

# SUBORDINATE UNIT INSPECTION REPORT



Parker Cadet Squadron CO-173  
Parker, CO  
17 Sept 2015

Attachment:  
SUI Report





**CIVIL AIR PATROL  
US AIR FORCE  
AUXILLARY**

07 October 2015



MEMORANDUM FOR COMMANDER, Parker Cadet Squadron/CO-173

FROM: COWG/CC

SUBJECT: Report of Sub-Unit Inspection,

1. The Sub-Unit Inspection (SUI) is a value-added process intended to evaluate and help improve mission accomplishment. The SUI focused on the following elements:
  - a. How effectively, efficiently and safely the Unit accomplishes its assigned missions and responsibilities.
  - b. The Unit's compliance with laws, instructions, regulations and technical orders.
  - c. The degree to which unit leadership has enhanced its mission and made improvements.
  - d. The emphasis unit leadership has placed on the detection and prevention of fraud, waste and abuse.
  
2. The Unit 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 (60 day reply for safety related items) after this inspection report is published. Progress reports will be entered into the system as specified in CAPR 123-3 para 12i 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 COWG/IG at (970)817-0130.

*Harvey A. Siegal*  
Harvey A, Siegal, Lt. Col, CAP  
Inspector General, COWG

Attachment:  
SUI Report

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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 wing; 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 Wing and made improvements; and (4) place emphasis on the detection and prevention of fraud, waste and abuse.

There are five major areas rated by the Inspection Team. They are the three missions of CAP (Aerospace Education, Emergency Services and Cadet Programs), Mission Support and Command.

### **Overall Assessment**

**SUCCESSFUL**

### **Executive Summary**

The Commander has been in position since March 2015. Representatives interviewed were cooperative and well prepared for this inspection. 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 exist but do not impede or limit mission accomplishment. Areas of concern have been indicated in this report. For the most part this unit is in compliance with laws, instructions, regulations and technical orders.

The following table also summarizes the number of Benchmarks, Commendables, Areas of Concern and Discrepancies.

Mission Grades			Benchmark	Commendables	Area of Concern	Discrepancies	HHQ Discrepancies
Aerospace Education	<b>Successful</b>	A-1	0	0	0	0	0
Cadet Programs	<b>Successful</b>	B-1	0	0	0	0	0
Communications	<b>Successful</b>	C-2	0	0	0	0	0
Professional Development	<b>Successful</b>	D-1	0	0	0	0	0
Finance	<b>Successful</b>	D-3	0	0	0	0	0
Administration	<b>Successful</b>	D-4	0	0	0	1	0
Personnel	<b>Successful</b>	D-5	0	0	0	0	0
Public Affairs	<b>Successful</b>	D-6	0	0	0	0	0
Supply	<b>Successful</b>	D-7	0	0	0	0	0
Transportation	<b>Not Applicable</b>	D-8	0	0	0	0	0
Commander	<b>Successful</b>	E-1	0	0	0	0	0
Safety	<b>Successful</b>	E-2	0	0	0	0	0
<b>Total</b>			0	0	0	1	0

### Key Personnel

<u>Position</u>	<u>Name, Rank</u>	<u>Date Appointed</u>
Commander	Eric E. Hauff, Lt. Col	23-Feb-15
Deputy Commander	Homero Mendoza, 1st Lt	14-May-15
Safety Officer	Peter H Dunn, Lt. Col	08-May-15
Aerospace Education Officer	Roberta Chandler, SM	23-Jul-15
Administration Officer	Homero Mendoza, 1st Lt	24-Apr-14
Personnel	Melina S Fijaalkowski, 2nd Lt	26-Mar-15
Cadet Programs Officer	Daniel J Kuminka, 2nd Lt	08-May-15
Professional Development Officer	Richard A Shaw, Maj	18-Jun-13
Public Affairs Officer	Homero Mendoza, 1st Lt	04-Mar-14

### Team Composition

#### Team Chief

Ilya Winstien, Lt Col

#### Team Members

Walt Leuci, Capt  
Andrew Rajca, Lt Col  
Debbie McAllister, Capt

## RATING DEFINITIONS

a. **Area of Concern (AoC).** An AOC indicates a minor weakness which does not violate a directive and is listed when mission accomplishment, program purpose or membership satisfaction is impaired or threatened. Examples of AOCs include, but are not limited to:

- A weakness or impairment that, if uncorrected, will lead to a violation of regulation or other standard.
- A sample which may indicate an unsatisfactory trend or violation if found to be prevalent in the unit.
- Non-mandatory processes or activities that are not accomplished, but would be beneficial or useful to the program.

b. **Benchmark.** A Benchmark indicates the best of the best processes observed to date by the inspection team worthy emulation by other units. An exceptional program/process that cannot be emulated due to the availability of resources, personnel or skill level of the manager is not a Benchmark. Benchmarks are not routinely found during an inspection. Benchmark Candidates will be identified by the inspection team and reviewed by National Headquarters, who will make the final decision if the process is of Benchmark quality.

c. **Commendable.** A Commendable indicates a highly effective concept, technique, or management practice that exceeds the program requirements specified by CAP directives.

d. **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. Discrepancies require a written response submitted to the Discrepancy Tracking System (DTS). Check the Knowledgebase for the proper way to clear a Discrepancy.

## REPLY INSTRUCTIONS

All inspection discrepancies are to be closed within 6 months of the date of the report being published (CAPR 123-3 para 12i). Units not correcting all discrepancies within 6 months will be prohibited from participating in any CAP activities (including weekly meetings) not related to closure of the discrepancies until all discrepancies are closed. Waivers to exceed the 6-month maximum without restrictions being placed on the Unit must be approved by the CAP/CC and the CAP-USAF/CC.

The inspected unit will respond to all discrepancies using the eServices IG SUI discrepancy tracking system. Wings should reference the CAP SUI Knowledgebase, found on the CAP NHQ website, for additional discrepancy closure guidance

The Wing IG will close the discrepancy.

**A-1 - AEROSPACE EDUCATION**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Internal Aerospace Education Program meet mission requirements  
External Aerospace Education Program meet mission requirements

**Staffing**

Position - Aerospace Education Officer (AEO) position held: 0 Year(s) 2 Month(s)  
Aerospace Education Specialty Track Enrolled no rating

**Y,N,NA Question**

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1	Yes	Has the unit developed an annual AE Plan of Action (POA) IAW CAP regulations?
2	Yes	Does the unit have an internal Aerospace Education program?
3	Yes	Does the unit have an external Aerospace Education program?
4	Yes	Did the unit complete an annual AE Activity Report IAW CAP regulations?



**B-1 - CADET PROGRAMS**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

- Cadet Program curriculum and activities for Leadership meet mission requirements
- Cadet Program curriculum and activities for Aerospace meet mission requirements
- Cadet Program curriculum and activities for Fitness meet mission requirements
- Cadet Program curriculum and activities for Character Development meet mission requirements

**Staffing**

Position - Cadet Programs Officer (CPO) position held: 0 Year(s) 2 Month(s)  
Cadet Programs Specialty Track: Enrolled no rating

**Y.N.NA Question**

- 
- 1 N/A Have Cadet and/or Senior members completed Required Staff Training IAW CAP regulations?

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  - 2 Yes Are Senior members present at all activities involving cadets?

---

  - 3 N/A Are all CAPF 54 Civil Patrol High Adventure Activity Requests completed and approved before any High Adventure cadet activities are accomplished?



**C-2 - COMMUNICATIONS**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Radio Communications Management meet mission requirements

**Staffing**

Position - Communications Officer (Comm Officer) position held: 0 Year(s) 6 Month(s)  
Communications Officer Specialty Track: Enrolled no rating

**Y,N,NA Question**

- 
- 1 Yes Has lost or damaged equipment been reported IAW CAP regulations?

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  - 2 Yes Are all donated items properly identified and entered into ORMS?

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  - 3 Yes Has the required annual inventory been performed IAW CAP regulations?



**D-1 PROFESSIONAL DEVELOPMENT**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Active senior membership training meet mission requirements

**Staffing**

Position - Professional Development Officer (PDO) position held: 2 Year(s) 3 Month(s)  
Professional Development Officer Specialty Track: Senior

**Y,N,NA Question**

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1 Yes	Does the unit ensure members do not work with cadets without first completing Cadet Protection Program Training (CPPT)?
2 Yes	Has the Commander appointed a Testing Officer (TO)?
3 Yes	Has the PDO ensured the Unit Commander is not assigned as the Testing Officer?
4 Yes	Does the unit maintain hard copy testing materials IAW CAP regulations?
5 Yes	Is the PDO maintaining CAPFs 45 IAW CAP regulations (N/A if not delegated to PDO by the Personnel Officer)?

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**D-3 FINANCE**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Financial Procedures and Accounting meet mission requirements

**Staffing**

Position - Finance Manager (FM) position held: 0 Year(s) 4 Month(s)  
Finance Management Specialty Track: Not enrolled

**Y,N,NA Question**

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1 Yes	Are Consolidated Finance Authorizations (CAPF 172) and Procedures IAW CAP regulation?
2 Yes	Are all financial transactions completed IAW CAP regulation?
3 Yes	Does the Finance Committee meet IAW CAP regulation?
4 Yes	Does the unit complete its budget IAW CAP regulation?
5 Yes	Has the unit appointed all necessary members of the Finance Committee IAW CAP regulation?



**D-4 ADMINISTRATION**

**Successful**

**Summary**

Benchmarks	Commendables	Discrepancies	AoCs	HHQ
0	0	1	0	0

**Mission Rating**

Files Maintenance and Record Disposition does not meet some mission requirements  
Publications and Forms Management meet mission requirements

**Staffing**

Position - Administrative Officer position held: 0 Year(s) 11 Month(s)  
Administration Specialty Track: Enrolled no rating

**Y,N,NA Question**

1 Yes	Are publications managed IAW CAP regulations?
2 Yes	Are unit OIs published IAW CAP regulations?
3 N/A	Are unit forms published IAW CAP regulations?
4 Yes	Is there a formal file plan established IAW CAP regulations?
5 Yes	Are cut-off instructions followed IAW CAP regulations?
6 No	Are records destroyed properly IAW CAP regulations?
7 Yes	Are frequent back-ups of electronic files made IAW CAP regulations?
8 Yes	Are all administrative communications completed IAW CAP regulations?

**Identified Weaknesses:**

**(Discrepancy):**

(A-Discrepancy): [01] (Question 6) There was no evidence the unit follows destruction instructions IAW CAPR 10-2 Attachment 1.



**D-5 PERSONNEL**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Records of Assignment and Duty Status meet mission requirements

**Staffing**

Position - Personnel Officer (DP) position held: 0 Year(s) 6 Month(s)

Personnel Specialty Track: Enrolled no rating

**Y,N,NA Question**

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1	Yes	Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC?
2	Yes	Has a personnel record been established for each member of the unit?
3	Yes	Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations?
4	Yes	Is the PO maintaining CAPFs 45 IAW CAP regulations (N/A if delegated to PDO)?

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**D-6 PUBLIC AFFAIRS**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Internal and external communications meet mission requirements

**Staffing**

Position -Public Affairs Officer (PAO) position held: 1 Year(s) 6 Month(s)  
Public Affairs Officer Specialty Track: Technician

**Y,N,NA Question**

- 
- |   |     |  |
|---|-----|--|
| 1 | Yes | Has the Unit PAO developed an annual public relations plan to promote CAP, its goals and missions IAW CAP regulations? |
| 2 | Yes | Was the public relation plan completed IAW CAP regulations?  |
| 3 | Yes | Has the Unit PAO developed a PA Crisis Communications plan?  |
-



**D-7 SUPPLY**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Control, maintenance of, and disposal of CAP property meet mission requirements

**Staffing**

Position - Logistics Officer (LG) position held: 1 Year(s) 1 Month(s)  
Logistics Specialty Track: Enrolled no rating

**Y,N,NA Question**

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1	Yes	Did the unit complete an annual inventory between 1 October and 31 December?
2	Yes	Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?
3	N/A	Have items that cannot be located been recorded as “missing” in the condition field in ORMS?
4	Yes	Are issue and return of non-expendable property completed IAW CAP regulations?
5	Yes	Are Reports of Survey (ROS) properly initiated, conducted, and documented in IAW CAP regulations?
6	Yes	Are property storage areas safe, secure, and protected from the elements?
7	Yes	Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 31 December?



**D-8 TRANSPORTATION**

**Not Applicable**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Operation and Maintenance of CAP Vehicles

**Staffing**

Position - Transportation Officer (LGT) position held: 0 Year(s) 0 Month(s)  
Logistics Specialty Track:

**Y,N,NA Question**

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1	Do the vehicle folders contain all required documentation?
2	Prior to first use of the day, do vehicle operators perform a safety check on all CAP vehicles using CAPF 73?
3	Are all CAP vehicles appearance, identification, and markings maintained IAW with CAP regulations?
4	Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?
5	When a CAP vehicle is involved in a mishap does the unit submit the required items to NHQ/LGT immediately upon completion of the mishap investigation?



**E-1 COMMANDER**

**Successful**

**Summary**

Benchmarks	Commendables	Discrepancies	AoCs	HHQ
0	0	0	0	0

**Mission Rating**

CAP objectives, policies, directives and safety management meet mission requirements

**Staffing**

Position - Commander (CC) position held: 0 Year(s) 7 Month(s)  
Commander Specialty Track: Enrolled no rating

**Y,N,NA Question**

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1	Yes	Are unit positions filled and appointed correctly?
2	Yes	Are members within the unit briefed annually on the CAP Nondiscrimination Policy?
3	Yes	Does the unit ensure compliance with the sexual/physical abuse policy?
4	Yes	Have all active senior members completed Equal Opportunity Training?
5	Yes	Does the Wing CC approve all fundraising events within the unit?
6	Yes	Did the CC ensure at least two "Approved" Senior members were present at all cadet activities? (excluding cadet flying and real-world operational missions conducted under CAPR 60-3)?
7	Yes	Are all SUI checklist, unit details, data and other "deliverables," provided IAW CAP regulations?
8	N/A	If community clergy provide support to the unit are they escorted at all times by a senior member in compliance with cadet protection requirement?
9	N/A	Is POV use IAW CAP regulations?
10	Yes	Are all members assigned to an authorized duty position enrolled in the appropriate specialty track?



**E-2 SAFETY**

**Successful**

**Summary**

<u>Benchmarks</u>	<u>Commendables</u>	<u>Discrepancies</u>	<u>AoCs</u>	<u>HHQ</u>
0	0	0	0	0

**Mission Rating**

Efforts to mitigate risk, control hazards and prevent mishaps meet mission requirements

**Staffing**

Position - Safety Officer (SE) position held: 0 Year(s) 4 Month(s)  
Safety Officer Specialty Track: Enrolled no rating

**Y,N,NA Question**

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1 Yes	Has the SE completed the on-line Basic Safety Course and test ?
2 Yes	Has the unit completed an on-line annual Safety Survey IAW CAP regulations?
3 Yes	Does the unit ensure its members only participate in CAP activities when they are compliant with the safety education requirements?
4 Yes	Have all unit members completed the introductory safety education module, Introduction to CAP Safety?
5 Yes	Is an annual Safety Day held during the months of January, February, or March each year?
6 Yes	Is the on-line CAP Hazard Report, used to suggest ways to reduce operational risk to members and does the unit close the loop on all reported hazards?

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### SECTION III – SUI REPORT DISTRIBUTION

Wing Commander	1
Vice Commander	1
Group Commander	1
Squadron Commander	1
Wing IG	1
Region IG	1
Total	6