



What Happens to Inspection Questions when CAP Regulations Change?

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History:

Before 2013, there was a 55-page Compliance Inspection (CI) Guide and a 42-page Subordinate Unit Inspection (SUI) Guide. The guides contained all the questions that were to be asked and answered in an inspection along with the CAP regulation references that supported the question. Regulations were changing but no one had the requirement, time or inclination to update the inspection guides. It didn't take very long before the guides for both CIs and SUIs were so far out of date that a major rewrite was required.

Currently:

In 2013, Lt Col Robert Griffith, CAP-USAF/IG, proposed a revised inspection methodology that would greatly simplify the integration of the inspections with regulation changes. Under the leadership of Col Paul Gloyd CAP-USAF/CC (Ret.), a Concept of Operations (CONOPS) was developed for a new methodology for changing regulations. One of the new requirements is that the Office of Primary Responsibility (OPR) is responsible for the CI and SUI questions that will be asked during inspections. The list of questions is attached to the regulation as an Appendix. The OPR will work with IG personnel to make sure the inspectors know how to verify compliance, what the exact wording of a discrepancy is and how the unit with a discrepancy can clear it.

The initial set of questions came from doing a word search in all regulations for every "will", "shall" or "must" to separate all the requirements from the "nice to haves" ("shoulds"). From that initial list of questions, the OPRs were contacted for their assessment of whether a requirement was "mission critical" – and if not – the question was dropped.

Once CAP/IG receives the compliance questions from the OPR, they are:

1. Converted first into Microsoft Access.
2. Then the IG Knowledgebase, CI Worksheets and SUI Worksheets are formatted.
3. The Tab Sections of the CI and SUI reports have their questions updated.
4. The IG Knowledgebase for each Tab section is printed to a PDF format for posting to the https://www.capmembers.com/cap_national_hq/inspector_general/inspection-knowledge-base/ website.
5. The CI and SUI Worksheets and report formats are printed to PDF format and then have their data fields inserted before posting to their respective websites.

Notice the first heading says "Checklist and Tab", which makes sure the questions get to the correct Worksheet and Tab Section.

If the Compliance Question or the Discrepancy Write-up changes significantly, the question will be given a new number and the old number will be retired (you've seen the "(DELETED)" questions on the reports, right?).

The first two regulation produced under the CONOPS are CAPR 100-1, Radio Communication Management and CAPR 1-2 Publication Management. Besides all the normal changes you get with a new release, there is the idea is that regulations will periodically change and we should be able to release updated inspection material in concert with the revised regulation being released in a timely manner.