



HEADQUARTERS NEW JERSEY WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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1 Jan 2015

2015-2016 PLAN OF ACTION (POA) FOR IMPLEMENTATION OF A SUBORDINATE UNIT INSPECTION (SUI) PROGRAM AND A STAFF ASSISTANCE VISIT (SAV) PROGRAM FOR THE NEW JERSEY WING (NJWG)

Mandatory Compliance Issues based on CAPR 123-3

1. NJWG IG appointed SUI Team members will consist of those that meet the training requirements per regulations and are listed as qualified in eServices Member Reports or other approved documents.
2. A biennial NJWG SUI Schedule will be set up that meets the regulatory requirements and will be distributed to units and published on the NJWG website.
3. The developed NJWG SUI Schedule will be open, transparent and ensures inspection cycles remain in sync.
4. SUI Reports will include compliance with any applicable wing and region supplements and operating instructions.

CAP IG "Best Practices"

5. New SUI Team members will complete an observer and qualification phase, as needed and determined by the NJWG IG, by completing a standardization training phase of observing and participating in two SUIs.
6. The NJWG SUI Schedule for the coming year will be published by 1 January and made available to all units in the NJWG by distribution to all unit commanders, SUI Team members, and posting on the NJWG website.

Discretionary Policy by the NJWG Commander and NJWG IG

7. Optional and/or additional training of SUI Team members will be accomplished as determined and needed.
8. SUI Team members may wear any authorized CAP uniform (no flight suits) during inspections of subordinate units.
9. A NJWG SUI Budget will be developed in coordination with the NJWG Director of Finance.
10. The biennial plan to conduct SUIs in 2015 and 2016 will be based upon the SUI results of 2014. Half of the NJWG's subordinate units, divided on approximately half of a group's total unit basis, will be inspected in 2015. Of the NJWG's units inspected in 2014, those with an overall SUI Grades of Marginally Successful or Unsatisfactory will be inspected in 2015. The balance of those units inspected in 2015 will be drawn primarily from those units with the most Marginally Successful and Unsatisfactory Mission Grades/Ratings program areas inspected plus the total number of discrepancies. The balance of NJWG's units, the remaining half, will be inspected in 2016.
11. SUIs will be conducted during the months of March, April, May, June, September, and October. Approximately two SUIs will be completed per month. The months of November, December, January, February, July and August will be avoided due to weather, holidays, vacations, CAP activities, etc. and are reserved for re-inspections and other SUI administrative and planning functions. In addition, SUI dates will be selected that do not conflict with the NJWG calendar, federal holidays, and NJWG staff meetings, etc.
12. Units will be notified of their scheduled SUI as required per regulations and given their month and year scheduled. The units will select their SUI desired date of the month within 15 days of notification, in conjunction with their Group HQ and NJWG IG, and should select a SUI date before the 15th of the scheduled month.
13. Within 15 days of the completion of the SUI, the final SUI Report will be distributed as required.
14. In the year between a unit's scheduled SUIs, the unit will perform, as required, a Unit Self-Inspection (USI) during the unit's SUI anniversary month utilizing the CAP SUI Worksheets. A squadron's Group HQ (or NJWG in the case of groups) will verify the USI results and "spot check" for additional discrepancies by performing a Staff Assistance Visit (SAV) on the unit and account for all identifiable discrepancies, primarily focusing on past SUI discrepancies. A mission non-graded/rated SUI format style SAV Report will be completed listing all discrepancies found during the SAV.
15. Within 15 days of the completion of the SAV, the final SAV Report will be distributed as required.

FOR THE COMMANDER
THOMAS W. DEY, Lt Col, CAP
Inspector General
New Jersey Wing Civil Air Patrol
United States Air Force Auxiliary