



NEVADA WING OPERATING INSTRUCTION 10-02, Rev. 1

1 June 2011

Inspector General

NEVADA WING INSPECTOR GENERAL PROCEDURES

This instruction prescribes the procedures and regulations for the operation of the CAP Inspector General Program within Nevada Wing.

1. **Applicability** – This operating instruction applies to all members of the Nevada Wing who are assigned to the Nevada Wing Inspector General Staff. This operating instruction is in addition to and does not replace any of the 123 series CAP regulations.
2. **Organization** – The Nevada Wing Office of the Inspector General consists of two SUI Teams, one East and one West, and two Investigation Offices, one East and one West. Each SUI Team shall be supervised by a Chief Inspector and each Investigation Office shall be supervised by a Chief Investigator. Chief Inspectors and Chief Investigators report to and are supervised by the Wing Inspector General.
3. **Duties of the Inspector General Staff** – All IG personnel are subject to the 123 series regulations and in addition, have the following duties:

A. WING INSPECTOR GENERAL

1. The Wing IG shall be the appeal authority for decisions of the Chief Inspector in regards to SUI grades.
2. The Wing IG shall be responsible for maintaining and publishing the current Inspector General Personnel List.
3. The Wing IG shall complete the Complaint Analysis on all complaints.
4. If it is deemed that a potential complaint can be solved through assistance or mediation, the Wing IG shall be the officer responsible for conducting the assistance or mediation.
5. The Wing IG shall be responsible for determining the knowledge, experience and skills of all potential investigators.

B. CHIEF INSPECTOR

1. Chief Inspector is a term that encompasses the terms SUI Team Leader and SUI Team Chief. A Chief Inspector must have completed all three segments of the Basic IG Course.
2. The Chief Inspector shall supervise the SUI Team and be responsible for selecting the Inspectors (SUI Team Members) from the Inspector General Personnel List.
3. At least 30 days prior to an SUI, the Chief Inspector shall write the Notification of Assessment Letter to the Squadron Commander of the squadron to be inspected.
4. The day prior to the SUI, the Chief Inspector shall conduct a Pre-Inspection meeting with the Inspectors (SUI Team Members)
5. The Chief Inspector shall conduct the in-brief for the unit being inspected.
6. After all of the tab areas have been inspected, the Chief Inspector shall convene a private meeting with the inspectors for the purpose of determining the individual tab area grades and the overall final grade of the unit.

Supersedes: Nothing

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7. The Chief Inspector shall conduct the out-brief for the unit being inspected.
8. The Chief Inspector shall prepare and complete the SUI Report and submit it to the Inspector General within 30 days after the completion of the inspection.
9. The Chief Inspector shall coordinate and conduct or cause to be conducted Staff Assistance Visits (SAV) within their respective geographical area.
10. The Chief Inspectors shall be members of the Nevada Wing Staff and may not be assigned to any subordinate Nevada Wing units.

C. INSPECTOR

1. Inspector is a term that replaces the term SUI Team Member. An Inspector must have completed the Organizational and Assessment portions of the Basic IG Course.
2. Inspectors are appointed for their knowledge, experience and expertise in the Civil Air Patrol.
3. As stated in CAPR 123-3, Inspectors will use their knowledge, experience and expertise to impartially examine a unit for the purpose of ensuring that the unit is mission ready.
4. Inspectors will complete the tab area question sheets for the tabs assigned to them and turn them over to the Chief Inspector when complete.
5. Inspectors will be prepared to meet with the Chief Inspector the day before an assigned SUI.
6. Inspectors are considered part of the IG Staff only when assigned to an SUI Team and may be temporarily drawn from subordinate squadrons and other Wing Staff offices. Any CAP member who meets the criteria established in the 123 Series regulations and this operating instruction may serve on an SUI Team with the exception of the Wing Commander. Inspectors are prohibited from inspecting their own units.

D. CHIEF INVESTIGATOR

1. The term Chief Investigator refers to an Investigating Officer permanently assigned to the IG Staff who supervises Investigators in a geographic area.
2. Since the Civil Air Patrol does not have a methodology for training investigators, a Chief Investigator must possess skills, knowledge, and experience in an investigative field obtained outside of the CAP. A Chief Investigator must have completed all three segments of the Basic IG Course.
3. Chief Investigators will normally be the principal investigators on all assigned investigations (although a different Qualified Investigator may be assigned at the discretion of the Wing Inspector General). The Wing Inspector General may assign the Chief Investigator only after the Wing Commander has appointed the Wing Inspector General as an Investigating Officer. At this point, both the Wing Inspector General and the Chief Investigator are considered Investigating Officers.
4. In accordance with CAPR 123-2, the Wing Commander, when necessary, will appoint the Inspector General as the Investigating Officer for an investigation. The Inspector General, in turn, may assign additional Investigating Officers to assist in the investigation. The Wing Inspector General may assign the Chief Investigator in the appropriate geographical area of the state as an additional Investigating Officer.
5. The Inspector General may assign additional Investigating Officers to assist the Chief Investigator in a large and complicated investigation. The members assigned must have completed the full Basic IG Course and have skills, knowledge, and experience in an investigative field obtained outside of the CAP. Additionally, the Wing Inspector General may assign an additional investigating officer to an investigation who does not have any investigative knowledge and experience for training purposes. The Chief Investigator shall be responsible for providing supervision during the training.
6. The Chief Investigators shall be members of the Nevada Wing Staff and may not be assigned to any subordinate Nevada Wing units.

E. INVESTIGATOR

1. Investigator is a term used to identify Investigating Officers. There are two types of Investigators. All investigators must have completed all three segments of the Basic IG Course.
 - a. Qualified Investigator. Qualified Investigators have investigative skills, knowledge, and experience in an investigative field obtained outside of the CAP. These investigators may be assigned either to assist the Chief Investigator or as the principal Investigating Officer.
 - b. Investigator Trainee. This term identifies a person who has been assigned as an Investigating Officer but who possesses no investigative skills or knowledge and has been assigned for training purposes. In this fashion, an Investigator Trainee may eventually learn the skills necessary to become a qualified investigator.
2. Investigators are considered part of the IG Staff only when assigned to an investigation and are not assigned to the wing staff. Investigators may be temporarily drawn from subordinate squadrons and other Wing Staff offices. Any CAP member who meets the criteria established in the 123 Series regulations and this operating instruction may serve on an Investigator with the exception of the Wing Commander. Investigators are prohibited from investigating their own units.

4. Identification Cards

- F. The Wing IG shall issue Nevada Wing IG picture identification cards to current members of the IG Staff.
- G. The necessities of an investigation often require the investigating officer to speak with people outside of the CAP. In those cases, it is prudent for those investigating officers to possess an identification that confirms their identity and position. Chief Investigators and Investigators may only use these cards while assigned to and conducting an investigation. These cards are not valid without an appointment letter from the Wing Commander, an assignment letter from the Inspector General and a current official CAP Identification Card.
- H. Chief Inspectors and Inspectors shall display these cards on their uniforms for identification purposes only while conducting the inspection.

5. Conduct. The Inspector General SUI Team Member Handbook states that the IG team should demonstrate the highest professional standards at all times. The following are some specific items that should be kept in mind during an inspection:

- I. Whenever a team is staffed by two or more per area, discuss with any co-inspectors the roles each will play (who leads, who takes notes, which one does the follow-on questions, etc.) prior to the scheduled interviews.
- J. Don't argue with, be confrontational to, or contradict other team members or unit members you are inspecting. All differences of opinion on the process need to be resolved among all members. The Chief Inspector has the final say on how the inspection will be conducted.
- K. Leave your "hot button" issues at home. They have no place at an inspection.
- L. CAP directives are the standard against which the unit is evaluated. While you may dislike a provision in a CAP directive, you should address concerns to your wing commander who can

address the CAP rule-making process. Do not use the SUI as a soapbox to express your views.

M. Do not expound on how things are done in your part of the CAP world. Examples of how an inspector has seen requirements accomplished in other units are acceptable but only as examples of how others have accomplished the requirements, not as the best way to meet the requirements.

6. Uniforms. The preferred attire for the SUI Teams is stated in the SUI Team Member Handbook. All IG staff members assigned to an SUI should be properly attired, in accordance with CAPM 39-1, with one of the following:

N. Air Force Style Uniform with short sleeved shirt

O. CAP Distinctive Uniform with short sleeved shirt

P. CAP Corporate Uniform with short sleeved shirt (until phased out in March 2012)

Q. The CAP Blazer Combination

R. Exceptions to the above may be made on a case-by-case basis by the Wing Inspector General.

7. Inspector General Personnel Staff List. The Wing Inspector General shall maintain a current list of all personnel in the wing who have, at the minimum, completed the IG Basic Course. This list will contain names, contact information, IG training and e-services professional development and qualification information, and whether or not they are qualified as investigators under paragraph 3-E-1-a of this operating instruction. The list will be made available to the Chief Inspectors and Chief Investigators for the purpose of team and assistant selection.

8. Subordinate Unit Inspection Grading. Nevada Wing has established a criteria for the Highly Successful SUI grade. In order for a subordinate unit in Nevada Wing to become eligible for a Highly Successful SUI grade, the unit must meet the following minimum criteria:

A. The unit must have no Findings in any of the SUI Tab Areas.

B. The unit must attain a minimum of six Commendable Items in all tab areas (inclusive).

C. The unit must be well prepared for the inspection by having all staff officers or a knowledgeable delegate present at the SUI for interview, with the documentation and material required by the SUI Guide.