C-3 FLIGHT MANAGEMENT

Staffing

Position - Director of Operations (DO) position held: 0 Year(s) 0 Month(s)

Operations Specialty Track:

List DO name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	a) Is the Wing/Region operating under any supplements or operating instructions and, if so, were they approved IAW this regulation prior to implementation?	Compliance is determined by reviewing NHQ/DO records located at https://www.gocivilairpatrol.com/members/publications/approvedsupplements-and-ois-by-region/.	(Discrepancy): [xx] (C3 Question 01a) Wing/Region failed to obtain approval for its supplement or OI to CAPR 70-1 IAW CAPR 70-1 para 3.	a) Attach a copy of the approved supplement/OI or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS).
	01	b) Is the Wing/Region operating under any waiver and, if so, was it approved IAW this regulation prior to implementation?	Verify by comparing the submitted waiver with the official records maintained by NHQ/DO	(Discrepancy): [xx] (C3 Question 01b) Wing/Region failed to obtain approval for a requested waiver prior to implementation IAW CAPR 70-1 para 3.	b) Attach a copy of the approved waiver or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS).

CI	02	a) Were all non-CAP passengers approved?	Review Wing flight and mission records for those sorties that included non-CAP passengers	(Discrepancy): [xx] (C3 Question 02a) Wing/Region failed to ensure approval from appropriate authority was granted prior to flying non-CAP passengers IAW CAPR 70-1 para 9.8.2.	a) Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
	02	b) Was a CAPF 70-9 completed by each non-CAP passenger when required?	Review mission files for CAPF 70-9	(Discrepancy): [xx] (C3 Question 02b) Wing/Region failed to ensure non-CAP passengers other than Military/ National Guard/ Federal employees or ROTC/ JROTC cadets completed CAPF 70-9 prior to flight IAW CAPR 70-1 para 9.8.2.3.	b) Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI	03	Does the Wing/Region make necessary corrections to aircraft flying time totals each month in WMIRS?	Review WMIRS>Support>Reports>Form 18 Utilization Completion Percentage Report for the current FY and the last complete FY.	(Discrepancy): [xx] (C3 Question 03) Wing/Region failed to validate/correct the aircraft utilization information in WMIRS IAW CAPR 70-1 para 9.11.11.2. NOTE: Use a sub-bullet to list all deficient months.	Complete the validation/correction and attach a screen shot of the corrected report to the discrepancy in the Discrepancy Tracking System (DTS). Attach a copy of the plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	04	Does the Wing/Region have an effective process for validation and correction to ensure that all sortie data including actual costs are entered in WMIRS within 72 hours of completing a sortie?	Review WMIRS for missions that have closed more than 72 hours prior to ensure mission records contain all required data.	(Discrepancy): [xx] (C3 Question 04) Wing/Region failed to ensure all sortie data is entered in WMIRS within 72 hours of completing a sortie IAW CAPR 70- 1 para 9.11.11.2. NOTE: see also CAPR 173-3 para 2.1.	Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	Are all flight releases accomplished using eFlight Release in WMIRS, and documented properly?	Review WMIRS>Support>Reports> Flights Not eReleased Report.	(Discrepancy): [xx] (C3 Question 05) Wing/Region failed to ensure all flights were flown with a proper flight release IAW CAPR 70-1 para 9.11.3.4. NOTE: Use a sub-bullet to list sorties which were not properly released, and why (e.g.: no record of release, not recorded within 24 hours.	Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	Are flight privilege suspension procedures followed?	Review information provided by the Wing/Region prior to the inspection.	(Discrepancy): [xx] (C3 Question 06) Wing failed to ensure procedures for suspending a member's flight privileges were followed IAW CAPR 70-1 para 8.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI	07	Does the Wing/Region ensure all eServices Ops Quals data is recorded properly?	Review of mission participants from WMIRS compared with data in Ops Quals. With an emphasis on the following mission symbols: A3/18/29/52/60/80/ 96/97/99, B10/11/13/14/20/21/22/99, C14/88/99.	(Discrepancy): [xx] (C3 Question 07) Wing/Region failed to ensure data for all wing/region pilots is entered, and documentation uploaded, into Ops Quals and validated by the Standardization and Evaluation (DOV) officer or another designated official in the pilot's chain of command IAW CAPR 70-1 para 9.6.1.	The Wing/Region will complete a review and validation (wing/region including all subordinate units) ensuring that Ops Quals matches source documentation. Attach a copy of documentation of the review and validation to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the DTS.

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

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.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.