

Unit SUI Deliverables Checklist

The new SUI procedure allows for some parts of the audit to be conducted over the phone, reviewing records in eservices and reviewing uploaded documents. The new SUI process does not eliminate the need for an eyes-on inspection for:

1. The inspection of CAP Vehicles assigned to the Unit
2. The inventory of Communication gear, Laptops, Printers and Cameras assigned to the Unit
3. The inspection of Administration, Personnel, Professional Development and Testing Officer files.

All Units must provide the following deliverables at least 10 days prior to an SUI inspection. The deliverables are to be uploaded in eservices under the following tabs:

Inspector General/Inspector General/Documents/Unit/SUI section.

Failure to comply will result in discrepancies and lower SUI ratings. Commanders have access to the Inspector General tab in eservices. Commanders can authorize designees to have access to the Inspector General Tab.

A-1 Aerospace Education:

1. Submit copy of the Unit's annual AE plan approved by the Group Commander CAPR 280-2 para 5a).
2. The annual AE plan must include a roster of the Units AE officers (CAPR 280-2 para 5a) .
3. Submit examples of cooperative events with schools or community organizations (CAPR 280-2 para 2b (3)).
4. Submit copy of the AE Activity Report (CAPR 280-2 para 6a).

B-1 Cadet Programs:

1. Submit documentation showing cadets and senior members have completed the required staff training (CAPR 52-16, 2-2b).
2. The Unit will provide documentation of senior members involvement in previous year unit encampment and cadet activities (CAPR 52-16 part 2-1a).
3. The Unit will provide documentation of fluid replacement and work load limitation enforcement from recent cadet activities (CAPR 52-16 para 2-7) .
4. Unit will provide copies of all CAPF 54s from the last year for High Adventure cadet activities either digitally or during on site visit (CAPR 52-16 para 2-10).

C-2 Communications:

1. Reports of Survey (ROS) for all missing or damaged property are initiated, conducted, and documented in ORMS. The inspector will verify using on-site review and/or reports from eServices/ORMS (CAPR 174-1 para 2-25 & 2-26).
2. All donated items properly identified and entered into ORMS (CAPR 174-1 para 2-9). The inspector will verify using on-site review.
3. Verify in eservices that the inventory was conducted during the 1 October to 31 December time period. (CAPR 174-1 para 2-16b).

Note: A physical inventory of Communications gear must be completed either by an on-site inspection. The Inspector will sign and date the Unit Communications gear inventory sheet and submit to the SUI team leader and upload into eservices.

D-1 Professional Development:

1. Provide documentation that shows all senior members and cadets of the age of 18 have completed the Cadet Protection Program Training prior to working with cadets, (CAPR 50-17 para 3-1).
2. Provide documentation showing the Commander has appointed a Testing Officer (CAPR 50-4 para 1-3).
3. The Unit will provide copies of the TO inventory logs for the past 2 years (CAPR 50-4 para 1-6).
4. The Unit must show proof that CAPF 45s of Senior members are maintained and professional development training is recorded on the CAPFs 45 for each of the members of the unit (CAPR 50-17 para 2-4a & b).

Note: An on-site inspection is required to determine if the Testing Officers Control procedures meet CAPR 50-4 para 1-6 and CAPR 50-4 para 1-5 requirements.

D-3 Finance

1. Provide copies of CAPF 172s that are reissued annually (1 October) and at each change of command (CAPR 173-1 para 6g).

2. Provide documentation showing all expenditures were approved in writing by a designee listed on the CAPF 172. If the unit has an expenditure that is over \$500, two authorized unit signatures are required. (CAPR 173-1 paras 6i, 9b(5), para (11), 9c(4), 18).
3. Provide copies of the Finance Committee Meetings minutes showing the Unit Finance Committee did meet at least once per quarter during the last year. (CAPR 173-1 para 9c(8))
4. Provide a copy of the Unit's current FY balanced budget (CAPR 173-1 para 9c(9)).
5. Provide documentation showing the Unit's Finance Officer is appointed (CAPR 173-1 para 9c).
6. Provide documentation showing Unit has a Finance Committee appointed (CAPR 173-1 para 9c).

D-4 Administration

1. Provide a copy of the Unit's formal file plan (CAPR 10-2 para 2).

Compliance will be determined through on-site inspection.

D-5 Personnel

Compliance will be determined through on-site inspection.

D-6 Public Affairs

1. Provide a copy of the Unit's annual public relations plan (CAPR 190-1 para 7a.)
2. Provide a copy of the Unit's PA Crisis Communication Plan (CAPR 190-1 para 7a(3)).

D-7 Supply

Compliance will be determined through on-site inspection.

D-8 Transportation

If the Unit has assigned CAP vehicles then compliance will be determined through on-site inspection.

E-1 Command

1. Provide documentation showing Unit positions are filled and entered in eservices (CAPR 35-1 paras 1-3 & 1-3a).
2. Provide documentation showing the Unit's members were briefed annually on the CAP Non-discrimination Policy (CAPR 36-1 para 4d).
3. Provide documentation showing the Unit ensures compliance with CAP sexual/physical abuse policy (CAPR 52-10 para 4-1).
4. Provide documentation showing the Unit's active senior members have complete the Equal Opportunity Training CAPR 36-1 para 5e
5. Provide documentation showing the Unit CC did obtain the Wing CC's written approval of all unit fund raising events (CAPR 173-4 para 3a).
6. Provide documentation showing the Unit did ensure at least two "approved" Seniors were present at cadet activities (CAPR 52-10 para 2-3d).
7. Provide documentation showing all Unit discrepancies have been closed within 6 months (CAPR 123-3 para 12i).
8. Provide documentation showing Unit members using their POVs obtained written Unit Commander approval of POV use (CAPR 77-1 para 1-8b).
9. Provide documentation showing all members holding authorized duty positions are enrolled in the appropriate specialty track (CAPR 35-1 para 1-2b).

E-1 Safety

1. Provide documentation showing the Unit SE completed ORM/Basic Safety Course and test within 90 days after assignment as Unit SE CAPR 62-1 para 3d(15).
2. Provide documentation showing Unit did complete an on-line annual Safety Survey as required in the preceding fiscal year. CAPR 62-1 para 6F .
3. Provide documentation showing the commander at the next higher echelon, or designee did review and comment on the surveys of their subordinate units CAPR 62-1 para 6c
4. Provide documentation showing the Unit commander did ensure all unit members only participate in CAP activities when they are compliant with the safety education requirements CAPR 62-1, para 4
5. Provide documentation showing all members have completed the introductory safety education module, Introduction to CAP Safety CAPR 62-1 para 4h
6. Provide documentation showing the Unit did complete annual Safety Day CAPR 62-1 para 4l
7. Provide documentation showing the Unit did use the on-line CAP Hazard Report system to suggest ways to reduce operational risk or report all hazards CAPR 62-1 para 6b

Use of continuity books is a highly recommended practice.