

Items to have Ready for an SUI

1. From E-Systems Membership Reports

Active Member Professional Development Report

CAP Organizational Report

Commander listing

Equal Opportunity Completion Report

LV1 Report

Member Specialty Track Report

Members Missing CPPT

Not Safety Currency Report

PAO Unit Assignment and Qualifications

Safety Education Currency Report

Safety Officer Roster and Safety Training Report

Squadron Roster Report

Unit Safety Education Report

2. From The Unit Files

A-1 Aerospace Education: AE POA. AE Activity

B-1 Cadet Programs: Senior Involvement in Cadet Activities, Attendance Log from Unit functions showing at least 2 seniors at every cadet function, Fluid Replacement Instructions

C-2 Communications: Have access available to ORMS

D-1 Professional Development: Training is shown with the reports from 1, Have Testing Officer Log available. Have a locked file for testing materials.

D-3 Finance: Unless the unit has a waiver from Wing, The last years Finance Committee Minutes. (The Finance Committee has to meet at least quarterly even if there is no business.), CAP F 172s, The Units Budget,

D-4 Administration: Have on line access if records are online, A File Plan – Where stuff is kept, the units method of disposing of old records, memo on how backups of electronic records are done

D-5 Personnel: Have the CAPF 45s available. Have a memo on how records of inactive personnel records are kept and disposed in A/C/W CAPRs

D-6 Public Affairs: Have the Annual Public Relations Plan available, Have a Crisis Communications Plan available.

D-7 Supply: Have the Unit supply records available.

D-8 Transportation: Have the vehicle records folder available and up to date. All required forms, ie Registration, Insurance, Inspection, and Maintenance. If there is a light bar, the authorization. A record of all maintenance in chronological order. This can be a note book, spiral pad, etc.

E-1 Commander: All Staff Officers must be enrolled in the Specialty Track for the position they occupy. They may not have attained a level but they must be enrolled. Commanders are responsible for attendance criteria. Use the CAP Attendance Log.

E-2 Safety: Check and make sure everybody at the SUI inspection is Safety Current.