



NEVADA WING OPERATING INSTRUCTION 10-02

1 December 2015

Inspector General

INSPECTOR GENERAL PROCEDURES

1. Purpose. This instruction prescribes the procedures and regulations for the operation of the CAP Inspector General program within Nevada Wing; the inspection program and the complaint resolution program.

2. This operating instruction supersedes NVWG OI 10-02, dated 1 February 2015

3. Applicability.

a. IG staff. This operating instruction applies to CAP members permanently or temporarily assigned to the Nevada Wing Inspector General staff.

b. Wing staff, squadron commanders and squadron staff. This instruction is suitable for planning and coordination.

c. This OI does not replace or change any of the CAP regulation 123 series.

4. References; CAPR 5-4
CAPR 10-2
CAPR 123 -1
CAPR 123-2
CAPR 123-3
CAPP 203
CAP Subordinate Unit Inspection Team Member Handbook
Investigating officer handbook

5. Revisions.

a. It is the intent that revisions to this OI are minimized. Some supporting documents to this OI are subject to periodic change, particularly supporting documents to the inspection program. Including such documents in this OI will unnecessarily result in frequent changes and republication of this OI.

b. With respect to the following documents, the wing IG shall publish changes to the wing IG page of the Nevada Wing website. When published, such documents have the full force and authority of this OI. <http://www.nvwg.cap.gov/index.php?url=wing/inspection/inspection>

- (1) SUI schedule
- (2) Inspection milestones

Operating Instruction 10-02, 1 December 2015
Inspector General Procedures

(3) Inspection grading guidance

6. Organization. Refer Attachment 1, Organization Chart

7. IG personnel. Appointments, removal, personal conduct of IG personnel and uniforms appropriate to duty assignment are set forth in Attachment 2, Personnel

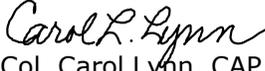
8. Duties of the Inspector General Staff. In addition the duties and responsibilities set forth in the CAP regulation 123 series, personnel assigned to the IG staff shall be prepared to perform duties and responsibilities set forth in Attachment 3, Duties of IG Personnel, to these operating instructions.

9. IG records management. The NVWG IG is responsible to manage information, records disposition, and records security as set forth in Attachment 4, Administration

10. Inspection program management (Plan of Action). Refer Attachment 5, The Inspection Program. Included are the subordinate unit inspection program (SUI) and the self-inspection program (SI)

11. Complaint resolution program management. Refer Attachment 6, Complaint Resolution Program Management.

12. Professional development and training. Refer Attachment 7, Professional Development

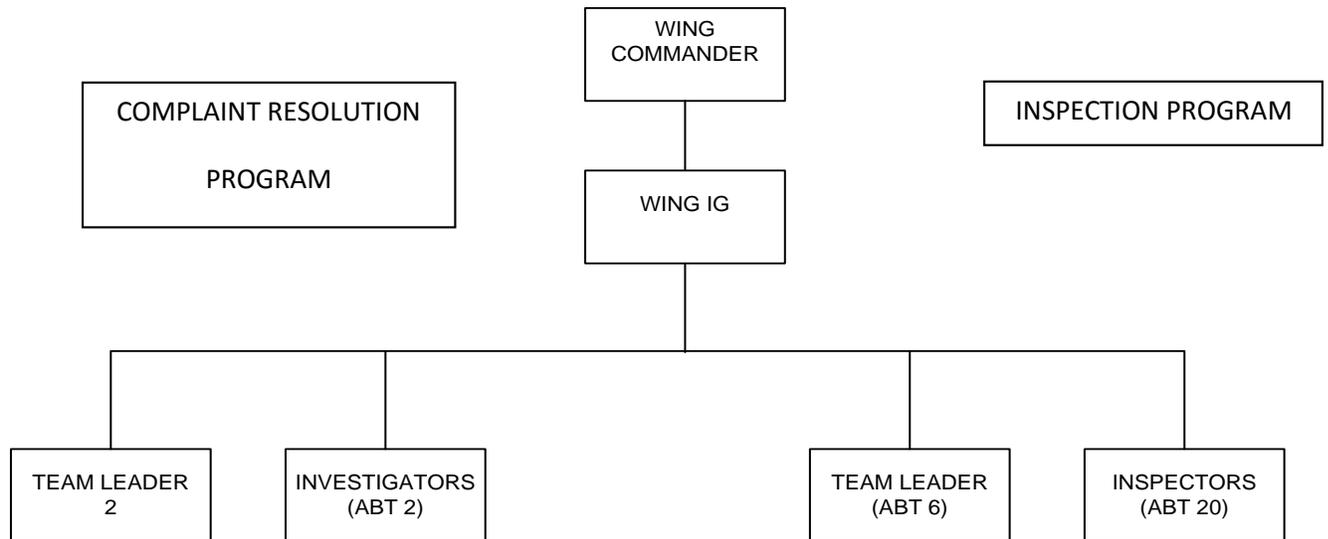

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FOR THE COMMANDER


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NVWG/IG

Attachments: 1 – Organization
2 – IG Personnel
 2-1 – ID Card
3 – IG Program Administration
 3-1 – Records Retention Schedule
4 – Duties of IG Personnel
5 – Management of the Inspection Program
 5-1 – Forms
6 – Management of the Complaint Resolution Program
7 – Training and Professional Development

ATTACHMENT 1, Organization NVWG/IG



1. The inspector general's office is organized with a permanently appointed inspector general and such other temporary appointed staff, from the wing staff and from squadron personnel, as may be necessary.
2. Except for the wing IG, there are no permanently assigned IG staff to the Nevada Wing
3. SUI team leaders and investigation team chiefs are appointed based upon experience and location of the assignment.
4. The composition of each team is tailored to the needs and the anticipated workload of the assignment. Ordinarily, one team leader / team chief is appointed to supervise the assigned investigation or inspection.

ATTACHMENT 2, IG Personnel

1. Appointment

a. Except for the wing commander and wing administrative officer, qualified and trained investigators and inspectors who are members of the wing staff and subordinate squadrons are eligible for consideration to be appointed to the Nevada wing IG staff.

b. No person shall serve as a member of the wing IG staff unless approved by the wing commander. Such approval may be through concurrence with the wing IG's annual submission of the IG staff roster.

c. Although members of the IG staff have a different primary duty assignment, they are considered IG staff members during any IG duty or IG training assignment.

d. Qualified and trained inspectors and investigators of the CAP regions, other wings and the national headquarters are, with the concurrence of the respective commanders, are likewise eligible for temporary appointment, for the duration of the assignment, to the Nevada Wing IG staff.

2. Qualifications

a. SUI team leader / investigations team leader

(1) Shall have completed all three segments of the basic IG course.

(2) A team leader shall have at least a senior rating in the IG specialty track

(3) Shall have completed Level III of the CAP senior member professional development program.

b. SUI inspector

(1) Exception – SUI inspectors assigned prior to 2012 shall have completed the Organizational and Assessment portions of the basic IG course.

(4) Under immediate supervision, have previously completed two inspections

(5) Possess a minimum of a technician rating in a professional development track, or other such demonstrated knowledge, which is commensurate with the area in which the inspector will be assigned to inspect,

c. Investigator

(1) Shall have completed the basic IG course

(2) Demonstrated experience in conduct of investigations of criminal or regulatory violations.

(3) Demonstrated experience in techniques of interview and interrogation

3. CAP IG identification card.

ATTACHMENT 2, IG Personnel

a. On request of the IG staff member, the IG shall issue a Nevada Wing IG picture identification card.

(1) Investigations. The necessities of an investigation often require the investigating officer to speak with people outside of the CAP workplace. In these cases, it is prudent for those investigating officers to possess an identification that confirms their identity and position.

(2) Although inspectors are generally known to squadron members, there may be situations when a new squadron member is unsure of inspector responsibilities that may be mitigated with a form of official identification.

b. IG staff may use and display the IG identification card only while assigned to an IG activity.

(1) The ID card is not valid without an appointment letter from the Wing commander or an assignment letter from the inspector general and a current official CAP identification card.

(2) Members issued the identification card may retain the card in possession while subject to assignment of an investigation or a subordinate unit inspection.

(3) The ID card shall be surrendered to the IG when the member is no longer associated with the IG staff.

c. The format of the identification card is set forth in Attachment 2-1, IG Staff Identification Card.

4. Involuntary removal from IG staff

a. An IG staff member, who has received a letter of reprimand, or more serious sanction, shall be removed from the IG staff and prohibited from participating in IG operations for a period not to exceed three years.

b. Similarly, members who have received a letter of reprimand may not be appointed to the IG staff for three years from the date of the letter or sanction.

5. Personal conduct.

a. All IG personnel, whether permanently or temporarily assigned as IG staff members, are subject to the CAP 123 series regulations.

b. The Inspector General SUI Team Member Handbook states that the IG team should demonstrate the highest professional standards at all times. Included is a list of some specific issues of conduct. This list is not all inclusive. Common sense and professionalism should be the overriding behavioral controls.

c. The following guidance is relevant to members participating as inspectors at an SUI.

ATTACHMENT 2, IG Personnel

(1) Whenever an inspection team has two or more inspectors assigned to a tab area, discuss with any co-inspectors the roles each will play i.e., who leads, who takes notes, which one does the follow-on questions, etc., prior to the scheduled interviews.

(2) 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 is responsible to establish the limits of the conduct of the inspection.

(3) Leave your "hot button" issues at home. They have no place at an inspection.

(4) 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.

(5) 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.

4. Uniforms.

a. SUI. The preferred attire for the SUI team is stated in the SUI Team Member Handbook. All IG staff members assigned to an SUI shall be properly attired, in accordance with CAPM 39-1. Exceptions may be made on a case-by-case basis by the inspector general. Approved uniforms include:

(1) Air Force style uniform with short sleeved shirt

(2) CAP distinctive uniform with short sleeved shirt

(3) Flight suit when the IG member is a member of a flight crew and it is impractical to change uniform before the commencement of the SUI

b. Investigation. Uniform requirements depend upon the location and circumstances of the performance of duty.

(1) If at a non-CAP facility and the task(s) include interviews, civilian business attire is preferred. If the investigator is not known to the person with whom the investigator is interacting, the CAP identification card should also be used.

(2) If at a CAP activity or facility, a uniform described in paragraph 4.a, above, shall be worn.

ATTACHMENT 2-1, IG Identification Card

Format. Following is the format of the current and approved identification card.

1. The photo shall be downloaded from the e-services photo data base.
2. When the identification card is prepared, the duty title (investigator / inspector will be edited to reflect current approval, based upon the member's skills and qualifications.



Actual size 2" x 3.5"

ATTACHMENT 3, IG Program Administration

1. The IG records repository shall be at the wing headquarters. Such records include paper files and electronic storage media.

2. Inspector General Personnel Report.

a. The Wing inspector general shall maintain a current list of all personnel in the wing who are authorized to perform inspection or complaint investigation duties.

b. Data in the report shall, as a minimum, contain the members;

(1) Name

(2) Contact information

(3) IG training completed

(4) E-services professional development and qualification information

(5) Status of investigator qualification.

3. The IG shall maintain a schedule of which inspectors inspected which tab for each SUI

4. IG files maintenance and disposition.

a. All IG files shall be maintained IAW

(1) CAPR 123-1, Paragraph 13

(2) CAPR 123-2, paragraph 9

(3) CAPR 10-2, paragraph 6 and paragraph 7, and Table 5 to Attachment 1.

b. Records retention. At Attachment 3-1 is the current records retention schedule.

5. Records security and accountability

a. SUI reports. SUI reports shall be stored in a locked container.

b. Investigative reports.

(1) All Investigative reports, assist reports, inquiry reports or any other investigative type report ordered by the wing commander shall be stored in the IG file cabinet.

(2) Investigative reports are considered confidential. The case file, including supporting documentation, shall be in a sealed container (box or envelope) marked "Confidential."

(3) The containers can only be unsealed by the wing commander, legal officer, inspector general or wing administrator. The individual unsealing the container shall sign the access control log and include the date and the reason for the unsealing.

(4) The individual unsealing the container shall reseal the container with a signature and date. If an item is permanently removed from the file, a letter attesting to that removal shall be placed in the container before it is resealed.

ATTACHMENT 3, IG Program Administration

(5) Any investigative file placed into the IG file cabinet is logged on the Files Disposition Log maintained with the sealed investigative files in the file cabinet. When a particular file's cut-off date is reached, the file is removed, destroyed and the action is entered into the Files Disposition Log.

c. IG filing cabinet. The records filing cabinet shall be of metal construction capable of being locked with a high security lock

(1) Keyed locks shall be changed on an annual basis or, if combination lock is used, then the combination shall be changed on an annual basis.

(2) A record of such changes shall be noted on the access control log.

ATTACHMENT 3-1, Records Retention Schedule

1. Files Disposition. Files shall be managed as set forth in the prevailing instructions in most current version of CAPR 10-2. The following table is an extract from CAPR 10-2, Attachment 1, dated 16 Feb 2011.

Table 5. Inspector General			
Rule	If the records are or pertain to	which include	cutoff/then
1	inspection guides	compliance inspection (CI) subordinate unit inspections (SUI) or other inspection guides	destroy when superseded, obsolete, or no longer needed
2	inspection reports self-inspection reports	reports of CIs; staff assistance visits (SAV); short-notice inspections; self-inspections and associated correspondence	destroy when superseded by the next successive inspection report
3		subordinate unit inspection (SUI)	retain last two reports from each unit inspected
4	IG complaints	complaint case file consisting of all documentation, including memoranda of commander's final action (Note: Maintained under lock and key)	destroy after 5 years from date case was closed unless a legal action is pending; destroy upon completion of the legal action if the 5 year requirement has been met
5	any adverse information against CAP senior level officials		maintained permanently by the CAP/IG

ATTACHMENT 4, Duties of IG Personnel

1. General. All IG personnel, whether permanently or temporarily assigned as IG staff members, are subject to the CAP 123 series regulations and, in addition, have the duties as set forth in this operating instruction.
2. Wing inspector general duties include:
 - a. Managing all aspects of the wing inspector general program.
 - b. Maintain the current inspector general personnel roster. This roster sets forth the authorizations for which the member is assigned.
 - c. On an annual basis, publish a five year inspection program (SUI – SI) schedule
 - d. For purposes of an appeal to an SUI evaluation, the wing IG shall function as the appeal authority when the IG is not a participant in the inspection process. Otherwise, the wing commander is the appeal authority.
 - e. Supervise the security activities pertaining to IG records and information.
3. Inspectors and investigators are considered part of the IG staff only when assigned to an SUI team or to an investigation. Ordinarily, the source of these members is subordinate squadrons and wing staff.
4. SUI team leader.
 - a. Qualifications
 - (1) Approved by wing commander
 - (2) Completed the senior level IG course
 - (3) Senior level rating in the IG track.
 - b. The team leader is responsible for execution of the assigned subordinate unit inspection. Included are all activities, unless otherwise specifically assigned to another member, from date of assignment as team leader through completion of the final SUI report to the IG.
 - c. Team selection. The team leader shall select the inspection team members from the IG personnel roster and notify the IG of final team composition.
 - d. Obtain and distribute such data and information reports necessary for inspection team members to conduct their assessments and evaluations.
 - e. Supervise the safety, safety qualification and uniform of the inspection team members.

ATTACHMENT 4, Duties of IG Personnel

5. Lead investigator

- a. Synonymous with chief investigator
- b. Qualifications
 - (1) Completed the senior level IG course
 - (2) Attained a senior rating in the IG professional development track.
 - (3) Obtained investigative experience and skills in either CAP or with another professional investigative agency.
 - (4) Any person appointed as a lead investigator shall have previously served as an investigator or investigator trainee for an investigation.
- c. The lead investigator is responsible for all aspects of the assigned investigation. Included are all activities, unless otherwise specifically assigned to another member, from date of assignment to the investigation through submission of the final report of investigation to the appointing authority.
- d. If the complaint analysis has not yet been completed by the IG, the lead investigator shall coordinate with the IG to complete the analysis.
- e. If assigned subordinate investigators, the lead investigator shall supervise the work performance, safety, safety qualification and uniform of the inspection team members.
- f. Shall coordinate with the IG for necessary resource support and the status of the investigation.

6. Inspector

- a. Inspector is synonymous with SUI team member.
- b. Except the wing commander and wing administrative officer, any CAP member who meets the criteria for inspector, as set forth in the 123 series of CAP regulations may serve on an SUI team.
- c. Qualifications
 - (1) As a minimum, an inspector shall have completed the basic IG course, or its equivalent.
 - (2) Inspectors are appointed for their knowledge, experience and expertise in the Civil Air Patrol. As set forth in CAPR 123-3, inspectors shall use their knowledge, experience and expertise to impartially examine a unit for the purpose of ensuring that the unit is mission ready

ATTACHMENT 4, Duties of IG Personnel

d. Trainee status. An inspector in a trainee status shall be under the immediate supervision of a qualified inspector for a minimum of two inspections. Successful completion of trainee status is determined by the supervisor and the IG.

e. Inspectors shall complete the assessments of the questions on the assigned worksheets.

7. Investigator

a. Qualifications

(1) An investigator has the investigative skills, knowledge, and experience in an investigative field. Because CAP does not have the resources to adequately train a member to investigator standards, members designated as investigators ordinarily have gained investigative skills from training and experience obtained outside of the CAP.

(2) Any person assigned as an investigator shall have completed the Basic IG Course, or its equivalent.

b. With the exception of the wing commander and wing administrative officer, any CAP member who meets the criteria established in the 123 Series regulations and this operating instruction may serve as an investigator.

ATTACHMENT 5, Inspection Program

1. Program purpose.

a. This attachment and supporting documents constitutes the plan of action (POA) as set forth in para 12, CAPR 123-3

b. Determine if the inspected unit is mission capable, i.e., performing the assigned CAP missions and such other activities as directed by the wing commander.

c. Determine if the inspected unit is in compliance with CAP regulations.

d. Assist the inspected commander in identifying methods to mitigate management weaknesses and non-compliance with CAP regulations

2. Supporting documents

a. References in this OI include certain documents subject to frequent change. Including such documents in this OI will unnecessarily result in frequent changes and republication of this OI. These documents include:

- (1) SUI schedule
- (2) Inspection milestones
- (3) Inspection grading guidance

b. The wing IG shall publish these supplementary documents on the wing website at <http://www.nvbwg.cap.gov/index.php?url=wing/inspector/inspection>. When published, such documents have the full force and authority of this OI.

3. Inspection frequency.

a. A subordinate unit inspection shall be conducted of each squadron on a 24 month cycle, as further directed in CAPR 123-3.

b. During those years in which a subordinate unit inspection is not scheduled, the squadron commander shall conduct a self-inspection and forward the documentation to the wing IG.

c. Except for unique circumstances, and with the approval of the wing commander, there shall be no more than two subordinate unit inspections scheduled during the same month.

d. To preclude competition for inspectors and overtasking of inspectors, when two inspections are scheduled in the same month, one of the inspected units should be in northern Nevada and the other in southern Nevada.

4. Inspection schedule.

ATTACHMENT 5, Inspection Program

- a. On an annual basis, the wing IG shall prepare a five year SUI schedule.
- b. The current SUI schedule shall be published on the wing website, and updated as necessary; <http://www.nvwg.cap.gov/index.php?url=wing/inspector/inspection>
- c. When a change to the SUI schedule is published, notice of such change shall be distributed to each commander and staff directorate.

5. Date of the inspection.

- a. Notice of inspection. Once the SUI inspection date is selected, that date shall be posted on the wing calendar on the wing website.
- b. Commencing 10 days prior to the inspection date, inspection team members may contact the inspected unit commander and staff, as necessary, for purpose of analysis and data gathering.
- c. The milestones necessary to complete the inspections are published on the wing website.

6. Inspection team.

- a. The inspection team members shall be selected by the SUI team leader.
- b. To minimize travel expenditures, team composition should consist of members living in the area of the inspected unit.

7. SUI team travel

- a. Mission number. The IG shall provide such information necessary, to the wing DOV, for the issue of a WMIRS mission number for each SUI. At the discretion of the DOV, the mission number may be individually issued or a single mission for all of the inspections within the fiscal year.
- b. Travel orders, documenting the IG staff assigned to the inspection, shall be issued for each SUI
- c. Ordinarily, funding is available for travel by COV or corporate aircraft to transport members assigned to the SUI.

ATTACHMENT 5, Inspection Program

d. Lodging. Reimbursement for lodging expenses for members living outside of the geographical area of the inspected unit require advanced authorization through the operations plan.

7. Conduct of the subordinate unit inspection (SUI)

a. Philosophy. Focus on assistance rather than enforcement. The inspection team identifies successes and difficulties in compliance with regulations. The team focus is not to seek out minor infractions (“Gotcha”) that do not affect mission accomplishment or are otherwise non-representative of the unit’s ordinary performance. This philosophy shall be included as part of the inspection team in-briefing and the inspected unit in-briefing.

b. Phased inspection.

(1) Phase 1 is the 60 day through 10 day period preceding the date of the on-site inspection and includes data gathering and, to limit extent, analysis.

(2) Phase 2 begins 10 days prior to the SUI date and continues through the date of the on-site inspection and includes final assessment and grading of the inspected unit.

(3) Phase 3 is the follow-up activities to the date of the on-site visit, such as publishing the final report and supervision of discrepancy resolution;

c. Scope of the inspection.

(1) Each program worksheet

(2) Wing supplements and operating instructions as directed by the wing commander

(3) Special emphasis items as identified by the wing commander. Such items will be disseminated to commanders prior to the SUI.

(4) While other regulatory requirements may not be within the focus of the inspection, the inspection team shall not ignore non-compliance with these other requirements, should they become evident.

d. Deliverables.

(1) As set forth in the Notice to the Commander of the SUI, there are certain deliverables to be submitted to the SUI team leader no later than 10 days prior to the SUI. These deliverables include the responses and documentation required in the SUI worksheet. The commander is encouraged to submit other documentation, such as innovative programs, as well.

(2) Ordinarily, the staff of the inspected squadron completes the documentation and forwards it to the commander of the inspected unit for review. The commander then forwards the information to the SUI team leader by uploading the data into the e-Services data base, IG application.

e. Using e-services to support the evaluation.

(1) Inspection team members will evaluate and comment on the scope of compliance of the deliverables. This will require access to the various e-services reports for the units.

ATTACHMENT 5, Inspection Program

(2) Unless the inspector is a wing staff officer, the inspector will likely not have the necessary permissions to access the e-services reports for the inspected squadron.

(3) The team leader will identify to the IG which team members need the various permissions to conduct the inspection.

(4) All team leaders shall have non-expiring e-services permissions. The permissions given to inspectors shall be authorized no later than 10 days prior to the on-site visit and shall end no more than five days following the on-site visit.

f. Resource support. The SUI team leader shall identify to the inspected unit commander the resources necessary to the IG staff e.g. ground transportation, internet access, printers, projectors etc. If the inspected unit is unable to provide the requested support, the team leader shall coordinate with the wing IG for resolution of unmet needs.

g. Each SUI shall be preceded by a standardized in-briefing for the inspected squadron representatives and for the inspection team. The in-briefings, in MS PowerPoint format, are available from the wing IG.

h. At the conclusion of the SUI, the team leader shall provide the IG a listing of which worksheets were inspected by which inspectors.

i. Restrictions

(1) Inspectors are prohibited from inspecting their own units

(2) Inspectors are prohibited from being the principal inspector of any unit of previous assignment until that unit has undergone an SUI. Such inspector may, however, assist with the inspection by performing duties not related to the evaluation or grading of the unit.

j. Forms. At Attachment 5-1 is a list of forms used in the inspection process. Forms templates are available from the inspector general

k. Assistance in preparation for the SUI. The wing directorates are available to assist inspectors and inspected squadron representatives. Inspectors and inspected representatives are encouraged to use this resource.

l. Distribution of completed SUI report.

(1) The wing IG shall upload the completed SUI report into the e-services SUI module no later than two weeks following the on-site inspection. When the wing maintains an internet based secured file system, e.g., Dropbox, the completed SUI report shall similarly be uploaded into that file system. Further,

(2) Within one day of the distribution of the completed SUI report to the inspected unit commander, the report shall be distributed IAW with the distribution instructions on the SUI report.

ATTACHMENT 5, Inspection Program

(3) No earlier than five days after distribution of the completed SUI report to the inspected unit commander, notice of the publishing of the SUI report in e-services and web based file system shall be distributed to each wing directorate and each squadron commander.

8. Uniform grading and evaluation.

a. Consistency and uniformity in evaluation and grading shall be the standard. The IG shall provide guidance in evaluation standards which shall be presented during the inspection team in-briefing and the squadron in-briefing.

b. This guidance is provided for inspectors and for the commander and staff of inspected units. Included are examples of observations that will be uniformly applied in each SUI of each unit. Additional items will be added over the course of continuing inspections.

c. The wing IG shall publish the inspection/evaluation guidance on wing website.
<http://www.nvwcg.cap.gov/index.php?url=wing/inspector/inspection>

9. The self-inspection (SI)

a. Completion date

(1) Each squadron commander shall complete an SI in each year that an SUI is not scheduled.

(2) The month in which the SI is conducted shall be in the same month in which the most recent preceding SUI was conducted.

(3) If unusual circumstances exist which may delay submission of the SI the commander of the unit for which an SI is due, may request an extension of time from the wing IG.

b. Format of the SI,

(1) The commander shall use the current SUI worksheets to make responses.

(2) The worksheets are located on the CAP IG website. Links to the source are also on the Nevada Wing IG website.

(3) The worksheets are subject to ongoing change so downloading the worksheets each time they are needed is the best practice to insure the worksheets are current.

c. Distribution of the completed SI shall be;

(1) To the wing IG, without the deliverables.

(2) To the wing's internet based file system. e.g., Dropbox, with the deliverables.

d. Assistance in preparing the SI is available from the IG and wing staff directorates.

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Inspector General Procedures

ATTACHMENT 5-1, Forms

Templates for following forms are available from IG

SUI Guide http://www.capmembers.com/cap_national_hq/inspector_general/sui-guide/
SUI Guide, Electronic Version (for both SUI and SI)
SUI Notice to Commander of Inspected Squadron (90 day)
SUI Progress Report (30 day)
Inspection Team Travel Orders
Inspection Team In-Brief (PowerPoint)
Inspected Squadron In-Brief (PowerPoint)
Discrepancy Report
Inspector Assignments, by SUI tab
The IG Visit (a protocol advisory for the squadron commander)
SI Notice to Squadron Commander
Distribution of SUI to Wing Staff
Distribution of SI to Wing Staff

ATTACHMENT 6, Complaint Resolution Program

1. As set forth in CAPR 123-2, the wing commander shall designate and appoint an investigating officer to conduct an investigation. While this will ordinarily be the wing IG, the appointment may be of any qualified member.
 - a. The wing IG shall complete, or supervise and approve the completion of, the complaint analysis on all complaints.
 - b. Alternative forms of disposition.
 - (1) Follow CAPR 123-2, regarding resolutions with investigation being the final alternative.
 - (2) If it is determined that a potential complaint may be solved through assistance or mediation, the wing IG shall provide, or cause to be provided, the necessary assistance or mediation.
 - c. Appointment source. The wing IG maintains a roster of personnel qualified to conduct investigations.
 - d. Ordinarily, the chief investigator and investigators selected to conduct the investigation should reside in the geographical area of the investigation.
 - e. Investigators are prohibited from investigating events occurring in their own units.
2. Conduct of the investigation.
 - a. Complaint resolutions are managed IAW CAPR 123-2 and all applicable referenced forms.
 - b. As closely as possible, comply with Investigation Officer Handbook
 - c. Legal officer. Keep the legal officer in the communication loop throughout the investigation.
3. ECIM
 - a. The IG handles many inquiries that do not result in a complaint. All complaints, regardless of final disposition, are entered into ECIM.
 - b. Access to the ECIM in Nevada wing is restricted to the wing IG.
4. Travel. Ordinarily, travel is funded by NVWG using the monthly B mission.

ATTACHMENT 7, Training and Professional Development

1. The wing IG shall develop an annual training program for squadron commanders and inspectors.
 - a. As a minimum, this shall include lessons learned briefing, SUI trends, summary of IG programs at the wing and national level.
 - b. Available venues for this presentation include two semi-annual wing staff meetings and the annual wing conference.
2. IG annual refresher training. Should members be permanently assigned to IG staff, completion of annual IG refresher training, available through the LMS in e-services is mandatory for these members.
3. IG inspectors and investigators are encouraged to participate in professional development in the IG track. This includes completion of the IG Inspection Augmentee course, the IG Investigating Officer course, and the IG Senior course. Although the opportunity to attend the IG College is limited, application to attend is similarly encouraged.
4. The wing IG shall maintain a listing of the interest and the knowledge and skills of all wing personnel with a professional development track of IG and of all augmented personnel who have completed the necessary training to serve as an inspector.
5. IG professional track rating.
 - a. The wing IG shall document the investigative and inspection activities and assignments of each member permanently or temporarily assigned to the IG staff.
 - b. Members who have demonstrated proficiency in the inspector/investigator duties and who have completed the necessary prerequisites set forth in CAPP 203 shall be considered for advancement in the IG track rating.
 - c. Approval for the track rating is contingent upon:
 - (1) The wing IG completes the evaluation for the track rating as set forth in CAPP 203.
 - (2) An appropriately rated IG, approve the recommendation.
 - (3) The wing commander approves the recommendation.
 - (4) Concurrence of member's commander who then approves the track rating.
6. When an investigator or inspector is in a trainee status, the trainee's investigation or inspection activities shall be under the immediate supervision of a member who has attained the senior level rating in the IG track.