

# B-1 CADET PROGRAMS

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	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.	Develop and submit through the DTS a plan for establishing a CAC program (i.e.: meeting schedules and at least one assignment)
CI	07	Do each of the wing's cadet and composite 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.	Develop and submit through the DTS a plan to offer TLC course(s) within 6 months and/or a plan to support under-staffed units with extra mentoring.
CI	09	Has the unit adopted annual goals? A) Are the goals specific and measurable? B) Does the document indicate that goals are being reviewed quarterly?	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 specific and measurable IAW CAPR 60-1, 4.2.1. (Discrepancy): [xx] (B1 Question 3) Wing goals are not being reviewed quarterly IAW CAPR 60-1, 4.2.2	Develop and submit through the DTS specific and measurable goals to guide the wing through the next 6 months, at least
CI	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.	Develop and submit through the DTS an activity plan for the upcoming quarter

CI	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	Develop and submit through the DTS a plan for conducting orientation flights
CI	12	If the wing conducted an encampment, did it file an Encampment Operations Report?  a) Does the wing keep an encampment continuity file?	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. (Discrepancy): [xx] (B1 Question 12a) The wing is not maintaining an encampment continuity file IAW CAPR 60-1 para 9.6.3.1.	File the encampment report in eServices and record completion in the DTS Have the DCP review the requirements of 9.6 and submit through the DTS a memo recording that he or she has done so
CI	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.	Develop and submit through the DTS the DCP's plan for obtaining the master rating
CI	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.	Wing CP will establish a web-based calendar.
CI	17	Did all units 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 obtain or retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.2 and 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.

CI	18	For each school squadron assigned, does the wing have on file a CAPF 60-88 MOU endorsed by CAP and the school administration? Is each MOU current? Were any endorsed fewer than 36 months ago?	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.	Coordinate with the school and unit to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS. Coordinate with the school and unit to renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.
SUI	05	Does the unit have at least two graduates of the Training Leaders of Cadets program assigned?	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, 2.3.2.4.	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
SUI	06	Has the unit adopted a set of annual goals? a) Are the goals specific and measurable?  b) Does the document indicate that goals are being reviewed quarterly?	Squadron uploads unit's goals document to eServices. (a & b) Review goals document.	(Discrepancy): [xx] (B1 Question 06) The unit has not adopted a set of annual goals IAW CAPR 60-1, para 4.2. (Discrepancy): [xx] (B1 Question 06a) Unit goals are not specific and measurable IAW CAPR 60-1, para 4.2.1. (Discrepancy): [xx] (B1 Question 06b) Unit goals are not being reviewed quarterly IAW CAPR 60-1, para 4.2.2	Submit through the DTS specific and measurable goals to guide the unit through the next 6 months, at least

SUI	07	Are squadron meetings guided by a written schedule?  a) Do squadron 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	(Discrepancy): [xx] (B1 Question 07) Squadron meetings have not been guided by a written schedule IAW CAPR 60-1, para 4.3.2.4. (Discrepancy): [xx] (B1 Question 07a) Squadron 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
SUI	08	Does the unit offer at least one "Saturday" activity per month, on its own or in cooperation with another unit?	Visit unit website and review web calendar.	(Discrepancy): [xx] (B1 Question 08) The squadron 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.	Submit through the DTS an activity plan for the upcoming quarter
SUI	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 webbased calendar.
SUI	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.

SUI	14	Does the school squadron have on file a CAPF 60-88 MOU endorsed by CAP and the school administration? Is the MOU current? Was it endorsed fewer than 36 months ago?	Unit uploads the completed CAPF 60-88 to eServices (IG report upload section) prior to the SUI's start. Examine the endorsement date on the signed CAPF 60-88.	(Discrepancy): [xx] (B1 Question 14) The unit was unable to show that it has a current CAPF 60-88 MOU endorsed by CAP and the school administration IAW CAPR 60-3, 6.5. The unit's CAPF 60-88 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.	Coordinate with the school and wing to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS. Coordinate with the school and wing to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.
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