



TXWG IG INSPECTION TIPS



The old saying, “prior preparation prevents poor performance” is so true when it comes to preparing for a subordinate unit inspection (SUI). Whether you are new to the assessment process or a seasoned veteran, please consider the following six steps to making the inspection process easier for you and your fellow members:

1. PLAN THE VISIT

Usually you will be given the opportunity to set the date for the visit or inspection. While wing CIs are scheduled more than a year in advance, unit SUIs are scheduled closer to the actual date and have more flexibility. As a unit, decide what date is best for you. Remember, you want the best participation rate possible when your unit is visited. Look at the calendar and consider what may be happening in your community on a particular weekend or day. Consider holidays, school events and other CAP or community activities. Also consider work schedules and possible family commitments of the unit’s members. Make your commander aware of which date(s) are best for you. Then confirm that date with the leader of the visiting IG team. When a date is agreed upon, make sure it appears in the unit’s newsletter, Web site calendar and on the unit bulletin board. Every member of the unit needs to know about the visit or inspection as far in

advance as possible.

2. PREPARE FOR THE VISIT

Go to the CAP Web site and review the Guides/checklists that will be used for the visit.

- Go to <http://www.capmembers.com>;
- Select the CAP National HQ link on the left side of the page;
- Select INSPECTOR GENERAL under the options listed on the left side;
- Under the IG Home page, select the SUI INFORMATION link;
- Worksheets for every area reviewed during the SUI are on the right side and in PDF format. You can enter your information straight to the applicable worksheet and upload for the inspection.
- Specific instructions will be sent by the IG describing the process to upload the worksheets and other required documentation.
- Every staff member needs to have the appropriate checklist well in advance. Depending on how frequently your unit meets, you may need to set a definite schedule for getting everything prepared, possibly starting several months prior to the visit or inspection.

3. PROVIDE DOCUMENTATION

When you say you do something, plan to upload/share the report, form or documentation indicating you do it in a timely manner with the inspector. This verifies performance. Remember to include copies of minutes of the unit's various boards and committees and proof of their existence.

4. PRACTICE

Another old saying is “practice makes perfect,” and it certainly applies to any assessment. Most everyone becomes apprehensive when faced with an evaluation; however, the more you do these activities, the more comfortable with the process you will become. Remember, SUIs are there to determine how well the different functional areas are being performed and do not evaluate the person doing the job. Also, if you know you have a problem area within your activity, the IG team member may have been to another unit that had the same problem and found a solution. Don't be afraid to ask for input from the IG team member during your interview.

Take the time to go through the worksheet with your Assistant or a fellow officer. Many commanders also find this practice is helpful to ensure the staff member is prepared for the visit. Utilize the Wing Staff officer of your functional area for advice. They are the “experts” in their area.

5. POINT OUT BEST PRACTICES

Lastly, tell the inspector what procedures you use in your functional area you believe to be a time-saver or have found to make your job easier. Remember to tell what is happening in your program or area that is beneficial to the members in your unit. Share your good ideas, methods and practices. One of your “best practices” can be using the six steps listed in this guide to plan for your next visit or inspection.

6. RELAX

We are really here to help. No really..... we are. ☺