

B-1 CADET PROGRAMS

Summary

Discrepancies Repeats

Staffing

Position - Director of Cadet Programs held:
Cadet Programs Specialty Track:

Year(s)

Month(s)

Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
05	Has the wing established a Cadet Advisory Council?	eServices > Personnel > Duty Assignment > Reports	(Discrepancy): [xx] (B1 Question 05) The wing has not established a Cadet Advisory Council IAW CAPR 60-1, 7.1.	
07	Do each of the wing's cadet composite, and flights squadrons have two or more graduates of the Training Leaders of Cadets course assigned?	eServices > Reports > Member Reports > Member Reports > TLC Progression	(Discrepancy): [xx] (B1 Question 07) Units in the wing do not have at least two graduates of the Training Leaders of Cadets program IAW CAPR 60-1 para 2.3.2.4.	
09	Has the unit adopted annual goals? A) Are the goals specific and measurable? B) Does the document indicate that goals are	Wing uploads goals document to eServices Review goals document Review goals document	(Discrepancy): [xx] (B1 Question 09a) The wing has not adopted a set of annual goals IAW CAPR 60-1, 4.2. (Discrepancy): [xx] (B1 Question 09b) Wing goals are not	

being reviewed quarterly?

specific and measurable IAW CAPR 60-1, 4.2.1.
(Discrepancy): [xx] (B1 Question 09) Wing goals are not being reviewed quarterly IAW CAPR 60-1, 4.2.2.

10 Does the wing offer at least one cadet-focused weekend activity per quarter?

Visit wing website and review web calendar

(Discrepancy): [xx] (B1 Question 10) The wing is not offering at least one cadet-focused "Saturday" activity per quarter IAW CAPR 60-1 para 4.3.2.2.

11 Does the wing have a written plan for providing orientation flights to all units with cadets?

Obtain copy of plan or calendar from director of cadet programs, director of operations, or commander

(Discrepancy): [xx] (B1 Question 11) The wing does not have a written plan for providing flights to cadets in every unit IAW CAPR 60-1 para 8.3.1.2

12 If the wing conducted an encampment, did it file an Encampment Operations Report?

eServices > Cadet Programs > Event Administration > Encampment Reports
a) Obtain and review continuity files on site or upload to eServices (if file size allows)

(Discrepancy): [xx] (B1 Question 12) The wing did not file an Encampment Operations Report IAW CAPR 60-1, 9.6.3. a) (Discrepancy): [xx] (B1 Question 12) The wing is not maintaining an encampment continuity file IAW CAPR 60-1 para 9.6.3.1.

a) Does the wing keep an encampment continuity file?

14 Is the director of cadet programs master-rated in the specialty track?
If not, has he or she developed a plan to attain the master rating?

eServices > Member Reports > Specialty Track Report

(Discrepancy): [xx] (B1 Question 14) The DCP is not master-rated in the specialty track and has not developed a plan to attain the rating IAW CAPR 60-1, 2.3.2.5.

16 Does the wing maintain a web based calendar of cadet activities?

Visit wing website.

(Discrepancy): [xx] (B1 Question 16).The wing does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2.

17 Did the unit obtain proper authorization for all high adventure activities (HAAs) in the past two years ?

Visit wing website, examine calendar of cadet activities

(Discrepancy): [xx] (B1 Question 17). The unit conducted or authorized a subordinate unit to conduct a high adventure activity (HAA) during the previous two years but did not retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.2 and 2.7.3.3.

18 For each school squadron assigned, does the wing have on file a CAPF 60-88 MOU endorsed by CAP and the school administration?

Wing uploads the completed CAPF 60-88(s) to eServices (IG report upload section) prior to the CI's start. Examine the endorsement date on the signed CAPF 60-88(s).

(Discrepancy): [xx] (B1 Question 18) The wing was unable to show that an assigned school squadron has a current MOU endorsed by CAP and the school administration IAW CAPR 60-3, 6.5. An assigned school squadron's [xx] MOU with the school is outdated. The version on file is dated [xx], which is [xx] months beyond the maximum 36 months' duration IAW CAPR 60-3, 6.3.

Is each MOU current?

Were any endorsed fewer than 36 months ago?

