E-1 COMMAND

Staffing

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

List 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 Clear
	03 a) Was the Wing Commander contacted? Does the unit ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A"	Unit will provide: a) documentation of consultation or narrative of phone conversations Provide summary only of contact; DO NOT UPLOAD ACTUAL FILES	(Discrepancy): [xx] (E1 Question 03a) Unit failed to provide documentation of consultation or narrative of phone conversation regarding sexual/physical abuse reports IAW CAPR 60-2 para 4.2 and 4.2.1.	Follow procedures outlined in CAPR 60-2 regarding sexual/physical reports. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
	b) Was the member suspended?	b) Unit will provide: suspension notice.	(Discrepancy): [xx] (E1 Question 03b) Unit failed to provide a suspension notice regarding sexual/ physical abuse reports IAW CAPR 60-2 IAW para 4.4	Follow procedures outlined in CAPR 60-2 regarding sexual/physical reports. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.

05 Does the Wing CC approve all fundraising events within the unit?	Unit will provide documentation of approval of all fundraising.	(Discrepancy): [xx] (E1 Question 05) The Unit CC did not obtain Wing CC written approval of all unit fundraising events IAW CAPR 173-4 para 3a.	Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.

10 Have all members who are required to complete cadet protection training done so?	eServices > Member Reports > Cadet Protection Course Completion Report. Have all members, including cadets 18 and over, completed CPPT Basic within the past 12 months, or alternatively, have completed CPPT Advanced? (Commander, Deputy Commander, Deputy Commander for Cadets (Composite Squadron) at the Squadron level, the Commander and Deputy Commander, Chief of Staff, Director of Cadet Programs and Inspector General at the Group level or higher are required to complete the advanced course, within the past 12 months.)	(Discrepancy): [xx] (E1 Question 10). One or more members is non-compliant with cadet protection training (identify names, courses) and the unit commander did not voluntarily report this fact during the SUI IAW CAPR 60-2, 3.2 and/or 3.3.	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.
11 Were mid-cycle CSAP compliance inspections performed and submitted to the next higher echelon commander and IG for review and entry into the Discrepancy Tracking System (DTS)?	Review DTS for presence of mid-cycle CSAP subordinate unit inspections.	(Discrepancy): [xx] (E1 Question 11) MidCycle CSAP subordinate unit inspections were not performed, submitted, and/or uploaded to DTS as required IAW CAPR 20-3 para 11.2 and 11.3.	Attach a PoA, approved by the Wing/Region commander as required by CAPR 20-3, paragraph 12.1.2.

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.