

NEWG IG UNIT SELF ASSESSMENT

AUTHORITY: CAP Regulation 123-3, Inspections

PRINCIPAL PURPOSE: To provide feedback to the commander highlighting areas that require further emphasis.

ROUTINE USE(S): Annually between scheduled SUIs each subordinate unit will accomplish a mandatory self-assessment and submit reports to the Wing IG as required by the Nebraska Wing Subordinate Unit Inspection (SUI) Program.

DISCLOSURE: Failure to complete Unit Self Assessments as required could result in Unit suspensions from participation in any CAP activities (including weekly meetings) until a Self Assessment or SUI is completed.

SECTION I - UNIT ADMINISTRATIVE DATA

UNIT:	CHARTER NO:	LOCATION:
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SECTION II - MEMBERSHIP DATA

TOTAL MEMBERS:	SR MEMBERS:	CADET MEMBERS:	
	AE MEMBERS:	SPONSORS:	

SECTION III - SELF ASSESSMENT

III A.	Is an AE Officer Appointed in writing?	YES	NO	N/A
	Has the unit developed an AE Plan of Action?	YES	NO	N/A
	Did the unit submit an annual AE Activity Report?	YES	NO	N/A
III B.	Is a staff of SR Members appointed to oversee the Cadet Pgm?	YES	NO	N/A
	Does the Squadron involve parents of Cadet Members?	YES	NO	N/A
	Does the unit publish a monthly newsletter?	YES	NO	N/A
	Have all SR members completed CPPT?	YES	NO	N/A
	Is ORM used during all squadron activities?	YES	NO	N/A
	Are cadets offered testing opportunities every 30 days?	YES	NO	N/A
III C.	Is an Emergency Services Officer (ESO) appointed in writing?	YES	NO	N/A
	Are ES qualifications recorded properly in MIMS?	YES	NO	N/A
III D.	Is a Communications Officer appointed in writing?	YES	NO	N/A
	Has the unit completed the annual inventory of comm equipment?	YES	NO	N/A
	Is all unit comm equipment managed within ORMS?	YES	NO	N/A
III E.	Is a Standards/Evaluations Officer appointed in writing?	YES	NO	N/A
	Is the flight release process followed?	YES	NO	N/A
III F.	Does the unit have an aircraft assigned?	YES	NO	N/A
III G.	Is a Professional Development Officer appointed in writing?	YES	NO	N/A
	Are CAPFs 45b and/or 45s current?	YES	NO	N/A
III H.	Is a Chaplain appointed in writing?	YES	NO	N/A
III J.	Is a Finance Officer appointed in writing?	YES	NO	N/A
	Is a Finance Committee appointed in writing?	YES	NO	N/A
	Is CAPF 171 submitted to Wg Hq NLT 1 November each year?	YES	NO	N/A
III K.	Is an Administrative Officer appointed in writing?	YES	NO	N/A
	Are unit records maintained IAW CAPR 10-2?	YES	NO	N/A
III L.	Is a Personnel Officer appointed in writing?	YES	NO	N/A
	Are CAPF 60s completed prior to participation in CAP activities?	YES	NO	N/A
III M.	Is a Public Affairs Officer (PAO) appointed in writing?	YES	NO	N/A
	Does the squadron have an annual Public Relations Program?	YES	NO	N/A
III N.	Is a Supply Officer appointed in writing?	YES	NO	N/A
	Has the unit completed the annual inventory of equipment?	YES	NO	N/A
	Is all unit equipment managed withing ORMS?	YES	NO	N/A
	Are Reports of Survey (ROS) initiated appropriately?	YES	NO	N/A
III O.	Does the unit have a vehicle assigned?	YES	NO	N/A
III P.	Have all members completed OPSEC training?	YES	NO	N/A
	Does the unit have an active Safety Program?	YES	NO	N/A
	Are CAP uniforms worn properly?	YES	NO	N/A
III Q.	Is a unit Safety Officer appointed in writing?	YES	NO	N/A
	Are ORM procedures followed before squadron activities?	YES	NO	N/A
	Has the unit had any mishaps in the past 12 months?	YES	NO	N/A

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SQUADRON COMMANDER COMMENTS: (Mandatory comments for all "NO" or "N/A" answers)

PRINTED NAME:

CAPID:

SIGNATURE:

DATE: