

B-1 CADET PROGRAMS

Summary

Discrepancies Repeats

Staffing

Position - Deputy Cmdr for Cadets position held:
Cadet Programs Specialty Track:

Year(s)

Month(s)

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>
05	Does the unit have at least two graduates of the Training Leaders of Cadets program assigned? TLC credit must be current IAW CAPR 60-1, 2.3.2.5.	eServices > Member Reports > TLC Progression	(Discrepancy): [xx] (B1 Question 05) The unit failed to provide its Cadet Program with at least two graduates of the Training Leaders of Cadets program IAW CAPR 60-1, 2.3.2.5.	
06	Has the unit adopted a set of annual goals? a) Are the goals specific and measurable? b) Does the document indicate that goals are being reviewed quarterly?	Unit uploads unit's goals document to eServices. (a & b) Review goals document.	(Discrepancy): [xx] (B1 Question 06) The unit has not adopted a set of annual goals IAW CAPR 60-1, para 4.2. (Discrepancy): [xx] (B1 Question 06a) Unit goals are not specific and measurable IAW CAPR 60-1, para 4.2.1.	

(Discrepancy): [xx] (B1 Question 06b) Unit goals are not being reviewed quarterly IAW CAPR 60-1, para 4.2.2

07 Are unit meetings guided by a written schedule? a) Do unit meetings fulfill the minimum monthly content requirements?	Provide the SUI team with schedules for the previous three months of weekly meetings. Examine the schedules provided by the unit and review web calendar	(Discrepancy): [xx] (B1 Question 07) Unit meetings have not been guided by a written schedule IAW CAPR 60-1, para 4.3.2.4. (Discrepancy): [xx] (B1 Question 07a) Unit meetings do not fulfill the minimum monthly content requirements IAW CAPR 60-1, para 4.3.2.2.
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08 Does the unit offer at least one “Saturday” activity per month, on its own or in cooperation with another unit?	Unit will provide the URL of the unit's website. Visit unit website and review web calendar.	(Discrepancy): [xx] (B1 Question 08) The Unit is not offering at least one weekend cadet activity per month, on its own or in cooperation with another unit IAW CAPR 60-1, 4.3.3.
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12 Does the unit maintain a web-based calendar of cadet activities?	Visit unit website.	(Discrepancy): [xx] (B1 Question 12). The unit does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2
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13 Did the unit obtain proper authorization for all high adventure activities (HAAs) in the past two years ?	Visit unit website, examine unit calendar	(Discrepancy): [xx] (B1 Question 13). The unit conducted a high adventure activity (HAA) during the previous two years but did not retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.3.
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14 Does the school squadron have on file a CAPF 60-88 MOU endorsed by CAP and the	Unit uploads the completed CAPF 60-88 to eServices (IG report upload section) prior to	(Discrepancy): [xx] (B1 Question 14) The unit was unable to show that it has a
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<p>school administration? Is the MOU current? Was it endorsed fewer than 36 months ago?</p>	<p>the SUI's start. Examine the endorsement date on the signed CAPF 60-88.</p>	<p>current CAPF 60-88 MOU endorsed by CAP and the school administration IAW CAPR 60-3, 6.5. The unit's CAPF 60-88 MOU with the school is outdated. The version on file is dated [xx], which is [xx] months beyond the maximum 36 months' duration IAW CAPR 60-3, 6.3.</p>
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<p>15 Can unit staff locate directives and guidance describing the requirements for cadet protection?</p>	<p>No discrepancy is issued if during the in-person portion of the SUI, unit staff members can accurately demonstrate their ability to locate cadet protection directives in at least CAPR 60-2, CAPR 1601(I), CAPR 160-2, and CAPR 39-2.</p>	<p>(Discrepancy): [xx] (B1 Question 15). Staff could not locate CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2.</p>
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SUI	05	Does the unit have at least two graduates of the Training Leaders of Cadets program assigned? TLC credit must be current IAW CAPR 60-1, 2.3.2.5.	eServices > Member Reports > TLC Progression	(Discrepancy): [xx] (B1 Question 05) The unit failed to provide its Cadet Program with at least two graduates of the Training Leaders of Cadets program IAW CAPR 60-1, 2.3.2.5.	Via the Discrepancy Tracking System (DTS), upload a document identifying the next opportunity to participate in TLC and identify two seniors who plan to attend
SUI	06	Has the unit adopted a set of annual goals? a) Are the goals specific and measurable? b) Does the document indicate that goals are being reviewed quarterly?	Unit uploads unit's goals document to eServices. (a & b) Review goals document.	(Discrepancy): [xx] (B1 Question 06) The unit has not adopted a set of annual goals IAW CAPR 60-1, para 4.2. (Discrepancy): [xx] (B1 Question 06a) Unit goals are not specific and measurable IAW CAPR 60-1, para 4.2.1. (Discrepancy): [xx] (B1 Question 06b) Unit goals are not being reviewed quarterly IAW CAPR 60-1, para 4.2.2	A) Submit through the DTS specific and measurable goals to guide the unit through the next 6 months, at least B) Submit a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the DTS.
SUI	07	Are unit meetings guided by a written schedule? a) Do unit meetings fulfill the minimum monthly content requirements?	Provide the SUI team with schedules for the previous three months of weekly meetings. Examine the schedules provided by the unit and review web calendar	(Discrepancy): [xx] (B1 Question 07) Unit meetings have not been guided by a written schedule IAW CAPR 60-1, para 4.3.2.4. (Discrepancy): [xx] (B1 Question 07a) Unit meetings do not fulfill the minimum monthly content requirements IAW CAPR 60-1, para 4.3.2.2.	Submit through the DTS at least one month's worth of written meeting schedules
SUI	08	Does the unit offer at least one "Saturday" activity per month, on its own or in cooperation with another unit?	Unit will provide the URL of the unit's website. Visit unit website and review web calendar.	(Discrepancy): [xx] (B1 Question 08) The Unit is not offering at least one weekend cadet activity per month, on its own or in cooperation with another unit IAW CAPR 60-1, 4.3.3.	Submit through the DTS an activity plan for the upcoming quarter

SUI	12	Does the unit maintain a web-based calendar of cadet activities?	Visit unit website.	(Discrepancy): [xx] (B1 Question 12). The unit does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2	Unit CC will establish a webbased calendar.
SUI	13	Did the unit obtain proper authorization for all high adventure activities (HAAs) in the past two years ?	Visit unit website, examine unit calendar	(Discrepancy): [xx] (B1 Question 13). The unit conducted a high adventure activity (HAA) during the previous two years but did not retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.3.	Unit CC submits a memo to DTS acknowledging that in the future HAAs will be properly authorized using CAPF 60-82 and retained in unit files for two years.
SUI	14	Does the school squadron have on file a CAPF 60-88 MOU endorsed by CAP and the school administration? Is the MOU current? Was it endorsed fewer than 36 months ago?	Unit uploads the completed CAPF 60-88 to eServices (IG report upload section) prior to the SUI's start. Examine the endorsement date on the signed CAPF 60-88.	(Discrepancy): [xx] (B1 Question 14) The unit was unable to show that it has a current CAPF 60-88 MOU endorsed by CAP and the school administration IAW CAPR 60-3, 6.5. The unit's CAPF 60-88 MOU with the school is outdated. The version on file is dated [xx], which is [xx] months beyond the maximum 36 months' duration IAW CAPR 60-3, 6.3.	Coordinate with the school and wing to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS. Coordinate with the school and wing to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.
SUI	15	Can unit staff locate directives and guidance describing the requirements for cadet protection?	No discrepancy is issued if during the in-person portion of the SUI, unit staff members can accurately demonstrate their ability to locate cadet protection directives in at least CAPR 60-2, CAPR 1601(I), CAPR 160-2, and CAPR 39-2.	(Discrepancy): [xx] (B1 Question 15). Staff could not locate CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2.	Unit CC reviews the location of cadet protection directives with all unit staff.