

E-1 COMMAND

Summary

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>
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 Provide summary only of contact; DO NOT UPLOAD ACTUAL FILES b) suspension notice.	(Discrepancy): [xx] (E1 Question 03a) 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. (Discrepancy): [xx] (E1 Question 03b) Unit failed to provide a suspension notice regarding sexual/physical abuse reports IAW CAPR 60-2 IAW para 4.4	

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 05) The Unit CC did not obtain Wing CC written approval of all unit fundraising events IAW CAPR 173-4 para 3a.

10 Have all members who are required to complete cadet protection training done so?

eServices > Member Reports > Cadet Protection Course Completion Report. Have all members, including cadets 18 and over, completed CPPT Basic within the past 12 months, or alternatively, have completed CPPT Advanced? (Commander, Deputy Commander, Deputy Commander for Cadets (Composite Squadron) at the Squadron level, the Commander and Deputy Commander, Chief of Staff, Director of Cadet Programs and Inspector General at the Group level or higher are required to complete the advanced course, within the past 12 months.) No discrepancy is issued if during the in-person portion of the SUI the unit voluntarily acknowledges the fact that inactive member(s) are non-compliant in their training and correctly identifies each by name.

(Discrepancy): [xx] (E1 Question 10). One or more members is non-compliant with cadet protection training (identify names, courses) and the unit commander did not voluntarily report this fact during the SUI IAW CAPR 60-2, 3.2 and/or 3.3.

SUI	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.	(Discrepancy): [xx] (E1 Question 03a) 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. (Discrepancy): [xx] (E1 Question 03b) Unit failed to provide a suspension notice regarding sexual/physical abuse reports IAW CAPR 60-2 IAW para 4.4	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.
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 05) 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	10	Have all members, including cadets 18 and over, completed cadet protection training?	eServices > Member Reports > Cadet Protection Course Completion Report. Have all members, including cadets 18 and over, completed CPPT Basic within the past 12 months, or alternatively, have completed CPPT Advanced? (Commander, Deputy Commander, Deputy Commander for Cadets (for Composite Squadrons) at the Squadron level, the Commander and Deputy Commander, Chief of Staff, Director of Cadet Programs and Inspector General at the Group level or higher are required to complete the advanced course within the past 12 months.) No discrepancy is issued if during the in-person portion of the SUI the unit voluntarily acknowledges the fact that inactive member(s) are non-compliant in their training and correctly identifies each by name.	(Discrepancy): [xx] (E1 Question 10). One or more members is non-compliant with cadet protection training (identify names, courses) and the unit commander did not voluntarily report this fact during the SUI IAW CAPR 60-2, 3.2 and/or 3.3.	If an active member, train the member and report completion via Discrepancy Tracking System (DTS). If an inactive member, use DTS to submit a memo endorsed by the unit CC acknowledging that the member cannot participate in CAP activities until the training is completed.
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