C-1 MISSION MANAGEMENT

Staffing

Position - Director of Operations (DO) held position: Operations Specialty Track: 0 Year(s) 0 Month(s)

Position - Director of Emergency Services (DOS) held position: Emergency Services Specialty Track: 0 Year(s) 0 Month(s)

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	a) Has the Wing/Region published any supplements or operating instructions or grant any waiver to CAPR: 60-3	Compliance is determined by reviewing NHQ/DO records located at https://www.gocivilairpatrol.com/members/publications/approveds upplements-and-ois-by-region/. Locate the signed waiver authorization document from the approval authority (NHQ CAP/DO and CAP-USAF/XO).	(Discrepancy): [xx] (C1 Question 01a) Wing/Region failed to obtain approval for its supplement, waiver or operating instruction to CAPR 60-3 IAW CAPR 60-3 para 1-2.	Rescind or cancel supplement or operating instruction until it is approved. Attach a copy of approved supplement or operating instruction to the discrepancy in the Discrepancy Tracking System (DTS).
	01	b) Has the Wing/Region published any supplements or operating instructions or granted any waiver to CAPR: 60-5	Compliance is determined by reviewing NHQ/DO records located at https://www.gocivilairpatrol.com/members/publications/approveds upplements-and-ois-by-region/. Locate the signed waiver authorization document from the approval authority (NHQ CAP/DO and CAP-USAF/XO).	(Discrepancy): [xx] (C1 Question 1b) Wing/Region failed to obtain approval for its supplement, waiver or operating instruction to CAPR 60-5 IAW CAPR 60-5 para 2.	Rescind or cancel supplement or operating instruction until it is approved. Attach a copy of approved supplement or operating instruction to the discrepancy in the Discrepancy Tracking System (DTS).
	01	c) Has the Wing/Region published any supplements or operating instructions or granted any waiver to CAPR: 60-6	Compliance is determined by reviewing NHQ/DO records located at https://www.gocivilairpatrol.com/members/publications/approveds upplements-and-ois-by-region/. Locate the signed waiver authorization document from the approval authority (NHQ CAP/DO and CAP-USAF/XO).	(Discrepancy): [xx] (C1 Question 1c) Wing/Region failed to obtain approval for its supplement, waiver or operating instruction to CAPR 60-6 IAW CAPR 60-6 para 1-3	Rescind or cancel supplement or operating instruction until it is approved. Attach a copy of approved supplement or operating instruction to the discrepancy in the Discrepancy Tracking System (DTS).

Export Import

CI	02	a) Does the Wing maintain a current Wing alert roster in WMIRS? (Not applicable for regions).	Compliance is determined by WMIRS Alert Roster for the wing (WMIRS 2.0/Alert Roster) and cross check each member against the WMIRS OPS-ES quals lookup using the IC3 filter.	(Discrepancy): [xx] (C1 Question 02a) Wing failed to ensure alert roster was maintained IAW CAPR 60-3 para 1-5b(1).	a) Update the Alert Roster in WMIRS. Attach a copy of WMIRS updated alert roster to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/ Region CC, to prevent re-occurrence to the discrepancy in the DTS.
	02	b) Is it updated at least annually, as major changes occur or as directed by the NOC?	Compliance is determined by WMIRS Alert Roster (WMIRS/Alert Roster) for the wing and verify that the date is within the last 12 calendar months.	(Discrepancy): [xx] (C1 Question 02b) Wing Alert Roster is not updated annually IAW CAPR 60-3 para 1-5b(1)(a).	a) Update the Alert Roster in WMIRS. Attach a copy of WMIRS updated alert roster to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/ Region CC, to prevent re-occurrence to the discrepancy in the DTS.

CI	03	Are all records pertaining to each authorized mission loaded into WMIRS?	Compliance is determined by pulling a sample of missions from WMIRS across the inspection period. Review the digital upload files for each. Ensure all required documents (e.g., CAPF 104, CAPF 160, IAP, AAR) matching the specific mission symbol's requirements in CAPS 72-2 are present. All missions will be evaluated using sample size with emphasis on M (AFRCC), 1 (1st AF), T (Training) and C (Corp) missions.	(Discrepancy): [xx] (C1 Question 03) Wing/Region Mission records are not maintained IAW CAPR 60-3 para 1-21. NOTE: - A Discrepancy should only be used for a trend in mission records. - Missing a few random documents that cannot be recreated should be documented with an AoC. - Give details of the trend including types of missing documents, number of missing documents in how many folders. Specific mission numbers may be included.	Attach a plan of action, approved by Wing/Region/CC, to prevent re-occurrence.

CI	05	Has the Wing/Region developed a comprehensive annual Operations Training Plan? Was it submitted to the CAP-USAF Liaison Region via WMIRS by 31 July for the following fiscal year?	Compliance is determined by a review of Operations and Training plans uploaded into eServices>Operations>Training Plan and confirmation with CAP-USAF/LR as necessary.	(Discrepancy): [xx] (C1 Question 05) Wing/Region failed to submit an Operations and Training Plan for FYxx IAW CAPR 60-3 para 1-7.NOTE: Give dates.	Load a screenshot of the training plan approved by Wing/Region and Liaison Region Commanders to the discrepancy in the DTS.
CI	06	a) Has the wing assessed the need for a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program? Not applicable to regions	Wing will provide documentation (i.e. MFR signed by the wing commander) that the assessment of the need for a CISM team was completed. If the wing elected to not have a CISM team, then documentation of the assessment is all that is required.	(Discrepancy): [xx] (C1 Question 06a) Wing failed to complete an assessment of the need for a Critical Incident Stress Team (CIST) IAW CAPR 60-5 para 3g.	Attach a copy of wing documentation showing that the wing has assessed the need for a CISM team to the discrepancy in the Discrepancy Tracking System (DTS).

CI	06	b) If wing elects to have a team,Review the wing documentation review the Wing documentationlisting the team POC. listing the team POC.		(Discrepancy): [xx] (C1 Question 6b) Wing/Region Commander has not established a point of contact for the Critical Incident Stress Team IAW CAPR 60-5 para 6b.	b) Attach a copy of established point of contact for the Critical Incident Stress Team to the discrepancy in the DTS.
CI	07	If the Wing/Region participates in Counter drug missions, are all personnel supporting law enforcement sensitive missions properly screened and current?	Using the participant report from WMIRS for a sample of CD missions. Cross-reference every participating member's CAPID against their historical qualification record in Ops Quals. Verify that their "CD" screening and specialty qualifications were fully active and had not expired on the specific dates they flew or participated in the mission.	(Discrepancy): [xx] (C1 Question 07) Personnel assigned to conduct wing/region CD missions were not properly screened prior to participating in the assigned mission IAW CAPR 60-6 para 2-2c.	Attach a copy of documentation showing how the Wing/Region will ensure that CD mission participants have been properly screened prior to participating in assigned missions to the discrepancy in the Discrepancy Tracking System (DTS).

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.