# B-1 CADET PROGRAMS

**Staffing**

Position - Deputy Cmdr for Cadets position held: 0 Year(s) 0 Month(s)

Cadet Programs Specialty Track:

**Summary**

| Discrepancies | Repeats |
|---|---|
| 0 | 0 |

**Mission and Staffing Notes**

List CP Name | Date Appointed | CAP ID | Phone Number | E-Mail

Notes

| Y/N/R/NA | Topic/ Detailed Question | How to verify compliance | Discrepancy Write up | How to Close |
|---|---|---|---|---|
| | 05 Does the unit have at least two graduates of the Training Leaders of Cadets program assigned? TLC credit must be current IAW CAPR 60-1, 2.3.2.5. | eServices > Member Reports > TLC Progression | (Discrepancy): [xx] (B1 Question 05) The unit failed to provide its Cadet Program with at least two graduates of the Training Leaders of Cadets program IAW CAPR 60-1, 2.3.2.5. | Via the Discrepancy Tracking System (DTS), upload a document identifying the next opportunity to participate in TLC and identify two seniors who plan to attend |

| | | | | |
|---|---|---|---|---|
| | 06 a) Has the unit adopted a set of annual goals? | Unit uploads unit's goals document to eServices. Review goals document. | (Discrepancy): [xx] (B1 Question 06a) The unit has not adopted a set of annual goals IAW CAPR 60-1, para 4.2. | a) Submit through the DTS specific and measurable goals to guide the unit through the next 6 months, at least |
| | 06 b) Are the goals specific and measurable? | Unit uploads unit's goals document to eServices. Review goals document. | (Discrepancy): [xx] (B1 Question 06b) Unit goals are not specific and measurable IAW CAPR 60-1, para 4.2.1. | b) Submit a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the DTS. |
| | 06 c) Does the document indicate that goals are being reviewed quarterly? | Unit uploads unit's goals document to eServices. Review goals document. | (Discrepancy): [xx] (B1 Question 06c) Unit goals are not being reviewed quarterly IAW CAPR 60-1, para 4.2.2 | c) Submit a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the DTS. |

| | | | | |
|---|---|---|---|---|
| | 07 a) Are unit meetings guided by a written schedule? | Provide the SUI team with schedules for the previous three months of weekly meetings.<br>Examine the schedules provided by the unit and review web calendar | (Discrepancy): [xx] (B1 Question 07a) Unit meetings have not been guided by a written schedule IAW CAPR 60-1, para 4.3.2.4. | Submit through the DTS at least one month's worth of written meeting schedules into DTS. |
| | 07 b) Do unit meetings fulfill the minimum monthly content requirements? | Provide the SUI team with schedules for the previous three months of weekly meetings.<br>Examine the schedules provided by the unit and review web calendar | (Discrepancy): [xx] (B1 Question 07b) Unit meetings do not fulfill the minimum monthly content requirements IAW CAPR 60-1, para 4.3.2.2 | Submit through the DTS at least one month's worth of written meeting schedules into DTS. |
| | 08 Does the unit offer at least one unit activity per month outside of the regular weekly meeting on its own or in cooperation with another unit? | Unit will provide the URL of the unit's website. Visit unit website and review web calendar. | (Discrepancy): [xx] (B1 Question 08) The unit is not offering at least one weekend cadet activity per month, on its own or in cooperation with another unit IAW CAPR 60-1, 4.3.3.1 | Submit through the DTS an activity plan for the upcoming quarter |

| | | | | |
|---|---|---|---|---|
| 12 | Does the unit maintain a web-based calendar of cadet activities? | Visit unit website. | (Discrepancy): [xx] (B1 Question 12). The unit does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2 | Unit CC will establish a web-based calendar. |
| 13 | Did the unit obtain proper authorization for all high adventure activities (HAAs) in the past two years ? | Visit unit website, examine unit calendar | (Discrepancy): [xx] (B1 Question 13). The unit conducted a high adventure activity (HAA) during the previous two years but did not retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.3. | Unit CC submits a memo to DTS acknowledging that in the future HAAs will be properly authorized using CAPF 60-82 and retained in unit files for two years. |
| 14 | a) Does the school unit have a CAPF 60-88 agreement on file? | Unit uploads the completed CAPF 60-88 to eServices (IG documentation upload section). | (Discrepancy): [xx] (B1 Question 14a) The unit was unable to show that it has a CAPF 60-88 agreement endorsed by CAP and the school administration IAW CAPR 60-3, para 2.1. | Coordinate with the school and wing to establish or renew the CAPF 60-88 agreement. Upload the signed agreement to DTS. |

| | | | | |
|---|---|---|---|---|
| | 14 b) Is the agreement current? | Is the agreement current or expired by less than 60 days mark this question yes. | (Discrepancy): [xx] (B1 Question 14b) The unit's CAPF 60-88 agreement with the school is outdated. The version on file is dated [xx], which is [xx] days beyond the expiration date. IAW CAPR 60-3, para 2.1.1. | Coordinate with the school and wing to establish or renew the CAPF 60-88 agreement. Upload the signed agreement to DTS. |
| | 15 Can unit staff locate directives and guidance describing the requirements for cadet protection? | No discrepancy is issued if during the in-person portion of the SUI, unit staff members can accurately demonstrate their ability to locate cadet protection directives in at least CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2. | (Discrepancy): [xx] (B1 Question 15). Staff could not locate CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2. | Unit CC reviews the location of cadet protection directives with all unit staff. |
| | 16 a) Do school unit meetings fulfill the minimum monthly content requirements for Primary Format (During-school)? | Provide the SUI team with the previous three months of weekly meetings schedule | (Discrepancy): [xx] (B1 Question 16a) Unit meetings do not fulfill the minimum monthly content requirements IAW CAPR 60-3, para 3.1.1.1. | Submit through the DTS at least two months' worth of written meeting schedules. |

| | | | | |
|---|---|---|---|---|
| | 16 b) Does the School unit meetings fulfill the minimum monthly content requirements for Secondary format (After School)? | Provide the SUI team with schedules for the previous 9-week academic window of weekly meetings. | (Discrepancy): [xx] (B1 Question 16b) Unit training does not fulfill the minimum nine-week requirements IAW CAPR 60-3 para 3.1.2.1. | Submit a nine-week training schedule into DTS. |
| | 17 Does the unit meet with their senior mentor monthly for the first two years of operations? | Provide the SUI team with meeting records. This question only applies to the first two years of operations. | (Discrepancy): [xx] (B1 Question 17) Unit has not met with senior mentor monthly as required IAW CAPR 60-3 1.2.4. | Submit through the DTS at least the next two months' worth of meeting records. |
| | 18 If the unit's CAPF 60-88 was expired for less than 60 days, did the unit pause all activities other than unit meetings? | Review the unit's calendar. | (Discrepancy): [xx] (B1 Question 18) Unit held activities outside of unit meetings with an expired CAPF 60-88 IAW CAPR 60-3 2.1.5. | Upload documentation stating activities outside of unit meetings have been paused, signed by the unit commander into DTS, or provide a signed CAPF 60-88. |

**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 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**

**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.**