



**HEADQUARTERS  
CIVIL AIR PATROL ARIZONA WING  
UNITED STATES AIR FORCE AUXILIARY  
5636 E. MCDOWELL RD., BLDG. M5341  
PHOENIX AZ 85008-3455**

2 August 2002

MEMORANDUM FOR ALL ARIZONA WING CAP MEMBERS

FROM: AZW/IG

SUBJECT: Regulatory Changes Regarding the AZW IG Program

**1. UPON RECEIPT, THIS MEMORNDUM IS TO BE READ ALOUD AND POSTED AT THE NEXT SCHEDULED UNIT MEETING.** The unit is authorized to forward copies to cadet guardians.

2. Regulatory changes to the CAPR 123-2 and CAPR 123-3 regarding the AZW IG program was brought about by the Statement of Work (SOW) for Civil Air Patrol, 1 October 2001. The SOW requires that CAP operate an IG program similar to the Air Force program described in the 90 series of AF Publications. This same SOW specifies ways to safe guard members who report fraud, waste, and abuse. It is my intent to tell you how these regulations and the SOW will be implemented in Arizona Wing.

3. No level of command can take retaliatory or reprisal actions against any member who contacts an IG. The AZW IG will manage and safeguard the complaint program for the Wing. The purpose of which is to prevent, detect and correct any fraud, waste, and abuse including but not limited to mismanagement, deficiency, cadet protection issues, or abuse of authority. This will also include protection against reprisal or retaliation to personnel who use the IG system. (CAPR 123-2, Para. 4c)

4. The wing IG is appointed by the wing commander and serves a term of office as determined by the commander. Conversely, the wing IG will not handle complaints against wing commander but rather forwarded the complaint to the next higher level. (CAPR 123-2, Para. 5b)

5. The AZW Office of Inspector General is a command position answerable directly to the wing commander, as well as to the region and national IG. The group IG is subordinate to the wing IG and to the group commander. (SOW and AFI 90-103 Para. 1.9.5 and 1.12).

6. Only CAP members and parents or legal guardians of cadets may submit complaints. All Complaints will be in writing and within 60 days of the occurrence. Complaints submitted by e-mail will required a written signed follow up within 5 days. Members **shall not** send copies of complaints to any other CAP members, including members of national CAP staff and/or the USAF staff. (CAPR 123-2 Para. 5d, 5a, and 4d)

7. All complaints are handled at the lowest level practicable. Members must follow the chain of command and should make ever effort the resolve problems, conflict, and disputes at the lowest level. The IG is the grievance channel to present complaints when no other means of redress or appeal exists. No one may deny CAP personnel access to an IG. (CAPR 123-2 Para. 4b, 5b, and AFD 90-3 Para. 4.2)

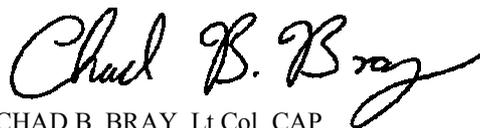
8. The unit commander is encouraged to appoint, by written memorandum, an Investigating Officer (IO) to investigate a written complaint. The appointed IO will be the central point of contact. All information and submissions should be referred to the IO. This will insure that the unit commander decision is based on an unbiased investigation report. (CAPR 123-2 Attach. 2)

9. Beginning 15 August 2002, unit commanders will submit Incident Awareness Forms (IAF) to the wing IG for all complaints and incidents. The wing IG will log the incident and assign a case number. (SOW and AFI 90-103 Para. 1.12)

10. The IO shall process all complaints in accordance to CAPR 123-2. The IO will use the Read-In Document and any wing IG forms to aid in the investigation. (CAPR 123-2 Para. 6c and Attach. 1)

11. Written acknowledgement will be give to the complainant within 30 days of the complaint receipt. The acknowledgement letter should be given before a formal investigation is started. (CAPR 123-2 6a)

12. The IO is encouraged to use informal investigation methods. If a formal inquiry, information, or investigation board is deemed necessary; the Appeal Board Procedures in CAPR 35-3 will be used. This will include 15 days written notice given to all interviewees prior to holding the board. (CAPR 35-3 Para. 9)
13. Cadets under the age 18 may request senior or guardian representation to be present before appearing before a board.
14. Inquiry, information, and investigation boards are just that, all interviewees will be exempt from retaliatory or reprisal actions from the board. Any board recommendations will be held in confidence and submitted to the IO for their SOIR. Each and every interviewee giving evidence in an investigation will sign the Read In Document. (CAPR 123-2 Para. 6c)
15. Upon completion of the investigation, the IO will submit a written Summary Of Investigation Report (SOIR) to the unit commander in the proper format (CAPR 123-2 Para. 6e)
16. The unit commander will provide the complainant and the respondent a written response stating the commander's decision by official memorandum. (CAPR Para. 6i and CAPR 10-1 Attach. 1)
17. Individual identities and other safeguards to privacy must be maintained. All investigations must be properly documented. Investigation reports and documents **will not** be kept in a member's personnel file. These reports will be filed, sealed, properly labeled, and kept under lock and key. Only after a complaint is sustained that a copy of the SOIR will be placed in a member's personnel file. (CAPR 123-2 Para. 8c and CAPR 10-2, Table 5, Rule 4)
18. The AZW IG will develop and manage a Subordinate Unit Inspection (SUI) program. The regulation does not allow Self Assessment (SA) inspections to substitute for a compliance inspection. (CAPR 123-3, Para. 10)
19. New directors and commanders are encouraged to perform SA inspections within 60 days of assuming their duties SA are required once every fiscal year and completed before 1<sup>st</sup> of October. The wing's SUI will be used as the guide for the SA inspections. (CAPR 123-3, Para. 10 and CAPR 20-1 Part 3 Inspector)
20. The short notice inspection program in the CAPR 60-2 is not an IG function. Operations will make recommendations to the wing IG if a follow up unit assessment inspection is necessary.
21. The AZW IG will act as a central repository of all inspection reports and serve to safeguard and protect all reports of investigation conducted within the Wing. (CAPR 123-3, Para. 10d)
22. Wing Office of the IG or the group IG will provide unit IO training upon request of the unit commander or the appointed IO. The AZW IG must publish the IG program to all membership in the Wing. This will be done through the wing's web site, wing correspondence, conferences, staff meetings, commander's calls, and unit visits.
23. I encourage all CAP members to periodically review the CAP directives. Some key directives that I would recommend is CAPR 20-1 Organization of Civil Air Patrol, CAPR 35-1 Assessment and Duty Status, CAP123-2 Complaints, CAP123-3 Civil Air Patrol Assessment Program, and CAPP 50-2 Civil Air Patrol Core Values. This will help in reducing and possibly eliminate complaints and inspection findings.
24. **Remember this:** Respect for all, Service before self, Excellence in everything we do, and above all else is Integrity.



CHAD B. BRAY, Lt Col, CAP  
Inspector General  
Arizona Wing