

E-1 COMMAND

Summary

Discrepancies Repeats

Staffing

Position - Commander (CC) held position:

Year(s)

Month(s)

Command Specialty Track:

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
02	Is the wing MOU with the state current and approved?	Wing will provide a copy of the MOU or a copy of the email receipt from NHQOR provide a copy of the statement of reasons for not having an MOU.	(Discrepancy): [xx] (E1 Question 2) Wing does not have an MOU with their State that is current/approved or a statement of reason on file in lieu of the MOU IAW CAPR 111-2 para 3a(2).	

<p>04 Does the wing ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes,</p> <p>a) Was the CAP/GC and Wing Legal Officer contacted?</p> <p>b) Was the member suspended?</p>	<p>Wing will provide:</p> <p>a)documentation of consultation or narrative of phone conversation with the CAP/GC and Wing Legal Officer regarding sexual/physical abuse reports.</p> <p>B) the suspension notice</p>	<p>a) (Discrepancy): [xx] (E1 Question 4) Wing failed to provide documentation of consultation or narrative of phone conversation with the CAP/GC and the Wing Legal Officer regarding sexual/physical abuse reports IAW CAPR 60-2 para 4.2 and 4.2.1.</p> <p>b) (Discrepancy): [xx] (E1 Question 4) Wing failed to provide a suspension notice regarding sexual/physical abuse reports IAW CAPR 60-2 IAW para 4.4</p>
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<p>05 Have all wing staff members completed Equal Opportunity Training?</p>	<p>Run EO Completion report: eServices >Reports >Member Reports >Member Reports >Equal Opportunity CompletionSort report for all members in CAP for >6 months using eServices report listing.</p>	<p>(Discrepancy): [xx] (E1 Question 5) Wing failed to have all wing staff members complete the Equal Opportunity Training IAW CAPR 36-1 para 5.5.</p>
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<p>08 Does the Wing CC approve all fundraising events within the wing?</p>	<p>Wing will provide documentation of approval of all fundraising.</p>	<p>(Discrepancy): [xx] (E1 Question 8) The Wing CC did not provide written approval of all subordinate unit fundraising events IAW CAPR 173-4 para 3a.</p>
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09 Are Sub-Unit compliance inspections accomplished IAW CAP regulations?

Select all the units from the Inspector General page of the Commander's Dashboard and copy them into the Review_E-3_SUI_Report_Dates spreadsheet to get all the Sub-Unit compliance inspection Report Dates and the time between Sub-Unit compliance inspections.

a) If a subordinate unit exceeded the 27- month limit for accomplishing Sub-Unit compliance inspections was the unit suspended?

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a) (Discrepancy): [xx] (E1 Question 9) Subordinate unit exceeded the 27-month limit between Sub-Unit compliance inspections and was not suspended IAW CAPR 20-3 para 9.5. List each subordinate unit affected.

b) Did the Wing establish a Sub-Unit compliance inspection travel budget as part of the Annual Training Plan and submit it to Region.

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b) (Discrepancy): [xx] (E1 Question 15) Wing failed to develop a Sub-Unit compliance inspection travel budget for the Annual Training Plan and load it into WMIRS IAW CAPR 20-3 para 9.9.

13 Are all members assigned to an authorized duty position enrolled in the appropriate specialty track?

Run the eServices Member Reports for "Duty Assignment" and "Member Specialty Track" or "Professional Development Report" for the unit and verify each staff member is enrolled in the appropriate specialty track.

(Discrepancy): [xx] (E1 Question 13) Wing failed to ensure all assigned members were enrolled in the appropriate specialty track IAW CAPR 35-1 para 1-2b. See CAPR 50-17 para 4-2.b. for current list.

<p>14 Are Reports of Survey properly initiated, conducted, and documented in IAW CAP regulations?</p>	<p>Ask the inspector responsible for C2 and D7 if any report of surveys were required. Compliance is determined through review of records in ORMS. Run the Safety Surveys Report at https://www.capnhq.gov/CAP.SafetyMMS.Web/Modules/Reports.</p>	<p>(Discrepancy): [xx] (E1 Question 14) A Report of Survey to determine the cause of the loss [damage] to a -----, property number XXXXXXXX, was not initiated and uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-26. NOTE: List each occurrence as a separate discrepancy.</p>
<p>15 Has the Wing commander completed required IG Annual Refresher training?</p>	<p>Provide copy of screen shot from e- Services showing completion of annual refresher training.</p>	<p>(Discrepancy): [xx] (E1 Question 15) Wing commander has not completed annual refresher training IAW CAPR 20-1, para 4.2.4.</p>
<p>16 Are all compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations?</p>	<p>Review of all worksheets, unit details and data, and other deliverables provided.</p>	<p>(Discrepancy): [xx] (E1 Question 16) Wing did not provide all worksheets, unit details and data, and other deliverables as required IAW CAPR 20-3 para 8.2.1.</p>

