensure that all sortie data?

---

05    Are all flight releases accomplished using eFlight Release in WMIRS, and documented properly with the exception of authorized proof-of-concepts?

---

06    Are flight privilege suspension procedures followed?

---

07    Does the wing/region ensure all eServices Ops Quals data is recorded properly?

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## C-4 AIRCRAFT MANAGEMENT

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### Summary

Discrepancies      Repeats

### Staffing

Position - Aircraft Maintenance Officer (AMO) held position:      Year(s)      Month(s)  
Logistics Specialty Track:

Y,N,N/A #    Question

---

01    Has the wing/region published a supplement to CAPR 66-1?

---

02    Does the Wing/Region AMO or his/her representative inspect each corporate aircraft at least annually?

---

03    Does the wing/region utilize the online eAircraft Discrepancy System located in WMIRS IAW CAP regulations?

---

04    Does the wing/region have a current certificate of insurance on file identifying the liability insurance coverage for all facilities performing maintenance on wing/region-assigned aircraft?

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05    Is CAP aircraft documentation maintained IAW applicable 14CFRs and CAP regulations?

---

06    Are CAP aircraft maintained IAW applicable 14CFRs and CAP regulations?

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## D-1 PROFESSIONAL DEVELOPMENT

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Professional Development (DPD) held position:      Year(s)      Month(s)  
Professional Development Specialty Track:

Y,N,N/A #    Question

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04    Has the Wing Commander appointed a TO for test security and administration?

---

06    Does the wing ensure subordinate commanders are not appointed as Testing Officers (though they may be appointed as assistant TOs)?

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## D-4 ADMINISTRATION

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Administration (DA) held position:      Year(s)      Month(s)  
Administration Specialty Track:

Y,N,N/A #    Question

---

06    Are cut-off instruction followed IAW CAP regulations?

---

12    Are Supplements and OIs processed and maintained IAW CAPRs?

---

13    Have pamphlets been forwarded to the next higher headquarters?

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15    Are wing forms properly published in a wing supplement?

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## D-5 PERSONNEL

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### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Personnel (DP) held position: Personnel Specialty Track:	Year(s)	Month(s)
--	---------	----------

Y,N,N/A #	Question
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04	Has a personnel record been established for each member of the headquarters unit?
----	---

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05	Are inactive personnel records maintained for 5 years unless otherwise directed by NHQ?
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## D-6 PUBLIC AFFAIRS

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### Summary

Discrepancies      Repeats

### Staffing

Position - Public Affairs Officer (PAO) held position:      Year(s)      Month(s)  
Public Affairs Specialty Track:

Y,N,N/A #    Question

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06    Does the public access wing website comply with CAP regulations?

---

07    Has the Wing PAO produced Public Affairs and Crisis Communications plans?

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## D-7 SUPPLY

---

### Summary

Discrepancies      Repeats

### Staffing

Position - Director of Logistics (LG) held position:      Year(s)      Month(s)  
Logistics Specialty Track:

Y,N,N/A #    Question

---

01    Did the wing/region complete an annual inventory between 1 October and 31 December?

---

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

---

03    Have items that cannot be located been recorded as “missing” in the condition field in ORMS?

---

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

---

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

---

07    Are all real property requirements accomplished IAW CAP requirements?

---

08    Is the real property inventory conducted annually?

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## D-8 TRANSPORTATION

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### Summary

Discrepancies      Repeats

### Staffing

Position - Transportation Officer (LGT) held position:      Year(s)      Month(s)  
Logistics Specialty Track:

Y,N,N/A #    Question

---

- |    |   |
|----|---|
| 01 | Are vehicle folders established for each vehicle?   |
| 02 | Do the vehicle folders contain all required documentation?  |
| 03 | Are original vehicle titles kept in a secure location at the region or wing/region headquarters?  |
| 04 | Are copies of the original vehicle titles uploaded to ORMS?   |
| 05 | Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required?  |
| 06 | Are CAPFs 73 completed on all COVs in accordance with CAP regulations?  |
| 08 | Are all COVs appearance, identification, and markings maintained IAW with CAP regulation?   |
| 09 | Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?   |
| 10 | When a corporate owned vehicle is involved in a mishap does the wing/region submit the required items to NHQ/LGT immediately upon completion of the mishap investigation? |
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## D-9 INFORMATION TECHNOLOGY

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### Summary

Discrepancies      Repeats

### Staffing

Position - Information Technology Officer (IT) held position:      Year(s)      Month(s)  
Information Technology Specialty Track:

Y,N,N/A #      Question

---

- |    |   |
|----|---|
| 01 | Has the wing been operating under any supplements, operating instructions (OI) or waivers to CAPR 120-1? If not, answer "N/A".  |
| 02 | Does the Wing have an assigned Director of IT or IT Officer responsible for maintenance, upkeep and compliance with regard to use of all CAP IT assets within their respective units? |
| 03 | Are all wing-level CAP Internet Operations records current?   |
| 04 | Are locally developed web pages dealing with confidential information clearly marked with the warning required?   |
| 05 | Are full backups of CAP-owned IT assists completed at least once a month and incremental backups weekly?  |
| 06 | Are the default anti-virus protections enabled on locally available CAP issued computers?   |
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## E-1 COMMAND

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### Summary

Discrepancies      Repeats

### Staffing

Position - Commander (CC) position held:                      Year(s)                      Month(s)

Commander Specialty Track:

Y,N,N/A #      Question

---

02    Is the wing MOU with the state current and approved?

---

04    Does the wing ensure compliance with the sexual/physical abuse policy?

---

05    Have all wing staff members completed Equal Opportunity Training?

---

08    Does the Wing CC approve all fundraising events within the wing?

---

09    Are Sub-Unit compliance inspections accomplished IAW CAP regulations?

---

11    Did the CC ensure at least two "Approved" Senior members were present at all cadet activities?

---

13    Are all members assigned to an authorized duty position enrolled in the appropriate specialty track?

---

14    Are Reports of Survey properly initiated, conducted, and documented in IAW CAP regulations?

---

15    Has the Wing commander completed required IG Annual Refresher training?

---

16    Are all CI worksheets, unit details and data and other deliverables provided IAW CAP regulations?

---

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## E-2 SAFETY

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### Summary

Discrepancies      Repeats

### Staffing

Position - Safety Officer (SE) held position:                      Year(s)                      Month(s)  
Safety Officer Specialty Track:

Y,N,N/A #      Question

---

09    Is the Wing SE a graduate of NSOC?

---

10    Did the Wing SE possess the Technician rating or higher in the Safety Specialty Track?

---

11    Is the Wing SE or Assistant SE a pilot?

---

12    Did Wing complete an Annual SMS Program Review for the previous year.

---

13    Was a deliberate RM CAPF 160 used in planning the most recent Wing encampment.

---

14    Did all active units (not including Flights) in the Wing conduct the Annual Safety RM Day during the months of January, February, or March?

---

15    Did Wing SE have an up-to-date annual plan for providing assistance to SEs in subordinate units for the current year?

---

16    Was the Wing SE knowledgeable in the use of the Hazard Reporting / Safety Suggestion portion of SIRS?

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## E-3 INSPECTOR GENERAL

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### Summary

Discrepancies      Repeats

### Staffing

Position - Inspector General (IG) held position:      Year(s)      Month(s)  
Inspector General Specialty Track:

Y,N,N/A #    Question

---

01    Has the Wing IG completed required training?

---

03    Is the Wing IG single billeted?

---

05    Are Sub-Unit compliance inspections conducted within the maximum 27 months as required?

---

07    Are Sub-Unit compliance inspections completed IAW CAP regulations?

---

09    Are Sub-Unit compliance inspection discrepancies closed within 5 months as required?

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10    Were IGAs and IOs billeted correctly?

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