



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 20-1

30 September 2025

(Corrected Copy)

Inspector General

INSPECTOR GENERAL PROGRAM

This regulation covers the background, authority, and purpose of the Civil Air Patrol (CAP) Inspector General (IG) program. It defines who may appoint inspectors general and the roles and responsibilities of inspectors general and other offices and/or agencies involved with the inspector general processes.

SUMMARY OF CHANGES.

This document updates CAPR 20-1, Inspector General Program. This regulation has been extensively revised and needs to be reviewed in its entirety.

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1. Overview.

The Inspector General (CAP/IG) functions with independent personnel, contracting coordination and request, and approved budget execution authority. With supervision from the Board of Governors (Board), the IG program exists to conduct and supervise compliance analyses, inspections, and investigations relating to CAP programs and operations, including the National Headquarters (NHQ); provides policy recommendations for activities, programs, and operations; promotes economy, efficiency, and effectiveness in the administration of, and to prevent and detect fraud, waste, and abuse (FWA) in such CAP programs and operations; detects and prevents non-compliance with laws, the Cooperative Agreement, CAP regulations, policies, and procedures that may adversely affect the health of the organization; identifies and mitigates risks to the organization's integrity, reputation, and resources; and keeps the Board and the National Commander (CAP/CC) informed about problems and deficiencies found in CAP programs and operations. CAP/IG recommends corrective actions and monitors progress in implementing those actions.

2. Roles and Responsibilities.

In coordination and consultation with competent CAP authority, and in accordance with the annual approved compliance analysis/inspection plan, CAP/IG shall have inherent authority, by direction or by self-initiation, to assess, inspect, or investigate any matter that may involve non-compliance, waste, abuse, or mismanagement of resources, including but not limited to:

- 2.1 Allegations of wrongdoing or misconduct by members, and employees/contractors in coordination with the Chief People Officer and the Chief Operating Officer.
- 2.2 Suspicious transactions or activities that may indicate non-compliance or impropriety.
- 2.3 High-risk areas or processes that may be vulnerable or alleged to be non-compliant or subject to FWA.
- 2.4 Conduct performance compliance analyses that focus on administrative and program operations to evaluate the effectiveness and efficiency of managerial responsibilities, including whether the programs achieve intended results.
- 2.5 When requested and when recommended, conduct contract compliance analyses to evaluate the costs of goods and services procured from commercial enterprises.
- 2.6 Prepare reports that present CAP/IG perspectives or information on a specific topic.
- 2.7 Assign IG program officers to monitor and maintain current knowledge about CAP's mission, programs, and activities used to carry out that mission to determine areas drawing concern for noncompliance or FWA.
- 2.8 Maintain a system of record for compliance analyses to include monitoring CAP's progress in implementing corrective actions recommended in compliance analysis and evaluation reports.
- 2.9 Investigate violations of law, the Cooperative Agreement, CAP regulations, mismanagement, or special interest items that may risk the organization's integrity, reputation, or resources.
- 2.10 Conduct inquiries that examine events or actions and identify actions that may have contributed to the occurrence of an event. These inquiries culminate in a report that provides "root cause" analyses of how particular problems developed.

- 2.11 Maintain an IG program partnership with CAP-USAF regarding compliance analysis, investigations, and inspections to promote compliance and detect FWA in CAP programs and operations.
- 2.12 In consultation with the Chief People Officer and the Chief Operating Officer, identify and designate a Whistleblower Protection Coordinator to educate CAP members and employees about prohibitions on retaliation for protected disclosures and rights and remedies against such retaliation.
- 2.13 Perform other taskings and functions under the CAP Constitution and Bylaws, CAP regulations, or as directed by the Board or the National Commander.

3. Waivers.

CAP/CC is the waiver authority to this regulation. Submit waiver requests through the CAP Inspector General (CAP/IG) who shall coordinate with the Civil Air Patrol-United States Air Force/Inspector General (CAP-USAF/IG). CAP/CC has delegated waiver authority of required specialty track completion requirements for region and wing IG appointments to CAP/IG.

4. Supplements and Operating Instructions (OI) to this Regulation. Supplements and OIs related to this regulation are not authorized.

5. Goals.

The goal of these compliance analyses, investigations, and inspections is to:

- 5.1 Improve the health and effectiveness of the organization by identifying and addressing systemic issues and vulnerabilities.
- 5.2 Promote a culture of transparency, accountability, and integrity within the organization.

6. Guiding Principles.

The IG shall conduct compliance analyses, investigations, and inspections in accordance with the following guiding principles:

- 6.1 Independence: The IG shall operate independently and free from undue influence.
- 6.2 Objectivity: The IG shall conduct investigations and compliance analyses objectively and impartially.
- 6.3 Transparency: The IG shall provide regular updates and briefings to the Board, CAP/CC, senior leaders, and stakeholders.
- 6.4 Accountability: The IG, through its reports, provides a thorough presentation of facts to ensure that members, and employees/contractors in coordination with the Chief People Officer and the Chief Operating Officer, are held appropriately accountable for their actions. This supports senior leaders in making informed decisions regarding administrative or disciplinary measures.

7. Environment.

The CAP IG program will establish an independent, impartial, and objective process to:

- 7.1 Ensure IGs are trained to conduct thorough, unbiased compliance analyses of CAP programs and operations.
- 7.2 Ensure IGs are trained to follow a thorough, independent, and unbiased process for Complaint Resolution (CR) with objective fact-finding.
- 7.3 With support of CAP-USAF, ensure IGs are trained to conduct thorough, independent, unbiased inspections based on objective fact-finding.
- 7.4 Create an environment of openness and approachability regarding the IG program's privileges, protections, and responsibilities.

8. Prerogatives.

To carry out the purpose of the IG program, CAP/IG is authorized to:

- 8.1 Access fully all personnel records, reports, compliance analyses, reviews, documents, papers, electronic media, recommendations, or other materials available to CAP relating to CAP programs and operations necessary to conduct investigations, inspections, and compliance analyses.
- 8.2 Receive and investigate complaints or information concerning the existence of an activity constituting a violation of law, the Cooperative Agreement, CAP regulations, FWA, abuse of authority, or a specific risk to CAP.
- 8.3 Request assistance from the Board, CAP/CC, or CAP-USAF, as necessary to carry out the duties of the IG program.
- 8.4 Conduct interviews and take statements from members, employees, contractors, and grantees.
- 8.5 Collect and analyze data and evidence.
- 8.6 Conduct site visits, investigations, inspections, and compliance analyses.
- 8.7 Select, appoint, and utilize members and employees in coordination with the Chief People Officer and the Chief Operating Officer as necessary to carry out the IG program's functions, powers, and duties.
- 8.8 When approved by CAP/CC, coordinate with CAP General Counsel (CAP/GC) and CAP Chief Financial Officer to enter into contracts and other arrangements for compliance analyses, evaluations, studies, analyses, and other services necessary to carry out the purpose of the IG program.

9. The IG – Commander Relationship.

- 9.1 IGs will, while remaining independent and objective, assist commanders as follows:
 - 9.1.1 Be an advisor to the commander to enable early detection of issues that could negatively influence unit morale, efficiency, or mission accomplishment.

- 9.1.2 Be an integral member of the commander's staff and have direct access to the commander.
 - 9.1.3 Educate commanders on the protected status of communications to and from an IG, particularly regarding whistleblower complaints.
- 9.2 Region and wing commanders will assist IGs as follows:
- 9.2.1 Ensure that members of their wing or region understand and support the IG's independence, authority, duties, and responsibilities.
 - 9.2.2 With the support of CAP/IG, ensure the IG is equipped and trained to meet the position's needs.
 - 9.2.3 Complete annual refresher training. This will help educate the commander on the IG processes.

10. Appointment, Duties, and Authority of the Civil Air Patrol Inspector General.

- 10.1 CAP/IG is appointed by CAP/CC subject to ratification by the Board and removed in accordance with CAP's *Constitution and Bylaws*. The ideal candidate should hold a Master rating (or equivalent military or federal agency IG experience) in the IG specialty track before appointment. CAP/IG will hold no other positions.
- 10.2 CAP/IG provides leadership and policy direction in conducting compliance analyses, inspections, and investigations designed to promote economy, efficiency, and effectiveness within CAP and to prevent and detect FWA and mismanagement in programs and operations. CAP/IG recommends corrective actions and reports progress made in implementing those actions. CAP/IG analyzes and comments on the impact of existing and proposed regulations relative to the efficiency and effectiveness of CAP programs and operations and the prevention and detection of FWA and mismanagement. CAP/IG oversees the drafting and coordinating of regulatory compliance elements on new and existing regulations. CAP/IG informs the Board and CAP/CC of serious issues and concerns pertinent to CAP programs and operations.
- 10.3 To minimize the perception of self-investigation and to help maintain the independence of the IG program, CAP/IG shall not be a family member of CAP/CC nor a member of CAP/CC's immediate household.
- 10.4 To develop and supervise the CAP IG program, CAP/IG will:
 - 10.4.1 Be available as a resource to region commanders to help identify region IG candidates.
 - 10.4.2 Manage the CAP Compliance Analysis program.
 - 10.4.3 Manage the CAP Wing/Region-Level Compliance Inspection program.
 - 10.4.4 Manage the CAP Complaint Resolution (CR) program.
 - 10.4.5 Develop and manage a CAP IG Education and Training program that will advance the professionalism and qualifications of CAP National Compliance Analysis Officers (NAOs), Assistant National Compliance Analysis Officers (ANAOs), CAP National Complaint

Resolution Officers (NCROs), Assistant National Complaint Resolution Officers (ANCROs), National Review Panel members (NRPs), National Compliance Inspection Officers (NCIOs), IGs, Assistant IGs (IGAs), and Inspection Augmentees (IAs). For the purposes of this regulation, NCIOs are considered national-level IAs.

- 10.5 CAP/IG will conduct compliance analyses, inspections, and investigations as assigned by the Board, or CAP/CC, and will prepare reports on the findings. Additionally, CAP/IG in consultation with senior leaders will develop and publish an annual compliance analysis/inspection plan, and is authorized, in coordination and consultation with competent CAP authority, and in accordance with the annual approved compliance analysis/inspection plan, to self-initiate investigations, inspections, and compliance analyses as deemed appropriate to address risks, trends, or other matters of concern that may arise during compliance inspections or operational activities.
- 10.6 CAP/IG will oversee all IG inspections, investigations, and compliance analyses, ensuring appropriate follow-up and resolution of discrepancies. This oversight includes the authority to comment on and review all IG discrepancies identified during compliance inspections of regions, wings, and sub-units, and to examine root causes to mitigate risk effectively.
- 10.7 CAP/IG will provide timely reports and updates to the Board, CAP/CC, CAP/GC, and CAP-USAF/IG as necessary. This authority ensures that CAP/IG can address systemic issues, emerging risks, and operational inefficiencies, thereby strengthening CAP's compliance framework.
- 10.8 Only those IG personnel that CAP/IG appoints will review CR files and documents. This provision does not give IGs the authority to violate any law-established confidentiality rule.

11. Appointment of Civil Air Patrol Inspector General Staff.

CAP/IG should coordinate with CAP/CC before approving any appointment or removal of IG staff personnel.

- 11.1. CAP IG staff offices of primary responsibility (OPR) include the Principal Deputy Inspector General (IGD), the Deputy National IG for Compliance Analysis (IGU), the Deputy National IG for Complaints (IGQ), the Deputy National IG for Inspections (IGI), and the Deputy National IG for Training (IGT). Officers appointed to the IGD, IGU, IGQ, IGI, and IGT positions should hold an IG rating before appointment. The ideal candidate should hold the grade of CAP Colonel. CAP/IG can waive these prerequisites.
- 11.2. With the exception of CAP/IG who, absent the routine change of CAP/CC, may only be removed by the Board, the following positions serve at the pleasure of CAP/CC: IGD, IGU, IGQ, IGI, IGT, the IG Senior Enlisted Leader, and the Legal Officer assigned to support the IG program. To ensure the IG program has the most capable serving team, these officers will be evaluated annually by CAP/IG using the CAPF 40, *CAP Performance Feedback Form*, and upon completion of the annual review, a recommendation will be made to CAP/CC whether to retain said officers in their respective positions. Similar evaluations will be conducted for NAOs, NCIOs, and NCROs. These reviews will be done by IGU, IGI, and IGQ and the recommendation whether to retain said officers in those additional duties will be made through IGD to CAP/IG.
- 11.3. Principal Deputy Inspector General (CAP/IGD).

- 11.3.1. Assists CAP/IG in all assigned duties and, in the event of CAP/IG's absence, CAP/IGD

will be appointed by personnel order initiated by CAP/CC to assume the role of Acting CAP/IG. CAP/IG, CAP/CC, or the Board must be notified immediately of this transition. If there are any concerns or objections, further coordination and approval may be required.

- 11.3.2. Performs duties as assigned by CAP/IG and conducts special investigations as directed by CAP/IG, the Board, or CAP/CC.
- 11.3.3. Oversees the direction of management activities pertinent to the responsibilities of the IG program.
- 11.3.4. Monitors formulation and execution of the Board-approved IG budget, and, in coordination with CAP/DP and IGA, monitors IG program travel approvals.
- 11.3.5. Manages the conduct of day-to-day IG program operations.

11.4. Deputy National IG for Compliance Analysis (CAP/IGU).

- 11.4.1. Directs compliance analyses and evaluations to assess the volunteer management and conduct of CAP programs and operations administered or financed by CAP with both appropriated and corporate monies, including volunteer initiatives. Makes recommendations for improvement of such programs and operations. With appropriate coordination with NHQ staff, assesses management and conduct of those programs and operations overseen or managed by National Headquarters.
- 11.4.2. Monitors CAP's implementation of compliance analysis recommendations to ensure the completion of actions by CAP leadership (volunteer and paid) in response to findings and recommendations identified in IG program compliance analysis and evaluation reports.
- 11.4.3. Follows U.S. Government Accountability Office standards for conducting performance compliance analysis of member conducted activities; and, with appropriate coordination with NHQ staff, of those programs and operations overseen or managed by National Headquarters.
- 11.4.4. Develops procedures governing IG program compliance analysis activities.
- 11.4.5. Advises and assists CAP/IG on all compliance analysis and evaluations conducted under the auspices of the IG program.
- 11.4.6. Recommends National Compliance Analysis Officers (NAOs) to be appointed by CAP/IG utilizing the established staff onboarding process.

11.5. Deputy National IG for Complaints (CAP/IGQ).

- 11.5.1. Responsible for investigative activities pertinent to CAP programs and operations, including FWA investigations.
- 11.5.2. Conducts complaint analyses and investigations that examine events and complaints implicating CAP regulatory actions and official actions or decisions that may have contributed to the occurrence of an event.

11.5.3. Maintains liaison with CAP-USAF regarding open complaint analyses and investigations.

11.5.4. Advises and assists CAP/IG on all complaints, investigations, and inquiries conducted under the auspices of the IG program.

11.5.5. Manages and maintains the CAP records system for complaint analyses, investigations, and inquiries.

11.5.6. Recommends NCROs to be appointed by CAP/IG.

11.6. Deputy National IG for Inspections (CAP/IGI).

11.6.1. Responsible for inspection activities pertinent to CAP programs and operations, including wing, region, and NHQ-chartered unit inspections, as well as subordinate unit (below wing-level) inspections.

11.6.2. In coordination with applicable OPRs, recommends and implements compliance elements to existing and new CAP regulations and directives in coordination with NHQ.

11.6.3. Prepares and distributes quarterly reports on discrepancies, their root causes, and the average time to closure.

11.6.4. Recommends NCIOs to be appointed by CAP/IG.

11.7. Deputy National IG for Training, Education, and Technology (CAP/IGT).

11.7.1. Responsible for managing and administrating the IG training program, including maintenance and editing of CAP Pamphlet 40-20 (CAPP), *Inspector General Specialty Track Study Guide*.

11.7.2. Responsible for the conduct of advanced courses of instruction.

11.7.3. Oversees the coordination, development, and implementation of IG program training curricula, compliance analyst national, regional, and wing IG training plans, and monitors yearly IG training refresher requirements for IGs and commanders for completion.

11.7.4. Recommends Assistant IGTs and the IG College Director for appointment by CAP/IG.

11.7.5. Serves as the liaison between the IG program and the Learning Management office.

11.8. Senior Enlisted Leader of the Inspector General Corps.

11.8.1. The Senior Enlisted Leader (SEL) of the IG Corps serves as the principal advisor to CAP/IG on enlisted matters. The SEL provides leadership and mentorship to enlisted members within the IG Corps, focusing on professional development, morale, and readiness.

11.8.2. Advises CAP/IG on enlisted force issues.

11.8.3. Facilitates communication between enlisted personnel and IG Corps leadership.

- 11.8.4. Supports the development and delivery of training programs for enlisted members within the IG Corps.
- 11.8.5. Represents enlisted members in the CAP IG program during compliance analyses, inspections, investigations, and other official activities.
- 11.9. The Chief of the CAP Legal Officer Corps (CAP/JA), in consultation with CAP/GC, is responsible for providing a legal officer (IGJA) whose sole function is to support the IG program. The ideal candidate will hold master ratings in the IG and legal officer (JA) specialty tracks.
 - 11.9.1. Provides independent legal counsel to CAP/IG and the IG program.
 - 11.9.2. Advises and assists CAP/IG on legal issues and serves as legal advisor to the IG program staff.
 - 11.9.3. Coordinates with IG program staff to conduct analyses and draft comments regarding existing and proposed regulations, including in coordination with applicable OPRs, recommending and implementing compliance elements to those regulations.
 - 11.9.4. Recommends CAP legal officers for appointment by CAP/IG to the National Review Panel (NRP), and once appointed, oversees the activities of these NRP legal officers.
 - 11.9.5. Recommends for appointment by CAP/IG a Whistleblower Protection Coordinator, and once appointed, oversees the activities of that coordinator.
- 11.10. With concurrence of the applicable wing commander or above, the CAP/IG, or designee, will appoint:
 - 11.10.1. National Compliance Analysis Officers (NAOs) and Assistant NAOs as necessary to ensure appropriate compliance analysis management.
 - 11.10.2. National Complaint Resolution Officers (NCROs), Assistant National Complaint Resolution Officers (ANCROs), and IG members of the National Review Panel (NRP) as necessary to ensure appropriate complaint resolution.
 - 11.10.3. National Compliance Inspection Officers (NCIOs), Assistant NCIOs, and Inspection Augmentees (IAs) as necessary to ensure appropriate compliance inspection program management.
 - 11.10.4. Other IG staff members as deemed necessary.

12. Duties and Responsibilities of Region and Wing Commanders.

The region and wing IGs are appointed by, subordinate to, and accountable to their respective commanders.

13. Appointment, Duties, and Responsibilities of Region and Wing IGs.

- 13.1 Prior to appointment, IG personnel at all echelons (IG, IGAs, IAs, NAOs, NCIOs, NCROs) will undergo a suitability screening by CAP/IG prior to a duty assignment and reassignment.

Additionally, removal of IG personnel at all echelons (IG, IGAs, IAs, NAOs, NCIOs, NCROs) require concurrence by the next higher echelon commander and CAP/IG.

- 13.2 Region IG candidates must hold a Senior rating in the IG specialty track before appointment unless waived, and after appointment, complete the IG College at the earliest opportunity.
- 13.3 The Region IG will review and recommend closure for open discrepancies in wing and region compliance inspections IAW CAPR 20-3 *Inspections*.
- 13.4 Wing IG candidates must hold a Technician rating in the IG specialty track before appointment unless waived, and after appointment, complete the IG College at the earliest opportunity.
- 13.5 Wing IGs must choose the Inspection track. The Complaint Resolution track may be pursued as an optional rating. Unless waived by CAP/IG, the required training must have been completed before the appointment.
- 13.6 Region and wing IGs will be appointed by and have direct access to their respective commanders (refer to CAPR 30-1 *Organization of Civil Air Patrol*). This authority to appoint an IG is for wing and above (not for group or subordinate units) and may not be delegated. If a region or wing commander fails to appoint an IG for the region or wing, CAP/IG will, in coordination with the next higher-level commander, ensure an IG is appointed for that region or wing. To help maintain the independence of the IG program, the region or wing IG will not be a family member of the region/wing commander nor a member of the region/wing commander's immediate household.
- 13.7 Newly appointed region and wing commanders are encouraged to evaluate their IGs upon assuming command and are required to confirm or appoint an IG within 30 days. After the initial 30-day period, any decision to remove the IG must be made in accordance with paragraph 13.1 above.
- 13.8 Wing IGs will complete an Annual IG Plan of Action approved by the wing commander and the region IG no later than 30 September for the following fiscal year (see Attachment 2 as an example).
- 13.9 In accordance with paragraph 13.1 above, region and wing IGs may, with the concurrence of their respective commanders, appoint IGAs as needed. The ideal candidate will have completed the training specified in [CAPP 40-20](#) before appointment as an IGA. An ideal region IGA should hold at least a Senior rating in the IG specialty track.
- 13.10 IGs at all echelons will not be constrained by additional non-IG duties that detract from their primary responsibilities. The following limitations are placed on those who serve as IGs:
 - 13.10.1 An IG will not hold more than one position except as noted in paragraph 13.10.6. This restriction does not preclude an IG from operational/support assignments, including but not limited to Emergency Services positions (i.e., incident commander, mission aircrew member, ground team leader, etc.), Cadet Programs support functions (e.g., driver, overnight supervisor, host, cadet competition judge or panelist, encampment staff, etc.) or Aerospace Education activities (i.e., teacher, seminar leader, activity monitor, aerospace education counselor, etc.) or Education and Training activities or serving as a Volunteer University instructor. None of these

restrictions apply to IGAs.

- 13.10.2 Commanders, deputy commanders, chiefs of staff, and command NCOs at all levels, and CAP selected members of the Board will not serve as IGs or IGAs. Command staff members who are qualified as IAs, including NAOs and NCIOs, may serve as IAs on inspection teams.
- 13.10.3 Attorneys who are not serving as CAP legal officers, or any other legal advisory role to a commander, may serve as IGs. Legal officers who are qualified may serve as IAs on inspection teams.
- 13.10.4 CAP Chaplains will not serve as IGs or IGAs. Qualified chaplains and Character Development Instructors may serve as IAs on inspection teams.
- 13.10.5 IGs and IGAs at all levels, NAOs, NCROs, ANCROs, and NRPs will not be appointed to or assist with appeal boards as defined in CAPR 35-3, nor will they serve on promotion boards, membership boards, or awards and decorations committees.
- 13.10.6 To meet the IG specialty track requirements of having a non-IG Senior and Master rating, the wing or region IG may be assigned as an assistant to a wing, region, or national staff position. The wing or region IG will not assume the duties of that staff director at any time for this duty assignment. Before assignment, the wing or region IG must obtain their commander's and the next echelon IG's approval. An IG will not be assigned to the Web Security Administrator or Assistant duty assignment.

13.11 Region and Wing Coordinators of Inspections.

- 13.11.1 Region and wing Coordinators of Inspections (IGCs) are appointed by and report to region and wing IGs. As a member of the region/wing IG staff, IGCs are responsible for managing and overseeing inspection activities within their respective regions and wings, ensuring compliance with CAP regulations, policies, and procedures. They assist with assessing unit readiness and operational effectiveness.
- 13.11.2 Plan, coordinate, and conduct inspections and assist organizations as requested within their assigned areas.
- 13.11.3 Maintain and update inspection schedules in accordance with CAP directives.
- 13.11.4 Train and mentor inspection team members to uphold professional standards and consistency.
- 13.11.5 Compile and submit inspection reports, ensuring accuracy and timeliness.
- 13.11.6 Provide feedback and recommendations to unit leaders to address deficiencies and improve performance.
- 13.11.7 Collaborate with region/wing IG and other staff members to enhance the inspection program and ensure alignment with the National IG program as well as with CAP's mission and strategic goals.

14. Training Requirements for IGs.

The inspector general specialty track defines and informs the IG program training requirements.

- 14.1 Training on complaints and inspections is available throughout the program. Completing each specialty track rating earns the IG specialty badge. Those who earn the Master rating and are selected to serve as NCIOs, NCROs, or NRP members may add a gold star to the Master level badge, as shown in CAPR 39-1, *Civil Air Patrol Uniform Regulation*.
- 14.2 CAP offers advanced courses of instruction. Completion of these courses meets the academic training requirements of the IG specialty track for the Master rating. CAP/IGT will review the completed Evaluation & Certification Worksheet or electronic training record before CAP/IG approves the Master rating.
- 14.3 Region/wing commanders or IGs will coordinate with CAP/IGT to offer training for IGs in conjunction with region/wing conferences or separately as needed.
- 14.4 All IGs and IGAs will accomplish the IG Annual Refresher Training by successfully completing any one of the following: achieving a passing score on all four online *IG Audience* quizzes within each calendar year, attending or teaching at an IG Summit, or completing other training opportunities that may be made available by CAP/IGT.
- 14.5 A wing commander may appoint an IG who has not completed an advanced course of instruction. However, the newly appointed IG must complete a training plan with CAP/IGT outlining the pathway to completion.
- 14.6 Using criteria published on the IG webpage, all newly appointed wing IGs must have a program evaluation conducted by their region IGs, which may be completed remotely within 6 months of appointment. The evaluation will consist of at least a review of all completed inspections and an interview with the new IG.
- 14.7 Before a CAP member can be assigned as an IA, they must complete the Introduction to Inspections course. Before qualification as an IA, the IG or IGA will mentor the new IA trainee through the IA qualification process and the commander will endorse the trainee's readiness for appointment as an IA or IGA.

15. Inspector General Compliance Analysis Support Function.

- 15.1 Financial Compliance Analysis Responsibility. All formal financial compliance analysis and financial oversight responsibilities remain under the exclusive purview of the Civil Air Patrol Financial Management Directorate (CAP/FM). The IG program does not conduct financial compliance analyses in the accounting or fiscal sense, nor does it duplicate CAP/FM's internal controls or external compliance analysis functions.
- 15.2 Inspector General Desk Audits. The IG program supports non-financial, compliance-based desk audits designed to assess adherence to CAP regulations, policies, and operational procedures. These desk audits focus on program performance, systemic risk identification, and trend analysis, and are conducted independently from investigations or compliance inspections. The goal of a desk audit is to identify areas of concern, promote corrective action, and improve overall program effectiveness across CAP.

- 15.3 Definition – Compliance Analysis Officer. A Compliance Analysis Officer is a trained Civil Air Patrol member assigned within the Inspector General program whose primary role is to conduct non-financial programmatic compliance analyses. These members operate as neutral, independent evaluators to assist commanders, functional managers, and NHQ staff in understanding risk, process gaps, or regulatory inconsistencies. Compliance Analysis Officers do not assign blame; rather, they provide fact-based compliance analyses to help CAP improve compliance, transparency, and accountability across all levels of the organization.
- 15.4 Collaboration with Functional Areas. IG Compliance Analysis Officers will work in collaboration with functional area experts at all levels to ensure findings are accurate, actionable, and aligned with CAP's mission support priorities. The CAP/IG and NHQ employees will work collaboratively to review the results of all CAP compliance analyses to help identify previously undetected areas of non-compliance, systemic vulnerabilities, or opportunities for process improvement across functional areas.

16. Educating CAP Personnel on the IG Program.

IGs at every level will educate and train CAP members concerning their privileges and responsibilities regarding the IG program. This will be accomplished annually through all available outlets, such as seminars, staff meetings, commander's calls, newsletters, and presentations on wing websites or other media.

REGENA M. AYE, Major General, CAP
Commander

Attachment 1 - Compliance Elements

Type	#	Topic/Detailed Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear	
CI	1	Has the Wing IG completed the required training?	<p>a) Tech Rating?</p> <p>b) Annual Refresher Training?</p> <p>c) IG College</p>	<p>a) Provide a copy of a screenshot from eServices showing Tech rating.</p> <p>b) Provide a copy of a screenshot from Services showing the completion of annual refresher training.</p> <p>c) Provide a copy of a screenshot from Services showing IGC completion.</p>	<p>a) (Discrepancy): [xx] (E3 Question 1a) Wing IG has not completed Specialty Track training IAW CAPR 20-1, para 13.4.</p> <p>b) (Discrepancy): [xx] (E3 Question 1b) Wing IG has not completed annual refresher training IAW CAPR 20-1, para 14. 4.</p> <p>c) (Discrepancy): [xx] (E3 Question 1c) Wing IG has not completed IGC IAW CAPR 20-1, para 13.2 or 13.4.</p>	<p>a) Wing IG will achieve a Technician Rating. Attach a screenshot of the technician rating to the discrepancy in this Discrepancy Tracking System (DTS).</p> <p>b) Wing IG will complete annual refresher training. Attach a screenshot showing the completion of the annual refresher training. Attached is a plan of action, approved by Wing/CC, to prevent the discrepancy from reoccurring in this DTS.</p> <p>c) Wing IG will attend IGC and attach a screenshot of IGC completion to this discrepancy in the Discrepancy Tracking System.</p>
CI	3	Is the Wing IG billeted IAW this regulation?	Review eServices and verify the Wing IG is not double-billeted.	(Discrepancy): [xx] (E3 Question 3) Wing IG is not billeted IAW CAPR 20-1 para 13.10.1.	Divest any other duty assignments. Attach a screenshot of the IG's duty assignments to the discrepancy in the Discrepancy	

Type	#	Topic/Detailed Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear
CI	15	Has the Wing commander completed the required training?	a) Annual Refresher Training? a) Provide a copy of a screenshot from eServices showing the completion of annual refresher training.	a) (Discrepancy): [xx] (E1 Question 15a) Wing/CC has not completed annual refresher training IAW CAPR 20-1, para 9.2.3	a) The Wing commander will complete annual refresher training. Attach a screenshot showing annual refresher training completion to this discrepancy in the DTS.
CI	16	Has the Wing IG produced an approved Annual IG Plan of Action each year?	Provide a copy of the Annual IG Plan of Action with the approval of the wing commander and the region IG	(Discrepancy): [xx] (E3 Question 16) Wing IG has not created an approved Annual IG Plan of Action, IAW CAPR 20-1, para 13.8.	Attach an approved Annual IG Plan of Action to this discrepancy in DTS.
CI	12	All newly appointed wing IGs must have a program evaluation by their Region IG within 6 months of appointment.	Provide proof of program evaluation of newly appointed Wing IGs performed by the Region IG.	(Discrepancy): [xx] (E3 Question 12) Region IG has not completed the program evaluation of newly appointed Wing IGs IAW CAPR 20-1, para 14.6.	Complete program evaluations for all Wing IGs appointed since the date of the current version of CAPR 20-1 and attach a POA approved by the Region Commander to ensure future compliance.
CI	13	Region and Wing IG provides annual education and training to CAP members concerning their privileges and responsibilities regarding the IG program	Provide documentation showing such education and training occurred.	(Discrepancy): [xx] (E3 Question 13) IG has not provided annual education and training IAW CAPR 20-1, para 16.	Attach a POA approved by the commander to ensure future compliance.

Attachment 2 – Annual IG Plan of Action

The Annual IG Plan of Action is a "living document" that provides continuity for the Wing's IG Staff (IG & IGAs) and Inspection Augmentees (IAs). It also provides the applicable Wing CC and Region IG with details on managing the program.

This document will be created in memorandum style on wing letterhead, signed by the Wing IG, and maintained as a record supporting compliance. There will be endorsement lines for both the wing commander and Region IG.

Various topics are below to guide establishing and improving the wing's IG Program.

NOTE: It is not necessary to duplicate the established program, position, and training requirements already outlined in the regulation here; however, it is important to address the coordination/action necessary to ensure the established requirements are met.

IG PROGRAM GOALS/OBJECTIVES**IG PROGRAM REVIEW & REPORTING**

- Frequency of Program Reviews
- Reporting to Wing CC and Staff (Status, Trends, Actions)
- Reporting to Region IG (This Annual IG Plan of Action as a Minimum)

RECRUITMENT & SELECTION OF IGAs

- Coordination with the Wing CC before the Assignment
- Scope of IGA Duties: Wing/Group

INSPECTIONS

- Budget input to Wing Annual Training and Flying Plan for support to scheduled SUIs and training of Wing IG staff. Emphasis should be placed on training local personnel so that significant travel of inspection personnel is not necessary.
- Frequency of SUI Process & Schedule Reviews
- Additional Training (beyond LMS) Specified for Team Chiefs/IAs
- SUI Teams: Selection, Coordination, Travel Options, Uniforms

EDUCATION & TRAINING

- IGAs (beyond LMS-required courses)
- Wing Members (at Scheduled Events and activities)
- IG Specialty Track Progression

Attachment 3**FIGURE 1 – IG PROGRAM ORGANIZATION**