Continuous Compliance Guidance
E3 – Inspector General

This document is to be used as guidance only. You need to make the decisions for your wing to ensure you are compliant. I have included several items that you can use to help, that list is as follows:

- Guidance on filling out the E3 Worksheet
- Guidance on how to answer each question
- Sample of a completed E3 Worksheet

If you can make the job of the Tab E-3 inspector less difficult it may result in a more favorable outcome when the inevitable issues arise of a borderline situation when a discrepancy may or may not be appropriate.

E3 – Inspector General Worksheet Guidance

1.) Enter # years you have been in the Inspector General position

2.) Enter # months you have been in the Inspector General position

3.) Click the down arrow and select the appropriate response to the question.
   Select your Specialty Track Rating
   a. Not Enrolled
   b. Enrolled –No Rating
   c. Technician
   d. Senior
   e. Master

4.) Column 1 – Contains the question(s) to be answered. ** Make sure there is a Y/N/NA in Column 1 for each question in Column 2

5.) Column 2 – This contains the question by the inspector that you must be in compliance with.

6.) Column 3 – Important to read and understand this column. This will tell you what will be reviewed in order to determine your compliance with this section. You should try to ensure there is a document (a "deliverable") for each validation item; this is what should be uploaded to the IG→Documentation→E3 Section for your wing. For further guidance on which type of deliverables are appropriate to upload, refer to the column to clear discrepancies E-3 tab in the Inspection Knowledgebase, https://www.gocivilairpatrol.com/members/cap-national-hq/inspector-general/inspection-knowledge-base/
7.) Column 4 – This is for the inspector. If you are not compliant based on the evaluation of the items in Column 3, then this is the exact text that will appear in the Inspection Report
8.) Column 5 – Your notes regarding this question. See below for examples.

E3 – Inspector General Question Guidance

Question 1a: Upload a screenshot from eServices, Professional Development → Specialty Track → Specialty Track Module, Enter the IG's CAP ID or Name , tap the magnifying glass. Should be Technician or higher. Expect a discrepancy if the IG was appointed before attaining a Technician rating. Upload a screenshot from eServices, Member Reports→ IG Course Completion for the IG. If the IG was appointed prior to the IGC, the IG must take the next biennial class. Also, include a waiver from CAP/IG as a deliverable if the appointment to IG is made before attending IGC, even though the IG will be attending the next biennial class. The screenshot should also show the annual refresher training date.

Question 1b: The uploaded IG course completion report for Question 1a will suffice for Question 1b.

Question 2a: Upload a screenshot from eServices, Member Reports→ IG Course Completion for the IGA(s). It should show the annual refresher training date, and the IGA. If not having already completed IGSC, shall complete it no later than six months after the appointment date.
Upload Member Reports -> Duty Assignment -> IG and insure that the filters of Assistant is selected.

Question 2b: The uploaded documentation for question 2a will also document Question 2b.

Question 3: Upload a print out of your Member Report → Duty Assignment using your CAP ID or name from eServices showing that you are not double billeted.

Question 4a thru 4p: Nothing to be uploaded for this question. Use your CRQCC to verify each document, as appropriate, for each complaint, is uploaded into the SoR. Do not upload any information from a complaint into the eServices documentation module. The Inspector will sample SoR cases with the CRQCC. In Column 1 of the worksheet, you may only enter a N/A if there have been no complaints received. If you have received a complaint, all responses for each file must be Yes or the overall question is NO, therefore a discrepancy.

Question 5: Upload a copy of your wing's SUI list from eServices -> Command → Commander's Dashboard -> Inspector General Metrics.   Select your wing, PCR-XX-001, from the pull down. Use your browser's print preview and set to landscape, about 80% ensures the whole table prints. Any unit exceeded 27 months will result in a discrepancy unless there is a waiver from NHQ, as set forth in Question 6.   If you have flight units, they are not listed on the SUI list. You will need to either append the charter numbers of the flights to the SUI list or upload a separate list of the flights. Include the charter of the parent unit of the flight.

Question 6: Refer to report that you uploaded for Question 5. If any units from your SUI report exceeded 27 months, upload both your recommendation to the wing commander and a waiver from NHQ . The absence of either of these two documents will result in a discrepancy.

Question 7a: From the IG Course Completion Report (see Question 2) generate a list of qualified SUI Team members. This includes IG's, IGA;s and IA's. Upload this to E3Q7a. The inspector will randomly select inspection reports and compare the names of the inspectors in the report to the approved inspector list. If a SUI inspector on the SUI report is no longer listed on the approved inspector list, be prepared to give reason in notes, e.g., member transferred to another unit. If you have time, you may want to upload your own document listing each SUI since the last CI and listing the name of each inspector that participated on the inspection. It will reduce the amount of research time for the CI inspector.

Question 7b: Any unit graded Ineffective during an SUI, must have a follow-up SUI within 180 days of the first. It will help the CI inspector if you upload a listing of each completed SUI (since the last CI), with the SUI rating.

Question 7c: All units must have the last two SUI's uploaded (see Question 5). If the status of the unit changed in any matter, put that in the comments column of the Inspector General Metrics table. It may be the unit is recently chartered and only has one, or no SUI. Note that, as well

Question 8: The Inspector will sample the SUIs from the IG Metrics table to ensure all Tabs were completed. Exceptions, Cadet Tab for Senior Squadrons and Transportation Tab for units without assigned COV. Depending upon the number of units in your wing, it may be worthwhile to upload a list, by exception, of units that that did not have all functional areas inspected, and the reason the tab was not inspected.

Question 9: From a list of randomly selected inspections, the inspector will verify the opening date of the inspection and the date the last discrepancy closed. If time exceed 180 days, it will be a discrepancy. Nevertheless, if there was a failure to close discrepancies within 180 days, upload your correspondence to the wing commander regarding the non-compliance and recommendation for shutdown. In PCR we have had one shut down and three units that should have been shut down but were not.