

SUBORDINATE UNIT INSPECTIONS (SUIs) BEST PRACTICES & COMMON DISCREPANCIES

Best Practices:

- Submit the SUI Read Ahead materials (Completed SUI templates and supporting documentation) at least 10 days prior to the SUI.
- Ensure that all Unit personnel are ready for the SUI and will be available for the formal SUI inspection.
- Have all Unit personnel, who have primary responsibility for a program area, enrolled in that program's Specialty Track.
- Make sure that all Unit members, Senior and Cadet, complete their Cadet Protection Policy training.
- Ensure that if CAPF 45s are used that they are filled out completely and kept current. Or, print a copy of the Unit member's eServices record, place it in a folder, and keep it current.
- Make sure that Senior and Cadet records are maintained separately and inactive records are also maintained separately.
- Have a properly produced formal file plan IAW CAPR 10-2 and have records annotated with destruction date.
- Ensure that Finance records are complete, correct and that the Commander's Financial Disclosure Statement and the Consolidated Financial Authorizations are completed on time.
- Have all Public Affairs documentation ready for inspection to include an annual Public Relations Plan IAW CAPR 190-1 and news articles, photos, etc.
- Ensure that all non-expendable property and equipment is properly identified, tagged and status reflected in the ORMS.
- Have CAP Vehicle properly assigned to unit and information on the Vehicle reflected in ORMS.
- Ensure that the Vehicle has properly executed form CAPF 73s and a complete vehicle check is conducted prior to first use of the day on CAPF 73.
- Have all Unit members complete the Cadet Protection training.
- Ensure that all Senior members complete the Equal Opportunity training.
- Have the Unit Safety Officer complete his/her training.
- Ensure that all Unit members are receiving monthly Safety briefings or taking monthly Safety training.
- Have Unit conduct a Safety-Down Day.

Common Discrepancies:

- SUI Read Ahead materials (Completed SUI templates and supporting documentation) were not provided at least 10 Days prior to the SUI, or not at all.
- All Unit personnel were not ready for the SUI and/or were not available for the formal SUI inspection.
- All Unit personnel, who have primary responsibility for a program area, were not enrolled in that program's Specialty Track.
- All Unit members, Senior and Cadet, have not completed their Cadet Protection Policy training.
- When CAPF 45s were used, they were not filled out completely or kept current.
- Formal File Plan was not properly produced IAW CAPR 10-2 and records were not annotated with destruction date.
- Senior and Cadet records are not maintained separately and/or Inactive records are not maintained separately.
- Finance records were not complete, correct and the Commander's Financial Disclosure Statement and the Consolidated Financial Authorizations were not completed on time.
- The Public Affairs documentation was not ready for inspection to include an annual Public Relations Plan IAW CAPR 190-1.
- There were no news articles, photos, etc. to support that a Public Affairs program was active in the unit.
- All non-expendable property and equipment was not properly identified, tagged and status reflected in the ORMS.
- CAP Vehicle was not properly assigned to unit and information on the Vehicle not reflected in ORMS.
- Vehicle had no properly executed form CAPF 73s and a complete vehicle check was not conducted prior to first use of the day on CAPF 73.
- All Unit members have not completed the Cadet Protection training.
- All Senior members have not completed the Equal Opportunity training.
- The Unit Safety Officer has not completed his/her initial training.
- All Unit members are not receiving monthly Safety briefings or taking monthly Safety training.
- Unit does not conduct a Safety-Down Day.