Texas Wing - SUI Preparation Guidelines

Purpose – To better prepare Texas Wing units with their upcoming SUIs. **Remember, all SUI worksheets and documentation must be uploaded 10 days prior to your unit's SUI.**

- **Step One – Review you last unit's SUI report.**
  - The purpose is to ensure you do not have any repeat discrepancies in your upcoming SUI.
  - Download your unit's last SUI report in eServices: eServices/Command/Commander's Dashboard/Inspector General/Select Unit and report.

- **Step Two – Download your SUI Worksheets.**
  - Your unit SUI Worksheets will be available under your unit's eServices, IG, Documentation for your unit.
  - Download your unit's worksheets in eServices: eServices/Inspector General/ Inspector General/Home/Documentation/Select Unit/Select View File Type to Download
  - Only use the worksheet loaded under your Documentation Folder under IG/Documentation
  - **NOTE**: Your SUI Worksheets will be uploaded to your unit's documentation section just prior of your 60-Day SUI Notification

- **Step Three – Complete the worksheets.**
  - Provide Staffing information:
    - How long the person was in the position – years, months
    - Specialty Track
  - Under Mission and Staffing Notes:
    - List the Primary Officer Rank, Name, CAPID, primary phone and email address of the individual filling the position
    - Any other significate notes you believe we need to be aware of
  - Each Topic/Detailed Question:
    - Left column mark Y, N. or N/A
    - "How to verify compliance" column; will indicate supporting documents to be used
    - "Discrepancy Write up" column; provides the actual CAP regulation reference (We've identified a couple of errors under Cadet Program)
    - Under Notes; please provide the file name of the supporting documents (see below in how to label your files)
    - Determine the required documents to be uploaded; see below under "What Documentation is required for the SUI?"

- **Step Four - How and where to upload all required documents**
  - Upload your unit's worksheet and required documentation in eServices: eServices/Inspector General/ Inspector General/Home/Documentation/Select Unit/Select File Type to Upload/Select File to Up Load/Select Add Documentation

  - Please format the file names with the question # (and part if it has multiple sections such as a, b, c, etc), the worksheet tab, and the name of the documentation. For instance, if you are uploading the unit's AEO Specialty Track report for question 5 on the Aerospace Education worksheet, the file name would be Q5_AE_AEO Specialty Track Report.
  - After you finish your upload, verify the file has been uploaded by selecting "View"

- **Step Five – Attend the SUI Out Brief via the provided zoom link;** all staff members responsible for their respective SUI worksheets should attend. If they are unable to attend, a member should be present who is able to answer the SUI questions.

What Documentation is required for the SUI?

General Comments:

- All documentation is required to be uploaded under IG/Documentation, unless otherwise noted
- Provide documentation for the ***past two years (24 months)***, unless otherwise noted below

A-1 Aerospace Education

Q2 Does the unit have an internal Aerospace Education program? IAW CAPR 50-1 para 5.

- Unit will submit past AE events (presentations, workshops, other activities, etc) agendas which will include date and topic presented, activity done, etc for the past two years.

Q3 Does the unit have an external Aerospace Education program? IAW CAPR 50-1 para 6.

- Unit will submit past cooperative external Aerospace events (either schools or community organizations, such as civic or youth groups, which resulted in the promotion of Aerospace Education) for the past two years. NOTE: If unable to provide documentation, then provide documentation of attempts to establish cooperative events to promote Aerospace Education.

Q4 Did the unit complete an AE Annual Activity Report IAW CAP regulations? IAW CAPR 50-1 para 11.

- Unit will submit a copy of the AE Annual Activity Report. eServices>Aerospace Education>AE POA and Activity Report>AE POA and Activity Report>View Unit Activity Report>Select Year>Select a Unit>Printer Friendly Version>Print (Save as PDF); y*ou will need to upload the last two annual reports.*

Q5 Are AEOs assigned to the duty position enrolled in the AE specialty track, unless they have already achieved the AE master rating? IAW CAPR 50-1, para 7.2.

- Unit will provide a list of AEOs enrolled in the AE specialty track from Member Reports. eServices>Reports>Member Reports>Member Reports>(pull down) Aerospace Education Officer Training Report>Select Unit>Report Format - PDF>View Report; y*ou will need to upload the last two annual reports.*

Q6 Did the AEO and the commander discuss future AE activities for the upcoming year? IAW CAPR 50-1, Attachment 4.

- AEO will provide notes or audio/video record of discussion between AEO and CC about future AE activities planned for the upcoming year. (If you include a memo with signature blocks, ensure it's signed by both parties and dated). An email discussion can be used provided it shows replies to the original or context that indicates a summary of a previous discussion. For the past two years. Provide at least two documents, one for each year.

B-1 Cadet Programs

Q5 Does the unit have at least two graduates of the Training Leaders of Cadets program assigned? IAW CAPR 60-1, 2.3.2.4.

- Unit will provide a copy of the TLC Progression Report eServices > Reports > Member Reports > Member Reports > TLC Progression > Select Unit > Report Format (PDF)
- **NOTE: At least two members must have completed TLC within the past 48 months to be considered current**

Q6 Has the unit adopted a set of annual goals?

a) Are the goals specific and measurable? IAW CAPR 60-1, para 4.2.1.
   - Unit will provide a copy of the unit's goals from the past two years.

b) Does the document indicate that goals are being reviewed quarterly? IAW CAPR 60-1, para 4.2.2
   - The quarterly reviews should include at a minimum the date of the review, who attended the review and a comment on the progress of each goal. This information should be on the same document with the unit goals.
   - Unit will provide a copy of the unit's goals from the past two years.

Q7 Are squadron meetings guided by a written schedule? IAW CAPR 60-1, para 4.3.2.4.

a) Do squadron meetings fulfill the minimum monthly content requirements? IAW CAPR 60-1, para 4.3.2.2. Table 4.2.
   - Unit will provide a copy of their detailed weekly schedules for the previous three months of weekly meetings (the past 12 schedules).
   - Minimum Content: Aerospace and Leadership 1.5 hours; CDI and PT 1 hour per month.

Q8 Does the unit offer at least one "Saturday" activity per month, on its own or in cooperation with another unit? IAW CAPR 60-1, 4.3.3.

- Exception for November and December due to major holidays.
- Unit will provide their unit's website under the "Notes" of the SUI worksheet. If the web page requires a password, then the unit should provide screen shots of the calendar of the past three months.

Q12 Does the unit maintain a web-based calendar of cadet activities? IAW CAPR 60-2, 2.6.2

- Unit will provide their unit's website under the "Notes" of the SUI worksheet.

Q13 Did the unit obtain proper authorization for all high adventure activities (HAAs) in the past two years? IAW CAPR 60-2, 2.7.3.3.

- Unit will provide a completed/approved copy of the CAPF 60-82

Q14 Does the school squadron have on file a CAPF 60-88 MOU endorsed by CAP and the school administration? n IAW CAPR 60-3, 6.5.

- Unit will provide a current copy of the CAPF 60-88.

D-1 Education and Training

Q4 Does the unit maintain hard copy testing materials IAW CAP regulations?

a) Are all hard testing materials stored in a lockable (key or combination) cabinet or container? IAW CAPR 40-2 para 6.7.1.

- o Unit will provide a picture of a lockable (key or combination) cabinet or storage box ONLY if testing materials are stored.

b) Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes? IAW CAPR 40-2 para 6.8.2.

- o Unit will provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time).

Q5 Do composite and/or cadet squadrons which use paper tests have a TO appointed? IAW CAPR 40-2 para 6.5.

- Unit will provide a Testing Officer duty assignment roster ONLY if the Unit uses paper test. eServices>Reports>Member Reports>Duty Assignment>Input Unit number>Select Testing Officer

D-2 Chaplain

Q1 Does the unit with cadets have a chaplain and/or CDI assigned? (Chaplains or CDIs may hold duty assignments in multiple units.) IAW CAPR 80-1, para 2.6.

- Unit will provide a "Membership By Duty Position" report of chaplain and/or CDI duty assignments from Member Reports in eServices.

Q3 Are cadet Character Development Forum lessons taught using approved materials IAW CAP regulations? IAW CAPR 80-1, para 6.1.5.

- Compliance is verified using unit logs, or after-action reports.

D-3 Finance

Q3 Does the Finance Committee meet IAW CAP regulation? IAW CAPR 173-1 para 9c(8).

a) The Finance Committee must meet at least once per quarter.

b) A written record of these minutes must be saved.

- Unit will provide their Finance Committee meeting minutes for the last 2-years

Note: Meetings can be conducted in-person or electronically. Either way a set of meeting minutes must be completed. Note: A written record with a list of attendees and the date of the meeting must be maintained on file. The unit must review their budget quarterly. Review of the budget should be noted in the minutes of the Finance Committee.

Q5 Has the unit appointed all necessary members of the Finance Committee IAW CAP regulation? IAW CAPR 173-1 para 8

a) The Unit Commander must appoint a finance officer in writing within 30 days of assuming command.

o Unit will provide a copy of the CAPF 172

b) The Unit Commander must appoint a finance committee in writing within 30 days of assuming command. The committee will be composed of the unit commander as the chairperson, the Finance Officer, and at least one other senior member.

o Unit will provide Finance Committee report. eServices>Reports>Member Reports>Committee Listings> Committee Assignment>Input Unit number>Select Finance Committee

NOTE: The commander must serve as the Finance Committee Chair and will be reflected in the above report.

D-4 Administration

Q1 Are publications managed IAW CAPR 1-2?

- This question is more likely N/A. If your unit publishes supplements or Operating Instructions, provide documentation as required in the Administration worksheet.

Q2 Are unit OIs published IAW CAPR 1-2?

- This question is more likely N/A. If your unit publishes supplements or Operating Instructions, provide documentation as required in the Administration worksheet.

Q3 Are unit forms published IAW CAPR 1-2?

- This question is more likely N/A. If your unit publishes forms, provide documentation as required in the Administration worksheet.

Q5 Are cut-off instructions followed IAW CAP regulations?

- Compliance is determined through on-site or virtual inspection.
- Unit will provide a copy of their file plan.

Q6 Are records destroyed properly IAW CAP regulations?

- Compliance is determined through on-site or virtual inspection.

Q7 Are frequent back-ups of electronic files made IAW CAP regulations?

- Compliance is determined through on-site or virtual inspection.

Q9 Are unit supplements and OIs properly coordinated and approved?

- This question is more likely N/A. If your unit publishes forms, provide documentation as required in the Administration worksheet.

Q10 Are all documents that direct requirements or procedures either a supplement or OI?

- This question is more likely N/A. If your unit publishes forms, provide documentation as required in the Administration worksheet.

D-5 Personnel

Q1 Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC? CAPR 35-1 para 1- 3.

- Unit will provide their "Duty Assignment" eServices>Reports>Member Reports>Duty Assignment>Input Unit number>Select All Duties>Report Format PDF

Q2 Has a personnel record been established for each member of the unit? IAW CAPR 39-2 para 1.7.

- Compliance is determined through on-site inspection or virtual.

Q3 Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations? IAW CAPR 39-2 para 1.8

- Compliance is determined through on-site inspection or virtual.

Q4 For all duty positions, is the Primary Member enrolled in the appropriate Specialty Track IAW CAPR 35-1 para 1-2 (b)? Note: Unit commanders are exempt for 1 year after completion of level 1, to give them time to complete level 2.

- Unit will provide their "Professional Development Report" eServices>Reports>Member Reports> Professional Development Report >Input Unit number>Member Type-Select Senior>Report Format PDF

D-6 Public Affairs

Unit will provide a completed Public Affairs Worksheet. Each question will be marked N/A. No additional documents required.

D-7 Supply

Q1 Did the unit complete an annual inventory between 1 October and 31 December? IAW CAPR 174-1 para 2-16.

- Unit will provide their "Annual Inventory Status Report" eServices>Logistics> Operational Resource Management System (O.R.M.S)>Reports>Select Module "Equipment" and Select Report "Annual Inventory Status Report" and Select Unit and Select Format "PDF" and then Select Submit. This will provide the last inventory completion dates only.

Q2 Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag? IAW CAPR 174-1 para 2-16d(4).

- Unit will provide their "Supplies and Equipment Inventory Worksheet" eServices>Logistics>Operational Resource Management System (O.R.M.S)>Reports>Select Module "Equipment", Select Report "Supplies and Equipment Inventory Worksheet, Select "Organization", Select "Sort By" Default, check the box "View Unit Only" and select format "PDF" and then select Submit.

- Unit will provide a picture(s) of all equipment (the picture needs to include the CAP property tag) assigned to the unit. *Do not include communications equipment.*

Q3 Have items that cannot be located been recorded as "missing" in the condition field in ORMS? IAW CAPR 174-1 para 2-16d(5).

- Compliance is determined through on-site inspection or virtual.

Q4 Are issue and return of nonexpendable property completed IAW CAP regulations? IAW CAPR 174-1 para 2-15b.

- Compliance is determined through on-site inspection or virtual.

Q5 Are Reports of Survey (ROS) properly initiated, conducted, and documented in IAW CAP regulations? CAPR 174-1 para 2-25 & 2-26.

- Compliance is determined through on-site inspection or virtual.

Q6 Are property storage areas safe, secure, and protected from the elements? IAW CAPR 174-1 para 2-18.

- Unit will provide pictures of the storage areas, reflecting safe, secure (lock) and protected from the elements.

Q7 Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 31 December? IAW CAPR 174-1 para 6-10.

- The inspector will review the document provided under question 1.

D-8 Transportation

NOTE: Unit will provide the "Vehicle Inventory Worksheet" eServices>Logistics>Operational Resource Management System (O.R.M.S)> Reports>Select Module "Vehicles", Select Report "Vehicle Inventory Worksheet, Select "Organization", Select "Sort By" Default, check the box "View Unit Only" and select format "PDF" and then select Submit.

Q1 Do the vehicle folders contain all required documentation? IAW CAPR 77-1 para 1-3a,b,c, or d.

a) Original copy of Registration
   - The unit will provide a picture of the current registration and insurance of the CAP vehicle and/or trailer
b) Completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data,
   - Upload the previous 12 months of CAPF 73s
c) Records of repair and maintenance expenses
   - Upload any maintenance receipts for the past 12 months (ie Oil Changes, Tire replacements and any required maintenance)

Q2 Prior to first use of the day, do vehicle operators perform a safety check on all CAP vehicles using CAPF 73? IAW CAPR 77-1 para 2-1a.
   - The inspector will review your uploaded CAPF 73s provided under Q1

Q3 Are all CAP vehicles appearance, identification, and markings maintained IAW with CAPR 77-1?
a) Are vehicle identification numbers affixed properly? IAW CAPR 77-1 para 3-5a.
   - Unit will provide pictures of all four sides of the vehicle.
b) Are only approved decals properly located on CAP vehicles? IAW CAPR 77-1 para 3-5b. Note: please ensure you include the tire pressure decals
c) If light bars are installed on CAP vehicles has the Wing CC approved in writing? IAW CAPR 77-1 para 3-5
d) Is manufacture recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire? IAW CAPR 77-1para 2-1b.
   - Unit will provide pictures of the bottom of the fender directly above the tire for each tire

Q4 Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?
a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1? IAW vehicle owner's manual or CAPR 77-1.
b) Are vehicle tires in a safe working order IAW manufactures recommendations and IAW CAPR 77-1 para 2- 1a?
   - Unit will provide pictures of each vehicle(s) tire to include the spare, need 1 picture of the sidewall reflecting the manufacture date of the tire.
   - Unit will provide pictures of each trailer tire?
c) Are fire extinguishers installed in CAP vehicles? IAW CAPR 77-1 para 2-2j & 2l.
d) Are first aid kits installed in CAP vehicles? IAW CAPR 77-1 para 2-2k & 2l. Note: These are "Optional." If one is installed, must be secured. In addition, will be checking to ensure the first aid kit itself and the contents are not expired. We will not break a seal on the first aid kit.

E-1 Command

Q3 Does the unit ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes,

a) Was the Wing Commander contacted? IAW CAPR 60-2 para 4.2 and 4.2.1.
   - Unit will provide documentation of consultation or narrative of phone conversations
b) Was the member suspended? IAW CAPR 60-2 IAW para 4.4
   - Unit will provide a copy of the suspension notice.

Q4 Have all active senior members completed Equal Opportunity Training? IAW CAPR 36-1 para 5.5.

- Unit will provide their "Equal Opportunity Completion Report" eServices>Reports>Member Reports>Equal Opportunity Completion>Input Unit number>Member Type "All">Dates check box "Return All Dates>Report Format "PDF"
- Note: Identify any active member who has not completed EO and have been members in CAP for less than 6 months
- Note: Identify any inactive member on the Command worksheet

Q5 Does the Wing CC approve all fundraising events within the unit? IAW CAPR 173-4 para 3a.

- Unit will provide documentation of all approved fundraising request for the past 24 months.

Q7 Are all Sub-Unit compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations? IAW CAPR 20-3 para 9.7.3.

- NOTE: All required documentation must be uploaded 10 Days prior to the SUI interview. See last page of this document for a checklist of all required documentation

Q9 Is POV use IAW CAP regulations? If the unit permits the use of POVs for CAP use is a written commander approval letter filed? IAW CAPR 77-1 para 1-8b.

- This question is more likely N/A. If a POV was used in an AFAM mission, provide the mission number and the unit commander's letter of approval.

Q10 Have all adult members completed cadet protection training?

- Unit will provide their "Cadet Protection Course Completion Report" eServices > Member Reports > Cadet Protection Course Completion Report.
- Provide a list of inactive member(s) who are noncompliant.
- NOTE: Have all adult (Seniors and Cadets over 18) leaders completed CPPT Basic within the past 48 months, or alternatively, completed CPPT Advanced?
- NOTE: Commander and Deputy Commander (DC, DCS or DCC) at the Squadron level, Commander, Deputy Commander, (DC, DCS or DCC) at the Group level are required to take the advanced course in the past 48 months.

E-2 Safety

Q7 Was the squadron, or Group SE Technician rated or higher in the Safety Specialty Track, or at a minimum, was the SE enrolled in the Safety Specialty Track when appointed? CAPR 160-1 para 2.6.5.1.1.

- Unit will provide their "Safety Officer Roster and Safety Training Report" eServices>Reports>Member Reports>Reports Select "Safety Officer Roster and Safety Training Report">Select Unit>Report Format "PDF"

Q8 Did the Squadron (or Group) SE provide and log a safety education topic every month for the 12-month period immediately prior to the SUI? CAPR 160-1 para 5.2.1.1.1.

- Unit will provide their "Safety Briefings Unit Summary Report" eServices>Safety> Safety Information and Reporting System (SIRS)>Safety Reports>Select Report "Safety Briefings Unit Summary Report" and Select Unit and Select Date "Start Date and End Date">Select Format "PDF" When selecting the dates, Select 12-months immediately prior to the SUI.

Q9 Did the unit, or Group conduct the Annual Safety RM Day during the months of January, February, or March? CAPR 160-1 para 5.2.2.2.

- Unit will provide their "Safety Day / ORM Report" eServices>Reports>Safety Information and Reporting System (SIRS) - Reports>Select Report>Safety Day / ORM Report>Select Year>Select Unit>Report Format "PDF"

Q11 Is the Unit or Group SE knowledgeable of how to report a safety significant occurrence in CAPSIS in accordance with CAPR 160-2, section 6.6.?

- Unit or Group SE logs into eServices and locates the "Report an Occurrence" menu option in CAPSIS and demonstrates entering an actual or fictional safety significant occurrence in accordance with CAPR 160-2, section 6.6..

Q12 Is the Unit or Group SE knowledgeable of required reporting in accordance with CAPR 160-2, section 6.1.?

- Unit or Group SE recites or locates the list of required safety reporting in CAPR 160-2, section 6.1.

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CHECKLIST OF DOCUMENTS

Provide documentation for the ***past two years (24 months)***, unless otherwise noted below.

A-1 Aerospace Education

- ☐ Completed SUI Worksheet
- ☐ A list of completed Internal AE events, the list should include the last 24 months of events.
- ☐ List of Completed External AE events, , the list should include the last 24 months of events.
- ☐ AE Annual Activity Report, y*ou will need to upload the last two annual reports.*
- ☐ Aerospace Education Officer Training Report
- ☐ AEO notes about future AE activities, y*ou will need to upload the last two annual notes.*

B-1 Cadet Programs

- ☐ Completed SUI Worksheet.
- ☐ TLC Progression Report.
- ☐ Unit Goals and Quarterly Review, you will need to upload the last two annual goals/quarterly reviews.
- ☐ Detailed weekly schedules for the previous three months of weekly meetings.
- ☐ Screen shots unit calendar of past three months (only if webpage is password protected).
- ☐ CAPF 60-82, if required.
- ☐ CAPF 60-88, School Squadrons Only

D-1 Education and Training

- ☐ Completed SUI Worksheet
- ☐ Picture of a lockable (key or combination) cabinet or storage box ONLY if testing materials are stored.
- ☐ Test Officer Inventory Logs, ONLY if testing materials are stored.
- ☐ Testing Officer Duty Assignment Roster, ONLY if unit uses paper test.

D-2 Chaplain

- ☐ Completed SUI Worksheet
- ☐ Membership by Duty Position – Chaplain and/or CDI

D-3 Finance

- ☐ Completed SUI Worksheet
- ☐ Finance Committee meeting minutes, y***ou will need to upload the last two annual reports.***
- ☐ CAPF 172
- ☐ Committee Assignment for Finance Committee

D-4 Administration

- ☐ Completed SUI Worksheet
- ☐ Unit will provide a copy of their file plan.

D-5 Personnel

- ☐ Completed SUI Worksheet.
- ☐ Duty Assignment Roster.
- ☐ Professional Development Report.

D-6 Public Affairs

- ☐ Completed SUI Worksheet.

D-7 Supply

- ☐ Completed SUI Worksheet.
- ☐ Annual Inventory Status Report.
- ☐ Supplies and Equipment Inventory Worksheet.
- ☐ Pictures of all equipment (*Do not include communications equipment).*
- ☐ Pictures property storage areas safe, secure (lock), and protected from the elements.

D-8 Transportation

- ☐ Completed SUI Worksheet.
- ☐ Vehicle Inventory Worksheet.
- ☐ Picture of current registration and insurance of the CAP vehicle and/or trailer.
- ☐ Upload the previous 12 months of CAPF 73s.
- ☐ Unit will provide pictures of all four sides of the vehicle. Please ensure all vehicle decals are visible in the pictures.
- ☐ Wing CC approval (in writing), if light bars are installed on CAP vehicles.
- ☐ Pictures of the tire pressure decals.
- ☐ Provide pictures of each vehicle(s) tire to include the spare, need 1 picture of the sidewall reflecting the manufacture date of the tire (Ensure you can read the date).
- ☐ Provide pictures of each trailer tire, if applicable.
- ☐ For clarification, there should be no fire extinguishers, or first aid kits stored in CAP vehicles.

E-1 Command

- ☐ Completed SUI Worksheet.
- ☐ Documentation of consultation or narrative of phone conversations, if applicable.
- ☐ Copy of membership suspension notice, if applicable.
- ☐ Equal Opportunity Training Report.
- ☐ Documentation of all approved fundraising requests for the past 24 months.
- ☐ Commander's approval letter for POV, if applicable.
- ☐ Cadet Protection Course Completion Report.

E-2 Safety

- ☐ Completed SUI Worksheet.
- ☐ Safety Officer Roster and Safety Training Report.
- ☐ Safety Briefing Unit Summary Report, the report should include the past 12 months.
- ☐ Safety Day/ORM Report, you will need to upload the last two annual reports.