E-1 COMMAND

Staffing

Position - Commander (CC) held position: 0 Year(s) 0 Month(s)
Command Specialty Track:

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

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	02	Is the Wing MOU with the state current and approved? If not, does the Wing have a copy of a statement of reasons for not having an MOU?	Wing will provide a copy of the MOU or a copy of the email receipt from NHQ OR provide a copy of the statement of reasons for not having an MOU.	(Discrepancy): [xx] (E1 Question 02) Wing does not have an MOU with their state that is current/approved or a statement of reason on file in lieu of the MOU IAW CAPR 111-2 para 3a(2).	Obtain an approved Wing MOU.Attach a copy of the approved Wing MOU with the state and email receipt from NHQ or a copy of the statement of reasons for not having an MOU to the discrepancy in the Discrepancy Tracking System (DTS).

Export Import

CI	04	a) Does the Wing/Region ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes, was the CAP/GC and Wing Legal Officer contacted?	Wing/Region will provide: documentation of consultation or narrative of phone conversation with the CAP/GC and Wing Legal Officer regarding sexual/ physical abuse reports.	(Discrepancy): [xx] (E1 Question 04a) Wing/Region failed to provide documentation of consultation or narrative of phone conversation with the CAP/GC and the Wing Legal Officer regarding sexual/physical abuse reports IAW CAPR 60-2 para 4.2 and 4.2.1.	Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI	04	b) Does the Wing/Region ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes, was the member suspended?	Wing/Region will provide: the suspension notice	b) (Discrepancy): [xx] (E1 Question 4b) Wing failed to provide a suspension notice regarding sexual/physical abuse reports IAW CAPR 60-2 para 4.4	Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI	08	Does the Wing CC approve all fundraising events within the Wing?	Wing will provide documentation of approval of all fundraising.	(Discrepancy): [xx] (E1 Question 08) The Wing CC did not provide written approval of all subordinate unit fundraising events IAW CAPR 173-4 para 3a.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI	09	a) If a subordinate unit exceeded the 27- month limit for accomplishing SUIs, was the unit required to stand down?	a) Review eServices Commanders Dashboard to determine if SUIs exceeded 27- month window. Wing will provide documentation of the stand down	(Discrepancy): [xx] (E1 Question 09a) Subordinate unit exceeded the 27- month window between SUIs and was not required to stand down IAW CAPR 20-3 para 10.3. List each subordinate unit affected.	Upload Stand down documentation to DTS. Attach a Plan of Action (PoA) in DTS approved by the Wing/ CC, as required by 20-3, paragraph 12.1.2.

CI	09	b) Did the Wing establish a Sub-Unit compliance inspection travel budget as part of the Annual Training Plan and submit it to Region.	Review eServices > Menu > Operations > Training Plan > Select Year and Wing/Region > Load Training & Flying Plan > SUI Planning	(Discrepancy): [xx] (E1 Question 09b) Wing failed to develop a Sub-Unit compliance inspection travel budget for the Annual Training Plan and submit it to region IAW CAPR 20-3 para 10.9	Develop a SUI travel budget for the Annual Training Plan and load it into WMIRS. Attach a copy of the Annual Training Plan to the discrepancy in the DTS. Attach a copy of a PoA, approved by the Wing/CC, as required by 20-3, paragraph 12.1.2.
CI	14	Are Reports of Survey properly initiated, conducted, and documented in Operational Resource Management System (O.R.M.S)?	Review the Pending Reports of Survey Report within eServices>Logistics>O.R.M.S> Reports for each of the four modules (Vehicles, Equipment, Aircraft, and Communications Gear).	(Discrepancy): [xx] (E1 Question 14) A Report of Survey to determine the cause of the loss [damage] was not initiated, conducted and uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-26. NOTE: List all occurrences separated by commas.	Complete a Report of Survey.Attach a copy of the report of survey to the discrepancy in the Discrepancy Tracking System (DTS).

CI	15	Has the Wing commander completed required training?	Provide copy of screen shot from e- Services showing completion of annual refresher training.	(Discrepancy): [xx] (E1 Question 15) Wing commander has not completed annual refresher training IAW CAPR 20-1, para 9.2.3	The Wing commander will complete annual refresher training. Attach a screenshot showing annual refresher training completion to this discrepancy in the DTS.

CI	17	Has the Wing historian or the Wing commander's designee submitted an annual history each year?	Request the wing historian or officer appointed to present the annual history for the past four years for review	(Discrepancy): [xx] (E1 Question 17) Wing historian or officer appointed to prepare the annual history failed to do so in CY XXXX IAW CAPR 110-1 para 6.2	Prepare Wing histories for all missing years since 2021 (annual histories were not formally collected prior to this year).

CI	18	Have all members who are assigned to the headquarters squadron completed cadet protection training?	eServices > Member Reports > Cadet Protection Course Completion Report. Have all Members, including cadets 18 and older, completed CPPT Basic within the past 12 months, or alternatively, have completed CPPT Advanced? (The Commander and Vice Commander, Chief of Staff, Director of Cadet Programs and Inspector General are required to take the advanced course.) Encampment commanders, commandants of cadets, and NCSA directors and deputies are also required to complete the advanced course within the past 12 months.	(Discrepancy): [xx] (E1 Question 18) One or more members is non-compliant with cadet protection training requirements (identify names and courses) IAW CAPR 60-2, paras 3.2.1, 3.2.2, 3.3.1.	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.
CI	19	Did the Commander provide a closeout letter to CAP/IGQ for all reports of investigation (ROI) received? (as applicable)	CI Team Chief will coordinate with CAP/IGQ to ensure all ROI closeout letters were received and added to MCRS.	(Discrepancy): [xx] (E1 Question 19) Commander did not provide closeout letters to CAP/IGQ for each ROI IAW CAPR 20-2, para 11.11.4.	Commander will provide all missing closeout letters to CAP/IGQ and will upload a plan of action to DTS.

CI	20	Did the requesting Commander provide a closeout letter to CAP/IGQ for each CIQ requested? (as applicable)	CI Team Chief will coordinate with CAP/IGQ to ensure all CIQ closeout letters were received and added to MCRS.	(Discrepancy): [xx] (E1 Question 20) Requesting commander did not provide closeout letters to CAP/IGQ for each requested CIQ IAW CAPR 20-2, para 15.6.3.	Requesting commander will provide all missing closeout letters to CAP/IGQ and will upload a plan of action to DTS.
CI	21	Did the Wing Commander pause all cadet activities of any school unit with an expired CAPF 60-88 agreement of 60 days or greater.	Wing uploads documentation reflecting the wing commander pausing cadet activities.	(Discrepancy): [xx] (E1 Question 21) Wing Commander failed to pause a unit's cadet activities IAW CAPR 60-3, para 2.1.5. List each unit.	Upload documentation stating all cadet activities have been paused, signed by the Wing commander into 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.