B-1 CADET PROGRAMS

Staffing

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

Cadet Programs Specialty Track:

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. 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. 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.