



*Office of the Inspector General*  
KENTUCKY WING HEADQUARTERS  
CIVIL AIR PATROL  
8117 Clematis Lane  
Louisville, KY 40228  
*United States Air Force Auxiliary*



10 Dec 2007

MEMORANDUM FOR ALL WING MEMBERS AND UNIT COMMANDERS

FROM: INSPECTOR GENERAL, KENTUCKY WING

SUBJECT: Subordinate Unit Inspection Schedule

1. The National Executive Committee at its last meeting agreed to change the maximum interval between the Subordinate Unit Inspections (SUI) from every 24 months to an approximate 36 month cycle but not to exceed 39 months. Wings may elect to conduct SUIs more often than the 36 months if they so wish.
2. Any unit that exceeds 39 months without a completed SUI will be prohibited from conducting or participating in any CAP activities until an SUI is completed. Waivers to exceed the 39-month maximum without restrictions being placed on the unit must be approved by both the CAP/IG and the CAP-USAF/IG.
3. Subordinate units will conduct a self-assessment in the intervening years between SUIs. This self-assessment should occur in the 12<sup>th</sup> and 24<sup>th</sup> month following the unit's last SUI. The self-assessment should be conducted using the most current SUI guide published by National Headquarters as amended by the Wing to meet the wing-unique requirements. Subordinate units will report the results of the self-assessment to the Wing Inspector General (IG) within 30 days of completing the self-assessment inspection. The Wing IG will retain these reports until the next SUI is completed on the unit.
4. Paragraphs 11 and 12 of CAPR 123-3, Civil Air Patrol Compliance Assessment Program, will be revised to reflect these changes.
5. The most recent copy of the Kentucky Wing SUI schedule is also attached.

**John F. Price**

Colonel John F Price, CAP  
Wing Inspector General  
Civil Air Patrol