D-2 CHAPLAIN

Staffing

	Year(s)	Month(s)
Chaplain Specialty Track:		
CDI Specialty Track:		

List CH Name	Date Appointed	CAP ID	Phone Number	E-Mail
Notes				

Y/N/R/NA/OB Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	How to Close
01 Does the unit with cadets have a chaplain and/or CDI assigned? (Chaplains or CDIs may hold duty assignments in multiple units.)	Download the Member Reports in eServices.	(Discrepancy): [xx] (D2 Question 01) Unit failed to staff a qualified chaplain or CDI, IAW CAPR 80-1, para 2.6.	Attach a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the DTS.
03 Are cadet Character Development Forum lessons taught using approved materials IAW CAP regulations?	Compliance is verified using unit logs, or after-action reports.	(Discrepancy): [xx] (D2 Question 03) Unit failed to ensure a chaplain, CDI, or squadron commander taught cadet Character Development Forums, IAW CAPR 80-1, para 6.1.5.	

Export Import

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.