



**HEADQUARTERS  
CIVIL AIR PATROL VIRGINIA WING  
UNITED STATES AIR FORCE AUXILIARY**  
7401 Airfield Drive  
Richmond, Virginia 23237-2250



**15 December 2014**

**A PLAN OF ACTION FOR IMPLEMENTATION OF A SUBORDINATE UNIT  
INSPECTION (SUI) PROGRAM FY2015**

**For the Virginia Wing**

**Prepared by: Colonel Eric R. Litt, CAP**

The Virginia Wing Plan of Action is designed to provide the necessary guidance for the Commanders and members of Virginia Wing in completing the SUI requirements of CAPR 123-3.

**Mandatory Compliance Issues based on CAPR 123-3:**

- A. The following individuals are appointed SUI Team members and have met the training requirements as outlined in CAPR 123-1, para 10d(2) or have completed the IG Basic Course (or higher). In addition all individuals will complete require refresher training prior to a scheduled SUI. This list will be updated on regular basis as an attachment to this POA. IG training level is shown. C=IG College, S=IG Senior Course, SUI Cert=SUI Certification.

<u>NAME</u>	<u>RANK</u>	<u>CAPID</u>	<u>UNIT</u>	<u>IG Level</u>
Glass, Charles	Colonel		MER-001	C
Litt, Eric R	Colonel	106468	VA-001	S
Lyon, Raymond E	Colonel	100025	VA-001	C
Moseley Jr Richard L	Colonel	112207	VA-001	S
Fulgham, Patrick C	Lt. Col	369405	VA-025	SUI Cert
Powers, John M	Lt. Col	357239	VA-048	SUI Cert
Iacono, Ami A	Major	192843	VA-001	S
Whiting, Truman C	Major	444703	VA-088	SUI Cert
Parrish, Kevin J	1 <sup>st</sup> Lt.	264434	VA-088	SUI Cert
	<u>Trainees</u>			
Wilkins, Fred Clayton	Major	513798	VA-117	Basic
Carlson, Kendal W	Captain	362052	VA-083	Basic
Thomas, Christopher	Captain	233608	VA-081	Basic
Ng, Y Clement	Captain	398633	VA-025	Basic

Fassero, Graham	1 <sup>st</sup> Lt.	465777	VA-017	Basic
Nutbrown, Sarah Ann	SM	433398	VA-130	Basic

Wing appointed SUI Team members and training requirements meet requirements in CAPR 123-3 par 12.

B. All units in Virginia Wing will be required to have a Subordinate Unit Inspection every 24 months. The SUI will be performed no later than 2 month prior to the units' anniversary date unless a later date, is approved by the Wing Commander. This date is based on the listed anniversary date or charter activation date for units that have not had a SUI.

- a. The initial inspection under the new CAPR 123-3 may be administered anytime within 24 months to the anniversary date so the inspections can be spread out across the year.
- b. Inspection schedules are posted on the Inspector General page of the Virginia Wing (VAWG) website.
- c. SUI worksheets are posted on the Inspector General page of the VAWG website as well as supporting regulations and "Best Practices" from across CAP in general.
- d. SUI will be scheduled so they do not conflict with other events on the Wing Calendar, holidays or cause undue disruptions of the unit's regular meeting as much as possible but the 24 month requirement as outline in CAPR 123-3 will not be exceeded.
- e. All inspectors will submit their reports to the SUI Team Chief no later than (NLT) 5 days after the inspection. It is the SUI Team Chief's responsibility to consolidate the report and have it approved and published to the unit NLT 20 days after the completion of the inspection. If this requirement cannot be met, the Wing Commander must approve the extension and the Wing Inspector General must be informed immediately.

C. Inspection Base Months are listed on the Wing Website Calendar and can be found on the "Commanders Dashboard" and the Inspector General section of e-systems. An up-to-date schedule of future SUIs will be published on the wing website as required. A 60 day notification will be provided to the unit CC.

### **The CAP/IG "Best Practices"**

The Inspection Augmentee (IA) program shall be open to any senior member of Virginia Wing. Members desiring to complete the program should go to the CAP Website and take the required courses through LMS. Upon completion of training and application to the Wing CC or IG they may be appointed as an IA. A member that is taking the IA course may be permitted to audit an inspection and at the discretion of the Team Leader and be considered a member of the Team.

No Team Member may be a member of the unit being inspected.

The complete schedule of inspection preliminaries as listed in CAPR 123-3 par 12. e. are to be followed.

Unit commanders are to upload required SUI documentation into e-services, **Inspector General** Area in the “Document Section,” 10 days prior to the unit inspection.

**Discretionary Policy by the a Wing/Region Commander or IG**

Additional specialty training and governmental certification, meeting standards of 14 CFR Parts 43 & 63, A&P, IA, for example is encouraged.

Uniforms: Any CAP uniform combination authorized by CAPM 39-1 appropriate for the time of year, except BDUs may be worn by Team Members.

Travel and Expenses: A Wing SUI budget as established and is attached to this POA. CAP corporate vehicles are authorized for travel to and from inspections sites, carpooling is recommended. Vehicle fuel costs will be paid out of the IG budget. The budget has been submitted and approved for FY 2015. POV is authorized. An A-50 mission number has been approved and listed in WIMRS. Corporate aircraft are approved for travel but each flight must be approved in advance by CC or IG.

FOR THE COMMANDER

ss Eric R. Litt

Eric R. Litt, Colonel, CAP  
Virginia Wing Inspector General