

SUI Handbook – Squadron Commander

Revised 14 Oct 21

This is a collection of information to assist squadron commanders complete a Subordinate Unit Inspection. The regulation for SUIs is CAPR 20-1 Inspection Program. It is a 9-page regulation. Additional information is provided in CAPR 20-3 Inspector General Inspections.

Check the Inspector General Section of the Kansas Wing Website for additional SUI Resources.

Uploading deliverables 4 weeks before the SUI can provide time for the inspection team to review the materials and provide corrections in advance of the SUI. THE

If they are not in the folder, the worksheets can be found in eServices.

Launch **eServices**

Click **Menu** (upper left)

Select **Inspector General**

Click **Home**

Select **SUI Information**

Worksheets are on the right

Copy the worksheets to the squadrons SUI folder on the shared drive.

Assign the subject matter experts to create deliverables

- Add the assignments to the SUI Scorecard

Determine the target completion dates

- Enter the target dates on the SUI Scorecard
- Enter the status for each deliverable

Poll the subject matter experts, periodically, for status and adjust the status and dates as appropriate. As deliverables are completed, accumulate them on the Upload folder on the shared drive. This will provide the commander with the opportunity to review the deliverables, before uploading to eServices. When the deliverables are in the upload file and reviewed, for an area, they can be uploaded to eServices. It is not necessary to have all deliverables for all areas to upload to eServices. Uploading to eServices can be completed by area. This makes it easier for the commander to track.

The steps for creating some of the deliverables are provided below:

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Create Duty Assignment Report

Launch **eServices**

Click **Menu** (upper left)

Select **Personnel**

Select **Duty Assignment**

Click **Menu** (upper left)

Select **Assign Senior Duties**

Enter [**CAPID** or **last name**]

Select [**functional area**] (drop-down prompt)

Select [**duty position**] (drop-down prompt)

Enter [**date assigned**]

Select [**assignment type**] (radio button)

Click **Submit** (button)

Click **OK** (button Assign the selected duty and corresponding permissions to this member?)

Create Specialty Track Report

Launch **eServices**

Click **Menu** (upper left)

Select **Reports** (scroll down)

Select **Member Reports**

Click **Member Reports**

Select **Member Reports**

Select **Specialty Track Report** (Reports drop-down)

Select [**unit**] (Unit drop-down)

Select [**specialty**] (Specialty Track drop-down)

Check **PDF** (radio button)

Click **View Report** (button)

Create TLC Report – Cadet Programs

Launch **eServices**

Click **Menu** (upper left)

Select **Reports** (scroll down)

Select **Member Reports**

Click **Member Reports**

Select **Member Reports**

Select **TLC Progression** (Reports drop-down)

Select [**unit**] (Unit drop-down)

Check **PDF** (radio button)

Click **View Report** (button)

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Create Equal Opportunity Report - Command

Launch **eServices**

Click **Menu** (upper left)

Select **Reports** (scroll down)

Select **Member Reports**

Click **Member Reports**

Select **Member Reports**

Select **Equal Opportunity Completion** (Reports drop-down)

Select [**unit**] (Unit drop-down)

Select **All** (Member Type drop-down)

Enter [**start date**] (calendar year)

Enter [**end date**] (calendar year)

Check **PDF** (radio button)

Click **View Report** (button)

Safety Down Day

Launch **eServices**

Click **Menu** (upper left)

Select **Safety** (scroll down)

Click **Safety Information and Reporting System (SIRS)**

Select **Safety Reports**

Click **Safety Day / ORM Report** (Select Report drop-down)

Select **Submit** (button)

Select [**reporting year**] (Select Reporting Year drop-down)

Select [**unit**] (Select an Organization drop-down)

Check **PDF** (radio button)

Click **Submit** (button)

Create Communications Equipment Inventory – S8

Launch **eServices**

Click **Menu** (upper left)

Select **Logistics**

Select **Operational Resource Management Systems (O.R.M.S)**

Click **Operational Resource Management System (O.R.M.S.)**

Select **Reports** (scroll down)

Select **Communications Gear** (Select Module dropdown)

Select **Comm Gear Inventory Worksheet** (Select Report dropdown)

Select [**unit**] (Organization dropdown)

Click [**PDF|Word|Excel**] (Select Format radio button)

Click **Submit** (button)

Use the S8 report to inventory the unit's comm gear. If an airman has a radio offsite, they will need to send a photo of the item showing its CAP asset tag and serial number.

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Inventory Comm Gear

Launch eServices
Click **Menu** (upper left)
Select **Logistics**
Select **Operational Resource Management Systems (O.R.M.S)**
Click **Operational Resource Management System (O.R.M.S.)**
Select **Comm Gear Conduct Inventory**
Select [**unit**] (Organization dropdown)

For the SUI, organize the equipment on a table in the same order as the S8 with the CAP asset tag visible.

Create Real Property Report

Launch eServices
Click **Menu** (upper left)
Select **Logistics**
Select **Operational Resource Management Systems (O.R.M.S)**
Click **Operational Resource Management System (O.R.M.S.)**
Select **Reports** (scroll down)
Select **Real Property** (Select Module dropdown)
Select **Real Property Report** (Select Report dropdown)
Select [**unit**] (Organization dropdown)
Click [**PDF|Word|Excel**] (Select Format radio button)
Click **Submit** (button)

Confirm that the information is accurate. Follow the instructions below to change the Real Property Inventory.

Change Real Property Information in eServices

Launch eServices
Click **Menu** (upper left)
Select **Logistics**
Select **Operational Resource Management Systems (O.R.M.S)**
Click **Operational Resource Management System (O.R.M.S.)**
Select **Add/View Real Property** (scroll down)
Select [**unit**] (Organization dropdown)
Click **View Full Info/Update Status** (hyperlink)
Enter [updates]
Click **Update Real Property** (button)

Note: A usage letter is required for each property. The usage letter will need to be in a physical file folder (on site) for the SUI. An example is provided below.

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8500 woodsonia drive
lenexa ks 66227

phone and fax for all locations
p 913 422 8257
f 913 422 8239

westsidefamilychurch.com

September 24, 2019

Kansas Wing, Civil Air Patrol
3010 Arnold Avenue
Salina, KS 67401

Dear Madame or Sir,

As requested, this is to confirm that the Heartland Squadron of the Civil Air Patrol has been provided space to meet regularly at our Westside Family Church's facility in Lenexa, KS at no cost to the Squadron.

We have enjoyed our partnership with Heartland Squadron's fine leadership and cadets, and we appreciate their mission to serve our community.

Best Regards,

A handwritten signature in black ink, appearing to read "Dan Chaverin", with a long horizontal flourish extending to the right.

Dan Chaverin
Executive Pastor
Westside Family Church
8500 Woodsonia Drive
Lenexa, KS 66227

dchaverin@westsidefamilychurch.com

loving Jesus becoming like Jesus sharing Jesus

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Vehicle Inspection

Each vehicle assigned to the unit will be inspected as part of the onsite SUI. Conduct and inspection at least two weeks prior to the SUI and correct any deficiencies. Ensure that the logbook is in order. Key items for the long book include:

- Insurance certificate – check the expiration date
- Registration – check the expiration date
- Any supplements, e.g., usage of the beacon, reporting an accident, etc.
- Maintenance records
- CAPF 73

Clean the interior and exterior of the vehicle before the SUI

Specialty Charters

Use the following format to document the specialty officers. The vision, Mission and Goals are optional and not required for the SUI. Prepare on for each of these areas:

- Aerospace Education
- Administration
- Cadet Programs – goals are required
- Command
- Finance
- Personnel
- Professional Development
- Public Affairs
- Safety
- Supply
- Transportation

Konza Composite Squadron

Emergency Services
Revised 30 Jan 2019

Emergency Services Officer TBD
Assistant Emergency Services Officer TBD

Vision

To be disciplined and effective on missions and SAR exercises

Mission

1. Prepare members for Search and Rescue missions
2. Prepare cadets to earn CAPF-101 (General ES Card)

Goals

1. Present training courses
2. 70% of cadets earn CAPF 101 within six months
3. Conduct regular Saturday training
4. Review member qualifications regularly
5. Ensure that each ground team member had the appropriate equipment
6. Recruit staff

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