



CIVIL AIR PATROL INSPECTOR GENERAL THE IG AUDIENCE

Volume 3 Issue 1

January 2012

DID YOU SEND THIS NEWSLETTER TO ALL CHARTERS IN YOUR WING?

In This Issue: National Commander appoints next CAP Inspector General. A “thank you” for Col Starr’s service. Welcoming remarks come from the new IG. Subscribe to the TIG Brief. Training opportunities for IGs in CAP. A wing inspection on-deck list. Wings with open CI Findings. CAP IG College flyer suitable for posting.

GENERAL CARR APPOINTS COL PARRIS AS CAP/IG

Major General Carr, CAP National Commander, announced the appointment of Col Ken Parris as the new CAP Inspector General, effective 20 December 2011, following the resignation of Col Merle Starr. Col Parris had completed his term as the California Wing Commander this past August and had accepted an appointment as the Pacific Region IG. Prior to his command of the California Wing, he served as that wing’s IG, attending the IG College in 2006. Col Parris joined CAP as a cadet in 1976, transitioning to senior member in 1981. He is a 27 year veteran of the Oakland (CA) Police Department, currently a police lieutenant assigned to the Department’s Office of Inspector General. Col Parris is a veteran of the US Army Reserve, having been commissioned an Infantry officer in 1983 and receiving an Honorable Discharge in 1991.



THANKS GO OUT TO COL MERLE STARR



Within hours of announcing that he was stepping down as the CAP/IG, the entire IG staff e-mailed or phoned Col Starr...Merle...extending thanks for his hard work. Under his leadership, the IG staff grew to the extent there are people ready to step forward and continue the work of the program. Those of us who got to know Merle understand his more than 50 years of dedication to the Civil Air Patrol. In addition to his role as the IG, he is a former wing and region commander. Merle is also a retired Air Force officer. With an already distinguished career behind him, we anxiously anticipate his next achievements!

SUBSCRIBE

CAP Inspectors General may subscribe to the official magazine of the Air Force Inspector General, *The TIG Brief* (first published 63 years ago), by emailing tigbrief@kirtland.af.mil. Online at <http://www.afia.af.mil/tigbrief.asp> is a direct web link to the magazine. From there you can find past issues. We draw on *TIG Brief* articles from time to time, so should you. Of particular interest is the summer 2010 issue, pages 14-15, where the 2010 CAP IG College, held at the AF Inspection Agency, Kirtland AFB, is featured.



THE (new) INSPECTOR GENERAL's CORNER

I am honored to be appointed by Gen Carr as the CAP Inspector General. The CAP Inspector General's Office has a long, distinguished history of service to Civil Air Patrol and its members, exemplifying our Core Values of Integrity, Volunteer Service, Excellence and Respect.

I would like to thank and commend my predecessor, Col Merle Starr, for his many years of CAP professional volunteer service, especially his tenure as CAP Inspector General. Col Starr, with the assistance of the National IG Staff, has worked tirelessly to establish the CAP Inspector General Program as a model for maintaining organizational standards and accountability. He has strived to be a living embodiment of the CAP Core Values. Please note that Col Starr is not flying off into the sunset, he has advised me he will be available to offer advice and consultation on IG matters as needed.

While the IG program is well established and thriving, there is much we can still do to improve and refine our efforts. Of particular importance is the building of relationships between commanders and inspectors general at all levels. For an organization to be fully effective and mission ready, commanders and inspectors general need to work together to ensure policy compliance, fiduciary accountability and the application of sound management practices. Since both commanders and inspectors general are working towards these same goals, there should never be tension between them. Inspectors general need to fulfill the responsibility of being the "eyes and ears" of command, especially when conducting compliance inspections (CI and SUD). As it is impossible for a commander to be in all places at all times, reports from the inspection program become vital feedback information for the commander. These reports allow the commander to know where the strengths and weaknesses lay within his/her organization so that deficiencies may be addressed and successes replicated. Commanders and inspectors general should be meeting on a regular basis to discuss the health and vitality of their commands.

It is incumbent upon inspectors general to be examples of our Core Values and advocates for organizational integrity and accountability. In all cases, inspectors general need to avoid the perception that they are playing a game of "I got you." This perception is harmful to a sound compliance inspection or investigation program. Inspectors general need to be knowledgeable, fair, impartial, unbiased fact finders in all their endeavors. Commanders need to know their commands will be justly inspected with clear and concise results articulated to them, identifying both the organization's strengths and weaknesses. Complainants and subjects need to be able to trust in an investigation process that identifies only facts and is devoid of emotion that can cloud a commander's understanding of what actually transpired when he/she reviews a report of investigation.

Presently, the CAP 123 regulation series is under review. While these regulations have been an effective guide in the conduct of the CAP Inspector General program, it is our goal to continue to refine and improve our processes and practices so that they will achieve the high quality our members and our organization not only demands, but deserves.

I look forward to speaking with many of you in the coming months. Please don't hesitate to introduce yourself to me when we are attending activities together.

Best wishes for a happy, healthy and safe New Year!

---Colonel Kenneth Parris, CAP/IG

TRAINING PROGRAMS (CAP/IGT)

By Colonel Larry Stys, CAP/IGT

The 2012 INSPECTOR GENERAL COLLEGE (IGC)

Think about coming to the college or sending your assistant. The 2012 College will take place 3-8 June 2012, at Kirtland AFB, NM. Please see the IG College flyer, which is attached to this issue of the IG Audience.



SENIOR COURSE OFFERINGS



2011 was **a very successful year** for the IG Senior Course. We held courses in Wisconsin, Texas, South Dakota, Arizona, Idaho, Florida, Pennsylvania, Ohio and Kentucky (as part of the Summer National Board). In all, we trained more than 150 members representing 28 wings!

Courses have been requested for WIWG in April and CAWG Wing in September

Senior Course General Information: Upcoming IG Senior Courses are listed on the IG Education/Training page of the CAP National website (http://www.capmembers.com/cap_national_hq/inspector_general/educationtraining.cfm). When a student advises the course registrar that he/she wishes to attend a Senior Course, we give the student a pre-test conducted via <http://caplearning.blackboard.com/>. Each student receives a user name and password via e-mail to take the pre-test, and then downloads essential pre-course reading material. All Senior Courses are two full days of class work:

- ➔ **Day One** begins at 0730 and ends at about 1600. Students will receive a case study workbook containing work that needs completion by student teams after hours —**HOMEWORK! We have to do homework? ... aaaah!!!!**
- ➔ **Day Two (2)** begins at 0800 and will end no later than 1730. The exact time (?) depends on class size and post-test results. All students pass this post-test with an 80% correct or greater with assistance from the instructors. Plan accordingly by not making travel arrangements based on leaving the class site prior 1730!

THE BASIC COURSE IN SEMINAR AND ONLINE: “Education for the Masses”

By Lt Col Ed Burns, CAP/IGTA

The **IG Basic Course** (IGBC) is required training for anyone appointed to work in the IG program, or for those who need to be certified as “highly qualified” to conduct Subordinate Unit Inspections. The IGBC may be conducted in seminar or online and is conducted in three modules. The **first** is on *Organization and Background of the IG program*; the **second** is an *Investigating Officer’s Course*; the **third** is a *SUI Team Member Course*.

Completion of the **first** and **second** modules meets the educational requirements for a CAP member to assist an appointed IG in conducting a complaint investigation. Completion of the **first** and **third** modules meets the educational requirements for a CAP member to serve on an SUI team. When coupled with expertise in a functional area(s), this meets the regulatory requirements to be a “highly qualified” inspector.

Of course, to serve as an IG or perform duties as an appointed IG, the member is required to complete all three segments of the Basic Course before performing **any** inspector general functions. The IGBC also fulfills the academic requirement for the Technician level of the Inspector General specialty track. A Wing or Region IG who has completed the IG College is authorized to teach any or all parts of the IGBC.

Completion of any two modules is a one-day program. Completion of all three modules needs closer to two days. Students who have completed two modules can enroll in Blackboard™ (Bb™) at a later date to complete the rest of the course if they intend to pursue a specialty track rating in the IG program.

Since January 2010, when we launched the online version of the IG Basic Course, we have had approximately **500 members** register for the course with approximately **300** completing the course. We have been limiting the

number of students who participate in a course sponsored by the NHQ IG Staff to 15 per month so we can give a personal touch in this electronic training medium. To date we have not had much of a problem filling that quota. As of the end of December, we are totally booked for January and February. As the Basic Course Administrator, I enjoy the interactions with the students – especially grading and commenting on the written assignments.

Wing/region IGs should consider sponsoring a Basic Course for their members in either seminar or online. Not only would it give you an opportunity to bring yourself up to date with the materials (proficiency?), but you, too, would be able to interact with your ‘students’ and deliver the message(s) you want to get across – especially regarding report writing for a SUI. I have seen so many different interpretations of the SUI Report Writing Guide. Imagine what you will be seeing when you get SUI reports from the field. It would be great if everyone wrote reports in a common format, thus saving re-write time? By sponsoring one of these online courses, you get that message across easily and at once. To preserve the same quality and feedback, I still recommend that you limit registration to a maximum of 15 students at a time. In these days where training dollars are hard to find, having your students sitting at home and completing a course is very cost effective! We have several wings that provide such training – some multiple times. The feedback is usually positive and we continually enhance the course and materials based upon that feedback.

Are you ready to take the plunge and sponsor a Basic Course? Course documents and instructor guides for the seminar version are available on request from Mr. Gerry Rosenzweig, NHQ IG Administrator, grosenzweig@capnhq.gov. Contact Lt Col Burns: eburns@cap.gov for Blackboard (online) based courses. All you need are: (1) students, (2) a desire to learn/educate and (3) about a 3-week time block reserved to complete the course at the convenience of the member (online version), or a free weekend (seminar version).

CHANGE AND THE IG

By Lt Col Ed Burns, CAP/IGTA



Change is a topic not many of us enjoy talking about, but something that is present in our everyday lives. We all enjoy the warm and fuzzy feeling of the thing called our ‘comfort zone’. It’s in that space that we think we excel and perform our most productive work. Life couldn’t be better!

Now along comes a change to the dynamics under which we are asked to perform and that comfort zone just isn’t the same. We may find ourselves procrastinating rather than acting decisively. We may find that our defenses have been raised to the point that we are not communicating effectively. We may also find that our performance is taking a nosedive because we can’t seem to function since our direction has become clouded. This is as true for our non-CAP world as it is for what we do in CAP.

We, as IGs, must keep up with changes to regulations, forms, procedures, etc in order to effectively perform our function. Being able to analyze a complaint to make certain that allegations are properly framed is a good example of being able to cut through CHANGE that regularly occurs to regulations/policies, etc. Being able to interview someone during a SUI with the most current inspection guide is another example of being able to remain current.

Attending a meeting once a week or once a month does not keep you current. Think about attending an IG Senior Level Course when one is presented in your area. Think about even signing up for the latest IG Basic course as a refresher. The IG training staff goes through a lot of work to ensure that the contents of the most current regulations are being presented. Over time, the focus in some of those regulations may change and you may need to get ‘new glasses’ in order to be able to properly use them. And the best part: it’s all free! You just need to take advantage of what is already available to you.

INSPECTION PROGRAMS (CAP/IGI)

ARE YOU "ON DECK"? Upcoming Compliance Inspections		
Wing	Scheduled Inspection Dates	Previous CI Findings Still Open (as of 03 January 2012)
CA	28-30 Jan 12	1
TX	11-13 Feb 12	1
NV	24-26 Mar 12	0
VA	21-23 Apr 12	1
KS*	31 Mar-2 Apr 12	0
PA	5-7 May 12	3

* Rescheduled



OVERDUE OPEN CI FINDINGS

CAPR 123-3 paragraph 10a(3) states that "All inspection findings are to be closed within 14 months of the date of the final report of the inspection." The tables to the right show which wings that still have open CI findings have exceeded the 14 month limit.



Wings With Open CI Findings from Cycle 2

Wing	Findings		CI Date	Received CI Report	14 Month Due Date	Months Past Due
	Total	Open				
CT	25	1	6 - 8 Sep 2008	12/24/2008	2/24/2010	23
ID	50	27	17 - 19 May 2008	9/3/2008	11/3/2009	27
MT	44	9	23 - 25 Aug 2008	11/5/2008	1/5/2010	24
NC	17	4	6 - 8 Dec 2008	3/3/2009	5/3/2010	21
NY	21	1	20 - 22 Jun 2008	9/25/2008	11/25/2009	26
PA	44	3	11 - 13 Apr 2008	7/21/2008	9/21/2009	28
TX	27	1	9 - 11 Feb 2008	5/28/2008	7/28/2009	30
VA	33	1	8 - 10 Mar 2008	6/9/2008	8/9/2009	29

Wings With Open CI Findings from Cycle 3

Wing	Findings		CI Date	Received CI Report	14 Month Due Date	Months Past Due
	Total	Open				
AL	21	6	26-28 Jun 2010	11/16/2010	1/16/2012	0
AR	21	2	9-11 Jan 2010	5/10/2010	7/10/2011	6
AZ	21	10	7-9 Feb 2009	5/18/2009	7/18/2010	18
GA	22	16	18-20 Apr 2010	6/26/2009	8/26/2010	17
HI	54	3	18-20 Jul 2009	11/17/2009	1/17/2011	12
IN	43	5	18-20 Sep 2009	1/14/2010	3/14/2011	10
LA	54	7	13-15 Mar 2010	8/27/2010	10/27/2011	2
MA	14	4	1-3 May 2010	10/26/2010	12/26/2011	0
ME	22	14	15-17 Aug 2009	12/16/2009	2/16/2011	11
MN	20	7	15-17 May 2011	11/1/2010	1/1/2012	0
OR	49	10	5-7 Dec 2009	4/15/2010	6/15/2011	7
RI	42	42	24-26 Oct 2009	2/23/2010	4/23/2011	9
SC	15	6	14-16 Mar 2011	6/18/2009	8/18/2010	17
SD	19	11	16-18 May 2009	8/15/2009	10/15/2010	15
TN	16	3	13-15 Jun 2009	9/5/2009	11/5/2010	14
WA	27	2	6-8 Feb 2010	8/16/2010	10/16/2011	3

Note: The Editor of the *IG Audience* is Col Lawrence W Stys, CAP/IGT. Direct all submissions and corrections to lwstys@wi.rr.co



2012

INSPECTOR GENERAL COLLEGE

KIRTLAND AIR FORCE BASE

ALBUQUERQUE, NEW MEXICO

**COLLEGE DATES:
3 JUNE TO 8 JUNE 2012**

(TRAVEL DAYS ARE 2 AND 9 JUNE)

This biennial IG College is required training (CAPR 123-1 para 9b) to serve as a wing IG or higher. It is also the final academic requirement associated with the IG specialty track Master rating. The IG Senior Course is a **PREREQUISITE** for the College. A request to waive this requirement can be made directly to the CAP/IG, Col Kenneth Parris. Completion of the IG College also meets the requirements for Region Staff College, Level IV, IAW CAPR 50-17 para 6-6.

Tuition for the 6-day course is \$50.00. Students and staff will stay at the BOQ on Kirtland AFB for \$39.00 a night. MSAs will be provided prior to travel. College dress code will be the Air Force style or the CAP Aviator style combination in accordance with CAPM 39-1. A graduation banquet is scheduled for Friday night and is included in the course fee. Travel to and from the College is at the student's expense or may be funded through your command channels. **YOU ARE URGED TO BRING A LAPTOP**, yours or CAP's, but it is not required. We are also planning an opportunity for you to enjoy the scenic and historic sights of Albuquerque, New Mexico.



Go to this link-- <http://www.afia.af.mil/tigbrief.asp> --to see the past CAP IG College that was featured in the **Summer 2010 "TIG Brief"**— the authoritative guidance newsletter serving America's Air Force

TO REGISTER FOR THE COURSE:

SEND a CAPF 17, along with your check for \$50, to:
CAP IG College
105 South Hansel Street
Maxwell AFB, AL 36112
ATTN: Ms. Becky Lee

FOR TRANSPORTATION, LOGISTIC AND, BILLETING QUESTIONS,
CONTACT *Mr. Gerry Rosenzweig* at:
grosenzweig@capnhq.gov or
1-877-227-9142, ext 228

FOR COURSE CONTENT QUESTIONS
CONTACT *Col Larry Stys, CAP/IGT*, at:
lwstys@wi.rr.com or
1-262-752-0489