

# E-1 COMMAND

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	02	Is the wing MOU with the state current and approved? If not, does the wing have a copy of a statement of reasons for not having an MOU?	Wing will provide a copy of the MOU or a copy of the email receipt from NHQ OR provide a copy of the statement of reasons for not having an MOU.	(Discrepancy): [xx] (E1 Question 02) Wing does not have an MOU with their state that is current/approved or a statement of reason on file in lieu of the MOU IAW CAPR 111-2 para 3a(2).	Obtain an approved Wing MOU. Attach a copy of the approved Wing MOU with the state and email receipt from NHQ or a copy of the statement of reasons for not having an MOU to the discrepancy in the Discrepancy Tracking System (DTS).
CI	04	Does the Wing/Region ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes,  a) Was the CAP/GC and Wing Legal Officer contacted?  b) Was the member suspended?	Wing/Region will provide: documentation of consultation or narrative of phone conversation with the CAP/GC and Wing/Region Legal Officer regarding sexual/physical abuse reports.  B) the suspension notice	(Discrepancy): [xx] (E1 Question 04a) Wing/Region failed to provide documentation of consultation or narrative of phone conversation with the CAP/GC and the Wing Legal Officer regarding sexual/physical abuse reports IAW CAPR 60-2 para 4.2 and 4.2.1.  b) (Discrepancy): [xx] (E1 Question 4b) Wing failed to provide a suspension notice regarding sexual/physical abuse reports IAW CAPR 60-2 IAW para 4.4	Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	Have all Wing/Region staff members completed Equal Opportunity Training?	Run EO Completion report: eServices >Reports >Member Reports >Member Reports >Equal Opportunity CompletionSort report for all members in CAP for >6 months using eServices report listing.	(Discrepancy): [xx] (E1 Question 05) Wing/Region failed to have all wing staff members complete the Equal Opportunity Training IAW CAPR 36-1 para 5.5.	All active senior members must complete Equal Opportunity training. Attach an eServices report showing completions to the discrepancy in the Discrepancy Tracking System (DTS).

CI	08	Does the Wing CC approve all fundraising events within the wing?	Wing will provide documentation of approval of all fundraising.	(Discrepancy): [xx] (E1 Question 08) The Wing CC did not provide written approval of all subordinate unit fundraising events IAW CAPR 173-4 para 3a.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	09	Are Sub-Unit compliance inspections accomplished IAW CAP regulations? A) If a subordinate unit exceeded the 27-month limit for accomplishing Sub-Unit compliance inspections was the unit suspended? If no unit exceeded 27 months limit, answer 'N/A' b) Did the Wing establish a Sub-Unit compliance inspection travel budget as part of the Annual Training Plan and submit it to Region.	Select all the units from the Inspector General page of the Commander's Dashboard and copy them into the Review_E-3_SUI_Report_Dates spreadsheet to get all the Sub-Unit compliance inspection Report Dates and the time between Sub-Unit compliance inspections. a) If a subordinate unit exceeded the 27- month limit for accomplishing Sub-Unit compliance inspections was the unit suspended?  b) Did the Wing establish an Sub-Unit compliance inspection travel budget as part of the Annual Training Plan and submit it to Region? Go to eServices > Menu > Operations > Training Plan > Select Year and Wing/Region > Load Training & Flying Plan > SUI Planning	(Discrepancy): [xx] (E1 Question 09a) Subordinate unit exceeded the 27-month limit between Sub-Unit compliance inspections and was not suspended IAW CAPR 20-3 para 9.5. List each subordinate unit affected.  (Discrepancy): [xx] (E1 Question 09b) Wing failed to develop a Sub-Unit compliance inspection travel budget for the Annual Training Plan and submit it to region IAW CAPR 20-3 para 9.11.	a) Suspended the unit until an Sub-Unit compliance inspection has been accomplished. Attach a PoA, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.  b) Develop a Sub-Unit compliance inspection travel budget for the Annual Training Plan and load it into Operations Training Plan. Attach a copy of the Annual Training Plan to the discrepancy in the DTS. Attach a copy of a PoA, approved by the Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	14	Are Reports of Survey properly initiated, conducted, and documented in IAW CAP regulations?	Ask the inspector responsible for C2 and D7 if any report of surveys were required. Compliance is determined through review of records in ORMS.	(Discrepancy): [xx] (E1 Question 14) A Report of Survey to determine the cause of the loss [damage] to a -----, property number XXXXXXXX, was not initiated and uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-	Complete a Report of Survey. Attach a copy of the report of survey to the discrepancy in the Discrepancy Tracking System (DTS).

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NOTE: List each occurrence as a separate discrepancy.

CI	15	Has the Wing commander completed required IG Annual Refresher training?	Provide copy of screen shot from e- Services showing completion of annual refresher training.	(Discrepancy): [xx] (E1 Question 15) Wing commander has not completed annual refresher training IAW CAPR 20-1, para 4.2.4.	Wing commander will complete annual refresher training. Attach a screen shot showing annual refresher training completion to the discrepancy in the DTS.
CI	16	Are all compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations?	Review of all worksheets, unit details and data, and other deliverables provided.	(Discrepancy): [xx] (E1 Question 16) Wing did not provide all worksheets, unit details and data, and other deliverables as required IAW CAPR 20-3 para 8.2.1.	Discrepancy is normally closed during CI and documented in the CI report
CI	17	Has the wing historian or the wing commander's designee submitted an annual history each year?	Request the wing historian or officer appointed to present the annual history for the past four years for review	(Discrepancy): [xx] (E1 Question 17) Wing historian or officer appointed to prepare the annual history failed to do so in CY XXXX IAW CAPR 110-1para 6.2	Prepare wing histories for all missing years since 2021 (annual histories were not formally collected prior to this year).
CI	18	Have all members, including cadets 18 and over, assigned to wing headquarters completed required cadet protection training?	eServices > Member Reports > Cadet Protection Course Completion Report. Have all Member, including cadets 18 and older, completed CPPT Basic within the past 48 months, or alternatively, have completed CPPT Advanced? (The Commander and Vice Commander, Chief of Staff, Director of Cadet Programs and Inspector General are required to take the advanced course.) Encampment commanders, commandants of cadets, and NCSA directors and deputies are also required to complete the advanced course within the past	(Discrepancy): [xx] (E1 Question 18) One or more members is non-compliant with cadet protection training requirements (identify names and courses) IAW CAPR 60-2, paras 3.2.1, 3.2.2, 3.3.1.	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.

48 months.

SUI	03	Does the unit ensure compliance with the sexual/physical abuse policy? If there were no allegations of sexual/physical abuse, answer "N/A", if yes,  a) Was the Wing Commander contacted?  b) Was the member suspended?	Unit will provide: a) documentation of consultation or narrative of phone conversations  b) suspension notice.	(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.  (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.
SUI	04	Have all active senior members completed Equal Opportunity Training?	Cross check eServices all members in the unit. Sort report for all members in CAP for >6 months using eServices report listing.	(Discrepancy): [xx] (E1 Question 04) Unit failed to have all active senior members complete the Equal Opportunity Training IAW CAPR 36-1 para 5.5.	All active senior members must complete Equal Opportunity Training. Attach an eServices report Showing completions to the discrepancy in the DTS.
SUI	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.
SUI	07	Are all Sub-Unit compliance inspection worksheets, unit details and data and other deliverables provided IAW CAP regulations?	Review of all worksheets, unit details and data, and other deliverables provided.	(Discrepancy): [xx] (E1 Question 07) Unit did not provide all worksheets, unit details and data, and other deliverables as required IAW CAPR 20-3 para 9.7.3.	Discrepancy is normally closed during SUI and documented in the SUI report
SUI	09	Is POV use IAW CAP regulations? If the unit permits the use of POVs for CAP use is a written commander approval letter filed?	Written approval for use of a POV will be maintained on file in accordance with CAPR 10-2, Files Maintenance and Records Disposition	(Discrepancy): [xx] (E1 Question 09) Unit members using their POVs do not obtain written Unit Commander approval of POV use IAW CAPR 77-1 para 1-8b.	Ensure Unit Commander approval letters are created for temporary use vehicles employed on CAP missions. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.

SUI	10	Have all members, including cadets 18 and over, completed cadet protection training?	eServices > Member Reports > Cadet Protection Course Completion Report. Have all members, including cadets 18 and over, completed CPPT Basic within the past 48 months, or alternatively, have completed CPPT Advanced? (Commander, Deputy Commander (for Cadet Squadrons), Deputy Commander for Cadets (for Composite Squadrons) at the Squadron level, the Commander and Vice 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 48 months.) No discrepancy is issued if during the in-person portion of the SUI the unit voluntarily acknowledges the fact that inactive member(s) are non-compliant in their training and correctly identifies each by name.	(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, 3.1 and/or 3.2.	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.
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