

E-1 COMMAND

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
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, a) Was the CAP/GC and Wing Legal Officer contacted? b) Was the member suspended?	Wing will provide: a) documentation of consultation or narrative of phone conversation with the CAP/GC and Wing Legal Officer regarding sexual/physical abuse reports. 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. 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).

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? a) If a subordinate unit exceeded the 27- month limit for accomplishing Sub-Unit compliance inspections was the unit suspended? 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. a) If a subordinate unit exceeded the 27- month limit for accomplishing Sub-Unit compliance inspections was the unit suspended? 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. List each subordinate unit affected. 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.	a) Suspended the unit until an Sub-Unit compliance inspection has been accomplished. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS. 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	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.	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. Run the Safety Surveys Report at https://www.capnhq.gov/CAP.SafetyMMS.Web/Modules/Reports .	(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.	Complete a Report of Survey. Attach a copy of the report of survey to the discrepancy in the Discrepancy Tracking System (DTS).
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. 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	03	Does the unit ensure compliance with the	Unit will provide: a) documentation of consultation	a) (Discrepancy): [xx] (E1 Question 4) Unit failed to provide	Follow procedures outlined in CAPR 60-2 regarding

<p>sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes,</p> <p>a) Was the Wing Commander contacted?</p> <p>b) Was the member suspended?</p>	<p>or narrative of phone conversations</p> <p>b) suspension notice.</p>	<p>documentation of consultation or narrative of phone conversation regarding sexual/physical abuse reports IAW CAPR 60-2 para 4.2 and 4.2.1.</p> <p>b) (Discrepancy): [xx] (E1 Question 4) Unit failed to provide a suspension notice regarding sexual/physical abuse reports IAW CAPR 60-2 IAW para 4.4</p>	<p>sexual/physical reports. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.</p>
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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.