



# Civil Air Patrol



## How to ACE your SUI

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US Air Force Auxiliary

# Overview

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## Requirements:

- Every 24 months
- Can go to 27 months, but doesn't change the original due date

# When do I start?

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Start right after the last SUI

Do your own SUI assessment between  
the required SUI

Know where to find the questions

Know where to find the answers

Know what details are required

# How can I prepare?

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- ✓ Participate in the SUI process with other squadrons (see your IG to get involved)
- ✓ You will learn a lot of details and get to know the other squadrons (you may find that the problems that you are having in your squadron have already been addressed somewhere else)

# The Facts

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The SUI is broken down into the following sections:

A1- Aerospace Education

B1-Cadet Programs

C2-Communications

D1-Professional

Development

D3-Finance

D4-Administation

D5-Personnel

D6-Public Affairs

D7-Supply

D8-Transportation

E1-Command

E2-Safety

# The Facts

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What are the areas that typically have the most problems?

Public Affairs (PA plan that complies with regulations)

# The Facts

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What are the areas that typically have the most problems?

Finance (meeting minutes)

Administration (maintenance of files, including destruction)

# The Facts

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What are the areas that typically have the most problems?

- ✓ Command (specialty track appointment, Equal Opportunity and non-discrimination documentation, and CPPT)
- ✓ Don't be afraid of "PATRON" status



# More of the Facts

How are the results tabulated,  
and the grade determined?

SUI\_Grade\_May\_14\_v3\_0 [Compatibility Mode] - Microsoft Excel

|    | A | B                        | C   | D | E | F | G | H | I | J | K | L | M | N | O | P             |
|----|---|--------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---------------|
| 1  |   | Overall SUI Grade        |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 2  |   | SUCCESSFUL               |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 3  |   | May 14 Version 2         |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 4  |   | A1 - Aerospace Education |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 5  |   | SUCCESSFUL               |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 6  |   | Mission Rating           |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 7  |   | 3                        | Internal Aerospace Education Program                              |   |   |   |   |   |   |   |   |   |   |   |   | Meets msn req |
| 8  |   | 3                        | External Aerospace Education Program                              |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 9  |   | Compliance Rating        |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 10 |   | y                        | Q1  |   |   |   |   |   |   |   |   |   |   |   |   | In Compliance |
| 11 |   | y                        | Q2  |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 12 |   | y                        | Q3  |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 14 |   | B1 - Cadet Programs      |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 15 |   | SUCCESSFUL               |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 16 |   | Mission Rating           |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 17 |   | 3                        | Cadet Program curriculum and activities for Leadership            |   |   |   |   |   |   |   |   |   |   |   |   | Meets msn req |
| 18 |   | 3                        | Cadet Program curriculum and activities for Aerospace             |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 19 |   | 3                        | Cadet Program curriculum and activities for Fitness               |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 20 |   | 3                        | Cadet Program curriculum and activities for Character Development |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 21 |   | Compliance Rating        |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 22 |   | y                        | Q1  |   |   |   |   |   |   |   |   |   |   |   |   | In Compliance |
| 23 |   | y                        | Q2  |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 24 |   | y                        | Q3  |   |   |   |   |   |   |   |   |   |   |   |   | Evaluated     |
| 25 |   | y                        | Q4  |   |   |   |   |   |   |   |   |   |   |   |   | y             |
| 26 |   | C-2 Communications       |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 27 |   | SUCCESSFUL               |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 28 |   | Mission Rating           |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 29 |   | 3                        | Radio Communications Management                                   |   |   |   |   |   |   |   |   |   |   |   |   | Meets msn req |
| 30 |   | Compliance Rating        |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 31 |   | y                        | Q1  |   |   |   |   |   |   |   |   |   |   |   |   | In Compliance |
| 32 |   | y                        | Q2  |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 33 |   | y                        | Q3  |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 34 |   | D-1 - Professional Dev   |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 35 |   | SUCCESSFUL               |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 36 |   | Mission Rating           |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 37 |   | 3                        | Active senior membership training                                 |   |   |   |   |   |   |   |   |   |   |   |   | Meets msn req |
| 38 |   | Compliance Rating        |   |   |   |   |   |   |   |   |   |   |   |   |   |               |
| 39 |   | y                        | Q1  |   |   |   |   |   |   |   |   |   |   |   |   | In Compliance |
| 40 |   | y                        | Q2  |   |   |   |   |   |   |   |   |   |   |   |   |               |

# NOW WHAT?

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What is a plan of action?

# NOW WHAT?

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Problem (discrepancy):

The \_\_\_ Officer failed to prepare and submit the \_\_\_ report in a timely manner.

The cause(s) of the problem (discrepancy):

The officer was new and unaware of the requirement.

# What do the CAP Regs Say

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CAPR 123-3 12-k

All SUI discrepancies are to be closed within 6 months

k-1-(b) - the 1<sup>st</sup> response to the discrepancies is required 30 days after the SUI is published.

The 2<sup>nd</sup> response is due 30 days after the 1<sup>st</sup>

# Where ??

The screenshot shows the Civil Air Patrol eServices website. At the top, there is a navigation menu with the following items: Administration, Aerospace Education, Cadet Programs, Chaplain, Command, Finance, Historian, Information Technology, **Inspector General** (highlighted), Logistics, Online Learning, Operations, Personnel, Professional Development, Public Affairs, Reports, Resources, and Safety.

The main content area is divided into three columns:

- Applications:**
  - ☆ Inspector General
  - ☆ SUI/CI/SAV/Survey Audit Reports
- Regulations:**
  - ☆ R123-1 - Civil Air Patrol Inspector General Program
  - ☆ R123-2 - Complaints
  - ☆ R123-3 - Civil Air Patrol Compliance Inspection Program
- News:**
  - \*\* 25 Oct 2016 \*\*  
[Special Oct.-Dec. 'Volunteer' marks CAP's 75th an...](#)
  - \*\* 21 Oct 2016 \*\*  
[DDoS attack today affects some East Coast Intern...](#)
  - \*\* 20 Oct 2016 \*\*  
[IMPORTANT: Samsung Galaxy Note 7 Now Prohi...](#)
  - \*\* 19 Oct 2016 \*\*  
[October Safety Beacon Newsletter On-line NOW!](#)
  - 11 Oct 2016  
[\\*NEW\\* CAPP1-2 Effective Communications](#)
  - 11 Oct 2016  
[\\*NEW\\* CAPR1-2 Publications Management \(repla...](#)
  - 11 Oct 2016  
[ICL to CAPR173-3 Payment for Mission Support](#)
  - 07 Oct 2016  
[National Headquarters Closed in Observance of...](#)
  - 06 Oct 2016  
[Civil Air Patrol Volunteer Staff Vacancies](#)
  - 05 Oct 2016  
[Hurricane Preparations Underway](#)

The footer contains three columns of links:

- Civil Air Patrol Sites:** eServices, WMIRS, Communications, [gocivilairpatrol.com](http://gocivilairpatrol.com)
- Downloads:** Flash Card Manager, Seals & Emblems, GRISOFT, Inc. Anti-Virus Software, Forms, Publications & Regulations
- Contact Us:** NHQ Contacts, Help Desk, CAP-USAF Directory

# Where ??

Civil Air Patrol - CAP Inspector

https://www.capnhq.gov/CAP.igAssessments.Web/Default.aspx

Apps Google Civil Air Patrol eServices California Wing - CAP CAPERSqm - Civil Air Pa Imported From IE Photosynth - Capture yc CAPERSqm - Civil Air Pa CAWG Knowledge Wiki

Inspector Info | Wing/Unit Info | eServices | Sign Out | Maj Craig E. Newton

### CAP Inspector General



**About Inspections**  
Home  
**Inspections**  
DTS - Other  
Report Upload - Other  
Update Next SUI Date  
[Documentation](#)  
**Responses**  
Inspection Responses  
New Responses  
**Reports**  
Inspection Reports  
Trend Analysis  
**Documentation**  
Instructions

Denotes Required Fields  
Approved  
Pending

#### CI Schedule

| File   |
|--|
| <a href="#">View File</a> 2017_CI_schedule_28_Oct_16_CAP_CAP-USAF.xlsx |
| <a href="#">View File</a> ALL_CI_Team_Info_10.28.16.xlsx               |
| <a href="#">View File</a> Cycle_4__5_v3_09.12.16.pdf                   |
| <a href="#">View File</a> IG_Billeting_Info_20160912.xlsx              |

#### WFA Audit Schedule

| File   |
|--|
| <a href="#">View File</a> WFA_Contact_Information_20150623.xls |

#### LR Survey Audit Schedule

| File  |
|---|
| <a href="#">View File</a> 2016_PLR_Logistics_Audit_Schedule.pdf                   |
| <a href="#">View File</a> 2016_RMLR_SA_Schedule.pdf                               |
| <a href="#">View File</a> GLLR_FY16_Survey_Audit_Schedule.doc                     |
| <a href="#">View File</a> MELR_2016_Tentative_Logistics_Audit_Schedule-signed.pdf |
| <a href="#">View File</a> MSgt_Johnson_2015_Survey_Audit__Tentative_Schedule.pdf  |
| <a href="#">View File</a> NCLR_Audit_Schedule_FY16.doc                            |
| <a href="#">View File</a> NELR_2016_Tenative_Logistic_Audit__Schedule.pdf         |
| <a href="#">View File</a> SELR_Logistic_Audit_CY2016_Signed.pdf                   |
| <a href="#">View File</a> SWR_2016_Tenative_Logistics_Audit_Schedule.doc          |

#### LR SAV Schedule

| File   |
|--|
| <a href="#">View File</a> GLLR_SAV_Dates_2016.xlsx |
| <a href="#">View File</a> MELR_SAV_Dates_2016.xlsx |
| <a href="#">View File</a> NCLR_SAV_Dates_2016.xlsx |
| <a href="#">View File</a> NELR_SAV_Dates_2016.xlsx |
| <a href="#">View File</a> PLR_SAV_Dates_2016.xlsx  |
| <a href="#">View File</a> RMLR_SAV_Dates_2016.xlsx |
| <a href="#">View File</a> SER_SAV_Dates_2016.xlsx  |
| <a href="#">View File</a> SWR_SAV_Dates_2016.xlsx  |

#### Open IG Items

| Unit                       | Type                        | Start Date  | End Date    | Shut-Down   | Status | Cycle | Open Discrepancies |
|----------------------------|-----------------------------|-------------|-------------|-------------|--------|-------|--------------------|
| <a href="#">PCR-CA-001</a> | Compliance Inspection       | 26 Nov 2015 | 10 Jan 2016 | 10 Mar 2017 | Open   | 4     | 8                  |
| <a href="#">PCR-CA-007</a> | Subordinate Unit Inspection | 12 Oct 2016 | 19 Oct 2016 | 19 Apr 2017 | Open   | 2     | 41                 |

# Where ??

Civil Air Patrol - CAP Inspe... x

https://www.caphq.gov/CAP.igAssessments.Web/CIDocuments.aspx

Apps Google Civil Air Patrol eServices California Wing - CAP CAPERSqm - Civil Air Pa Imported From IE Photosynth - Capture y... CAPERSqm - Civil Air Pa CAWG Knowledge Wiki

## CAP Inspector General - Supporting Documentation

Inspector Info | Wing/Unit Info | eServices | Sign Out | Maj Craig E. Newton

- About Inspections
  - Home
  - Inspections**
  - DTS - Other
  - Report Upload - Other
  - Update Next SUI Date
  - Documentation
  - Responses**
  - Inspection Responses
  - New Responses
  - Reports**
  - Inspection Reports
  - Trend Analysis
  - Documentation**
  - Instructions
- \*Denotes Required Fields  
✓ Approved  
⏸ Pending

- Organization**
- Select--
  - Select--
  - PCR-CA-000
  - PCR-CA-001
  - PCR-CA-006
  - PCR-CA-007
  - PCR-CA-008
  - PCR-CA-016
  - PCR-CA-016
  - PCR-CA-034
  - PCR-CA-046
  - PCR-CA-051
  - PCR-CA-070
  - PCR-CA-080
  - PCR-CA-086
  - PCR-CA-110
  - PCR-CA-116
  - PCR-CA-121
  - PCR-CA-121
  - PCR-CA-136
  - PCR-CA-140