B-1 CADET PROGRAMS

Staffing

Position - Director of Cadet Programs held:	Year(s)	Month(s)
	0	0

Cadet Programs Specialty Track:

List DCP name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	05	Has the Wing established a Cadet Advisory Council?	eServices > Reports> Duty Assignment > Reports	(Discrepancy): [xx] (B1 Question 05) The Wing has not established a Cadet Advisory Council IAW CAPR 60-1, 7.1.	Develop and submit through the DTS a plan for establishing a CAC program (i.e.: appointing cadets, meeting schedules and at least one assignment)
CI	07	Do each of the wing's cadet, composite squadrons and flights have two or more graduates of the Training Leaders of Cadets course assigned? TLC credit must be current IAW CAPR 60-1, 2.3.2.5.	eServices > Reports > Member Reports > Member Reports > TLC Progression	(Discrepancy): [xx] (B1 Question 07) Units in the wing do not have at least two graduates of the Training Leaders of Cadets program IAW CAPR 60-1 para 2.3.2.5. List each unit not in compliance.	Develop and submit through the DTS a plan to offer TLC course(s) within six months and/or a plan to support under-staffed units with extra mentoring.

CI	09a	Has the Wing adopted cadet annual goals? a) Are the goals specific and measurable?	Wing uploads goals document to eServices Review goals document	(Discrepancy): [xx] (B1 Question 09a) The Wing has not adopted a set of annual goals that are specific and measurable IAW CAPR 60-1, 4.2.1	A)Develop and submit through the DTS specific and measurable goals to guide the wing through the next six months, at least.
	09b	b) Does the document indicate that goals are being reviewed quarterly?	Wing uploads goals document to eServices Review goals document	(Discrepancy): [xx] (B1 Question 09b) Wing goals are not reviewed quarterly IAW CAPR 60-1, 4.2.2.	B) Submit a plan of action to prevent re-occurrence, approved by Wing/CC, to the discrepancy in the Discrepancy Tracking System (DTS)
CI	10	Does the wing offer at least one cadet-focused weekend activity per quarter?	Visit wing website and review web calendar	(Discrepancy): [xx] (B1 Question 10) The wing is not offering at least one cadet focused activity per quarter IAW CAPR 60-1, 4.3.3.2.	Develop and submit through the DTS an activity plan for the upcoming quarter

CI	11a	Does the Wing have a written plan for providing orientation flights to all units with cadets?	Wing uploads the plans for the past four years to eServices	(Discrepancy): [xx] (B1 Question 11a) The Wing does not have a written plan for providing flights to cadets in every unit IAW CAPR 60-1 para 8.3.1.2	Develop and submit through the DTS a plan for conducting orientation flights
CI	11b	Did the Wing send a written plan for providing orientation flights to Cadets@capnhq.gov?	Provide documentation that this was sent to cadets@capnhq.gov by 31 August	(Discrepancy): [xx] (B1 Question 11b) The Wing did not send the written plan to Cadets@capnhq.gov before 31 August IAW CAPR 60-1 para 8.3.1.2	Submit a plan of action to prevent re-occurrence, approved by Wing/CC, to the discrepancy in the Discrepancy Tracking System (DTS)
CI	12	a) If the Wing conducted an encampment, did it file an Encampment Operations Report within 21 days of each encampment's conclusion?	Review continuity files on site or upload to eServices (if file size allows). eServices > Cadet Programs > Event Administration > Encampment Reports. Four years of encampment files shall be reviewed	(Discrepancy): [xx] (B1 Question 12a) The Wing did not file an Encampment Operations Report or not filed on time, IAW CAPR 60-1, 9.5.3.	a) File the encampment report in eServices and record completion in the DTS
	12	b) Does the wing keep an encampment continuity file?	Wing will provide and team will review continuity files	(Discrepancy): [xx] (B1 Question 12b) The wing is not maintaining an encampment continuity file IAW CAPR 60-1, 9.5.3.1.	b) Have the DCP review the requirements of 9.5 and submit through the DTS a memo recording that he or she has done so.

CI	14	Is the director of cadet programs master-rated in the specialty track?	eServices > Member Reports > Specialty Track Report	(Discrepancy): [xx] (B1 Question 14) The DCP is not master-rated in the specialty track and has not developed a plan to attain the rating IAW CAPR 60-1, 2.3.2.6.	Develop and submit through the DTS the DCP's plan for obtaining the master rating
CI	16	Does the Wing maintain a web based calendar of cadet activities?	Visit Wing website.	(Discrepancy): [xx] (B1 Question 16). The Wing does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2.	Wing CP will establish a web-based calendar.
CI	17	Did the unit conduct or authorize any high adventure activities (HAAs) in the past two years?	Wing shall provide copies of all approved HAA activities. Visit Wing website, examine calendar of cadet activities	(Discrepancy): [xx] (B1 Question 17). The unit conducted or authorized a subordinate unit to conduct a high adventure activity (HAA) but did not obtain or retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.3	Unit CC submits a memo to DTS acknowledging that in the future HAAs will be properly authorized using CAPF 60-82 and retained in unit files

CI	18	a) For each school squadron assigned, does the Wing have on file a current CAPF 60-88 MOU endorsed by CAP and the school administration?	Wing uploads the completed CAPF 60-88(s) to eServices (IG report upload section) prior to the CI's start. Review the agreements to ensure they were endorsed by CAP Wing/CC and CAP/CC or designee and school administrator.	(Discrepancy): [xx] (B1 Question 18a) The wing was unable to show that an assigned school unit has a current agreement endorsed by CAP and the school administration IAW CAPR 60-3, 2.1.	Coordinate with the school and unit to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.
CI	18	b) Is the agreement current?	Review the agreements to ensure they are current or expired by less than 60 days mark this question yes.	(Discrepancy): [xx] (B1 Question 18b) An assigned school unit's agreement with the school is outdated. IAW CAPR 60-3, 2.1.1. List each unit with an outdated agreement (Unit, the version on file is dated [xx], which is [xx] months beyond the expiration date.	Coordinate with the school and unit to renew the CAPF 60-88 agreement. Upload the signed agreement to DTS.
CI	19	Can unit staff locate directives and guidance describing the requirements for cadet protection?	No discrepancy is issued if during the in-person portion of the CI, unit staff members can accurately demonstrate their ability to locate cadet protection directives in at least CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2.	(Discrepancy): [xx] (B1 Question 19). Staff could not locate all directives in CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2.	Wing CC reviews the location of cadet protection directives with all unit staff.

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.