

E-1 COMMANDER

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
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. Attach a copy of updated eServices duty assignment report to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI	02	Are members within the unit briefed annually on the CAP Nondiscrimination Policy?	Unit will provide records maintained IAW CAPR 36-1 para 4.4.4 to demonstrate compliance.	(Discrepancy): [xx] (E1 Question 2) Unit did not ensure members were briefed annually on the CAP Nondiscrimination Policy IAW CAPR 36-1 para 4.4.	Accomplish the required annual briefing. Attach a copy of the unit records documenting the briefing to the discrepancy in the DTS. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
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 NHQ OR 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).

SUI	03	Does the unit ensure compliance with the sexual/physical abuse policy? Has the unit had any allegations of sexual/physical abuse? If yes, a) Was the member suspended? b) were the Wing Legal Officer & General Counsel contacted? If no, then answer "N/A"	Unit will provide: a) suspension notice. b) documentation of consultation or narrative of phone conversations	(Discrepancy): [xx] (E1 Question 3) Unit failed to follow procedures regarding sexual/physical abuse reports IAW CAPR 60-2 para 4-2.	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.
CI	03	Are members within the wing briefed annually on the CAP Nondiscrimination Policy?	Wing will provide records maintained IAW CAPR 36-1 para 4.4.4 to demonstrate compliance.	(Discrepancy): [xx] (E1 Question 3) Wing did not ensure members were briefed annually on the CAP Nondiscrimination Policy IAW CAPR 36-1 para 4.4.	Accomplish the required annual briefing. Attach a copy of the Wing records documenting the briefing to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
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.
CI	04	Does the wing ensure compliance with the sexual/physical abuse policy? Has the wing had any allegations of sexual/physical abuse? If no cases, answer "N/A" If yes,	Wing will provide a) suspension notice b) documentation of consultation or narrative of phone conversations	(Discrepancy): [xx] (E1 Question 4) Wing failed to follow procedures regarding sexual/physical abuse reports IAW CAPR 60-2 IAW para 4-2.	Follow procedures outlined in CAPR 60-2 regarding sexual/physical reports. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

a) Was the member suspended?

b) were Wing Legal Officer & General Counsel contacted?

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.
CI	05	Have all active senior members completed Equal Opportunity Training?	Cross check eServices all members in the wing. Sort report for all members in CAP for >6 months using eServices report listing.	(Discrepancy): [xx] (E1 Question 5) Wing 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 Discrepancy Tracking System (DTS).
SUI	07	Are all SUI 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 9.5.3.	Discrepancy is normally closed during SUI and documented in the SUI report
CI	07	Has the Wing/CC completed the online Basic (or Technician), Senior and Master safety courses and associated tests?	Review eServices Report.	(Discrepancy): [xx] (E1 Question 7) The CC did not complete the online Basic (or Technician), Senior and Master safety courses and associated tests IAW CAPR 62-1 para 3c(1).	Take the courses. Attach documentation from eServices showing the courses have been completed to the discrepancy in the Discrepancy Tracking System (DTS).
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).
SUI	09	Is POV use IAW CAP	Compliance is determined by a	(Discrepancy): [xx] (E1 Question	Ensure Unit Commander

regulations?
If the unit permits the use of POVs for CAP use is a written commander approval letter filed?

search of AFAM missions where POVs were used to determine if unit commander approved their use.

9) Unit members using their POVs do not obtain written Unit Commander approval of POV use IAW CAPR 77-1 para 1-8b.

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.

CI	09	Are SUIs accomplished IAW CAP regulations? In review of the wing's SUIs, did the wing CC take appropriate action on any subordinate unit that received an overall grade of "Ineffective"?	Are SUIs accomplished IAW CAP regulations? In review of the wing's SUIs, did the wing CC take appropriate action on any subordinate unit that received an overall grade of "Ineffective"?		
		a) If any sub-ordinate unit received an overall Ineffective grade was it re-inspected within 180 days of the original inspection?	a) If any sub-ordinate unit received an overall Ineffective grade was it re-inspected within 180 days of the original inspection?	a) (Discrepancy): [xx] (E1 Question 9) Wing did not complete a re-inspection within 180 days of any subordinate unit(s) that received an overall grade of Ineffective IAW CAPR 20-3 para 9.13.	a) Complete an SUI on the offending subordinate unit(s) and update in the DTS. Attach a copy of SUI to this discrepancy in the DTS.
		f) If a subordinate unit exceeded the 27- month limit for accomplishing SUIs was the unit suspended?	f) If a subordinate unit exceeded the 27- month limit for accomplishing SUIs was the unit suspended?	f) (Discrepancy): [xx] (E1 Question 9) Subordinate unit exceeded the 27-month limit between SUIs and was not referred to command for suspension IAW CAPR 20-3 para 9.2. List each subordinate unit affected	f) Recommend to the wing CC that the unit be suspended until an SUI has been accomplished. Complete the required SUI. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
		g) Was the unit referred to command for remedial action if its SUI was determined to be invalid before the time limit expired without the necessary waiver?	g) Was the unit referred to command for remedial action if its SUI was determined to be invalid before the time limit expired without the necessary waiver?	g) (Discrepancy): [xx] (E1 Question 9) Subordinate unit XXXX has an invalid SUI report and was not referred to command for remedial action IAW CAPR 20-3 para 9.2.	g) Recommend to the wing CC that the unit be suspended until a valid SUI has been accomplished. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
		h) Did the Wing establish an			

SUI travel budget as part of the Annual Training Plan and submit it to Region?	h) Did the Wing establish an SUI travel budget as part of the Annual Training Plan and submit it to Region?	h) (Discrepancy): [xx] (E1 Question 15) Wing failed to develop a travel budget for the Annual Training Plan and load it into WMIRS IAW CAPR 20-3 para 9.9.	h) Develop a SUI travel budget for the Annual Training Plan and load it into WMIRS. 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	10	Does the wing ensure the CD program is maintained IAW CAP regulations? Does the wing have a CD program? If Yes: a) Is the Wing/CC CD qualified? b) Was the personnel alert roster updated in WMIRS?	Review of eServices for CD qualification and updated personnel alert roster in WMIRS.	a) (Discrepancy): [xx] (E1 Question 10) Wing has a CD program however the CC is not CD qualified IAW CAPR 60-6 para 1-5e. b) (Discrepancy): [xx] (E1 Question 10) Wing has not updated the personnel alert roster IAW CAPR 60-6 para 1-5e(1).	a) Ensure commander is CD certified. Attach a copy of documentation to the discrepancy in the Discrepancy Tracking System (DTS). b) Update the alert roster in WMIRS. Attach a copy of the updated roster to the discrepancy in the DTS.
----	----	---	---	--	---

CI	11	Did the CC ensure at least two "Approved" Senior members were present at all cadet activities? (excluding cadet flying and real-world operational missions conducted	Wing will provide rosters for all cadet activities within the past year. NOTE: This regulation change occurred 18 Apr 2014. The old regulation required two	(Discrepancy): [xx] (E1 Question 11) Wing did not ensure at least two "approved" senior members were present at cadet activities IAW CAPR 52-10 para 2-3d.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
----	----	--	--	--	--

under CAPR 60-3)?

approved senior members for all overnight activities.

CI	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. 200 Personnel 201 Public Affairs 202 Finance 203 Inspector General 204 Professional Development 205 Administration 206 Logistics 211 Operations 212 Standardization-Evaluation 213 Emergency Services 214 Communications 215 Aerospace Education 216 Cadet Programs 217 Safety 219 Legal 220 Health Services 221 Chaplain 222 Command Specialty Training Track 223 Historian 225 Character Development 226 Recruiting and Retention Officer 227 Information Technology	Enroll assigned member into the appropriate specialty track, attach a copy of the enrollment screen shot to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by 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.	(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).
----	----	---	---	--	---

26.

NOTE: List each occurrence as a separate discrepancy.