

# E-1 COMMAND

## Questions

| Type | #  | Topic/Detailed Question  | How to verify compliance  | Discrepancy Write up  | How to Clear   |
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| CI   | 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).  | Obtain an approved Wing MOU. Attach a copy of the approved Wing MOU with the State and email receipt from NHQ or a copy of the statement of reasons for not having an MOU to the discrepancy in the Discrepancy Tracking System (DTS). |
| CI   | 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,<br><br>a) Was the CAP/GC and Wing Legal Officer contacted?<br><br>b) Was the member suspended? | Wing will provide:<br>a) documentation of consultation or narrative of phone conversation with the CAP/GC and Wing Legal Officer regarding sexual/physical abuse reports.<br><br>B) the suspension notice | 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.<br><br>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 | Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).   |
| CI   | 05 | Have all wing staff members completed Equal Opportunity Training?  | 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.                | (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.  | All active senior members must complete Equal Opportunity training. Attach an eServices report showing completions to the discrepancy in the Discrepancy Tracking System (DTS).  |

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| CI | 08 | Does the Wing CC approve all fundraising events within the wing?  | Wing will provide documentation of approval of all fundraising.  | (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.  | Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).  |
| CI | 09 | Are Sub-Unit compliance inspections accomplished IAW CAP regulations?<br><br>a) If a subordinate unit exceeded the 27- month limit for accomplishing Sub-Unit compliance inspections was the unit suspended?<br><br>b) Did the Wing establish a Sub-Unit compliance inspection travel budget as part of the Annual Training Plan and submit it to Region. | 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.<br><br>a) If a subordinate unit exceeded the 27- month limit for accomplishing Sub-Unit compliance inspections was the unit suspended?<br><br>b) Did the Wing establish an Sub-Unit compliance inspection travel budget as part of the Annual Training Plan and submit it to Region? | 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.<br>List each subordinate unit affected.<br><br>b) (Discrepancy): [xx] (E1 Question 15) Wing failed to develop a Sub-Unit compliance inspection travel budget for the Annual Training Plan and submit it to region IAW CAPR 20-3 para 9.11. | a) Suspended the unit until an Sub-Unit compliance inspection has been accomplished.<br>Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.<br><br>b) Develop a Sub-Unit compliance inspection travel budget for the Annual Training Plan and load it into Operations Training Plan. Attach a copy of the Annual Training Plan to the discrepancy in the DTS. Attach a copy of a PoA, approved by the Wing/CC, to prevent reoccurrence to the discrepancy in the DTS. |
| CI | 14 | Are Reports of Survey properly initiated, conducted, and documented in IAW CAP regulations?   | 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  | (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-   | Complete a Report of Survey. Attach a copy of the report of survey to the discrepancy in the Discrepancy Tracking System (DTS).   |

at  
<https://www.capnhq.gov/CAP.SafetyMMS.Web/Modules/Reports.aspx>  
 26.  
 NOTE: List each occurrence as a separate discrepancy.

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| CI  | 15 | Has the Wing commander completed required IG Annual Refresher training?   | Provide copy of screen shot from e- Services showing completion of annual refresher training.                           | (Discrepancy): [xx] (E1 Question 15) Wing commander has not completed annual refresher training IAW CAPR 20-1, para 4.2.4.  | Wing commander will complete annual refresher training. Attach a screen shot showing annual refresher training completion to the discrepancy in the DTS.   |
| CI  | 16 | Are all compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations?  | Review of all worksheets, unit details and data, and other deliverables provided.                                       | (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.   | Discrepancy is normally closed during CI and documented in the CI report   |
| SUI | 01 | Are unit positions filled and appointed correctly?  | Use eServices duty assignment report, verify all unit director positions filled.  | (Discrepancy): [xx] (E1 Question 1) Unit positions were not filled IAW CAPR 35-1 paras 1-3 & 1-3a.  | Appoint personnel to unit positions.<br>Attach a copy of updated eServices duty assignment report to the discrepancy in the Discrepancy Tracking System (DTS).<br>Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS. |
| SUI | 03 | Does the unit ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes,<br><br>a) Was the Wing Commander contacted?<br><br>b) Was the member suspended? | Unit will provide:<br>a) documentation of consultation or narrative of phone conversations<br><br>b) suspension notice. | a) (Discrepancy): [xx] (E1 Question 4) Unit failed to provide documentation of consultation or narrative of phone conversation regarding sexual/physical abuse reports IAW CAPR 60-2 para 4.2 and 4.2.1.<br><br>b) (Discrepancy): [xx] (E1 Question 4) Unit failed to provide a suspension notice regarding sexual/physical abuse reports | Follow procedures outlined in CAPR 60-2 regarding sexual/physical reports. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.  |

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| SUI | 04 | Have all active senior members completed Equal Opportunity Training?  | Cross check eServices all members in the unit. Sort report for all members in CAP for >6 months using eServices report listing. | (Discrepancy): [xx] (E1 Question 4) Unit failed to have all active senior members complete the Equal Opportunity Training IAW CAPR 36-1 para 5.5.            | All active senior members must complete Equal Opportunity Training. Attach an eServices report Showing completions to the discrepancy in the DTS.  |
| SUI | 05 | Does the Wing CC approve all fundraising events within the unit?  | Unit will provide documentation of approval of all fundraising.   | (Discrepancy): [xx] (E1 Question 5) The Unit CC did not obtain Wing CC written approval of all unit fundraising events IAW CAPR 173-4 para 3a.               | Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.   |
| SUI | 07 | Are all Sub-Unit compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations? | Review of all worksheets, unit details and data, and other deliverables provided.   | (Discrepancy): [xx] (E1 Question 7) Unit did not provide all worksheets, unit details and data, and other deliverables as required IAW CAPR 20-3 para 9.7.3. | Discrepancy is normally closed during SUI and documented in the SUI report   |
| SUI | 09 | Is POV use IAW CAP regulations? If the unit permits the use of POVs for CAP use is a written commander approval letter filed? | Compliance is determined by a search of AFAM missions where POVs were used to determine if unit commander approved their use.   | (Discrepancy): [xx] (E1 Question 9) Unit members using their POVs do not obtain written Unit Commander approval of POV use IAW CAPR 77-1 para 1-8b.          | Ensure Unit Commander approval letters are created for temporary use vehicles employed on CAP missions. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS. |