E-1 COMMAND

Summary

Discrepancies	Repeats
0	0

Staffing

Position - Commander (CC) held position: Year(s) Month(s)
Command Specialty Track:

Mission and Staffing Notes

Y/N/R/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Notes
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.	
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, a) Was the Wing Commander contacted? b) Was the member suspended?	Unit will provide: a) documentation of consultation or narrative of phone conversations 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. 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	

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.	
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.	
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.	
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.	

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):
- This discrepancy was verified corrected - discrepancy closed, no further action required.

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

2. A Commendable must:
   a. Apply directly to one or more of the already vetted mission-critical worksheet questions
   b. Be process oriented i.e. based on a fully implemented continuous improvement-type cycle (ex: PDCA)
   c. Include results over time from designated process points (ex: input-output; before-after) that are measurable and quantifiable (i.e. performance metrics)
   d. Clearly substantiate the improvements made by instituting the process in terms of money, manpower/man-hours saved and present benefits to members and/or mission

3. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point

a. This discrepancy was verified corrected - discrepancy closed, no further action required.