

# E-1 COMMAND

## Summary

Discrepancies      Repeats

## Staffing

Position - Commander (CC) held position:

Year(s)

Month(s)

Command Specialty Track:

## 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>
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 Provide summary only of contact; DO NOT UPLOAD ACTUAL FILES  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	

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.
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.
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.
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.

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10 Have all members, 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 (Cadet Squadron), Deputy Commander for Cadets (Composite Squadron) 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, 3.2 and/or 3.3.

