

# E-1 COMMAND

## Summary

Commendables    Discrepancies    Repeats

## Staffing

Position - Commander (CC) held position:

Year(s)

Month(s)

Command Specialty Track:

## 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>
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	

<p>04 Have all active senior members completed Equal Opportunity Training?</p>	<p>Cross check eServices all members in the unit. Sort report for all members in CAP for &gt;6 months using eServices report listing.</p>	<p>(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.</p>
<p>05 Does the Wing CC approve all fundraising events within the unit?</p>	<p>Unit will provide documentation of approval of all fundraising.</p>	<p>(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.</p>
<p>07 Are all Sub-Unit compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations?</p>	<p>Review of all worksheets, unit details and data, and other deliverables provided.</p>	<p>(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.</p>
<p>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?</p>	<p>Compliance is determined by a search of AFAM missions where POVs were used to determine if unit commander approved their use.</p>	<p>(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.</p>

