

A-1 – AEROSPACE EDUCATION

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Internal Aerospace Education Program

External Aerospace Education Program

Staffing

Position - Aerospace Education Officer (AEO) position held: Year(s) Month(s)

Aerospace Education (AE) Specialty Track:

A-1 – Aerospace Education - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<p><u>Has the unit developed an annual AE Plan of Action (POA) IAW CAP regulations?</u></p> <p>a) Was the unit AEO roster attached to the POA?</p> <p>b) Was the POA approved by the Group Commander or, for wings with no groups, the Wing Commander?</p>	<p>a) Unit will submit a copy of AE POA including the attached AEO roster.</p> <p>b) Unit will submit a copy of approval documentation from higher command</p>	<p>(A-Discrepancy): [xx] (Question 1) Unit failed to develop an annual AE Plan of Action (POA), IAW CAPR 280-2 para 5a.</p> <p>a) (A-Discrepancy): [xx] (Question 1) Unit AE Plan of Action did not include a roster of the unit's AE Officers, IAW CAPR 280-2 para 5b.</p> <p>b) (A-Discrepancy): [xx] (Question 1) Unit failed to request approval for the annual AE Plan of Action from the Group Commander, or for wings with no groups, the Wing Commander, IAW CAPR 280-2 para 5c.</p>	

2	<p><u>Did CAP personnel cooperate with schools and other community organizations to promote Aerospace Education efforts?</u></p> <p>Did CAP personnel cooperate with schools and other community organizations by promoting Aerospace Education efforts?</p>	<p>Unit will submit examples of cooperative events with either schools or community organizations (Explorer/Boy/Brownie/Girl Scouts, 4-H, etc..) which resulted in the promotion of Aerospace Education.</p> <p>NOTE: If unable to provide documentation then provide documentation of attempts to establish cooperative events to promote Aerospace Education.</p>	<p>(A-Discrepancy): [xx] (Question 2) Unit failed to cooperate with schools and/or other community organizations in promoting Aerospace Education efforts, IAW CAPR 280-2 para 2b (3).</p>	
3	<p><u>Did the Unit complete an annual AE Activity Report IAW CAP regulations?</u></p> <p>a) Was a copy of the annual AE Activity Report sent to the next higher headquarters?</p> <p>b) If the inspected unit is a Group, was a single consolidated AE Activity report prepared and sent to Wing?</p>	<p>Unit will submit a copy of the AE Activity Report.</p> <p>a & b) Compliance is determined by reviewing documentation the report was sent .</p>	<p>(A-Discrepancy): [xx] (Question 3) Unit failed to complete an annual AE Activity Report, IAW CAPR 280-2 para 6a.</p> <p>a & b) (A-Discrepancy): [xx] (Question 3) Unit failed to submit its annual AE Activity Report to higher headquarters, IAW CAPR 280-2 para 6b.</p>	

B-1 - Cadet Programs

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Cadet Program curriculum and activities for Leadership

Cadet Program curriculum and activities for Aerospace

Cadet Program curriculum and activities for Fitness

Cadet Program curriculum and activities for Character Development

Staffing

Position - Deputy Cmdr for Cadets/Cadet Prog. Off. position held: Year(s) Month(s)

Cadet Programs Specialty Track:

B-1 - Cadet Programs - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<p><u>Have Cadet and/or Senior members completed Required Staff Training IAW CAP regulations?</u></p> <p>Have Cadet and/or Senior members completed Required Staff Training before serving on the staff of an activity lasting 4 nights in duration or longer or at any other cadet activity designated by the Unit Commander?</p>	<p>Unit will provide copies of Cadet and Senior members' Required Staff Training Certificates (or completed CAPF 11, Senior Member Professional Development Program Director's Report for Cadet and Senior members) involved in the previous year's Unit encampments and cadet activities.</p>	<p>(A-Discrepancy): [xx] (Question 1) Unit failed to ensure Cadet and Senior members completed the Required Staff Training before participation in a Cadet Program activity IAW CAPR 52-16, 2-2b</p>	

2	<p><u>Are Senior members present at all activities involving cadets?</u></p>	<p>Unit will provide documentation of Senior members involvement in previous year unit encampments and cadet activities.</p>	<p>(A-Discrepancy): [xx] (Question 2) Unit did not ensure Senior members were present at all activities involving cadets IAW CAPR 52-16 par 2-1a.</p>	
3	<p><u>Are fluid replacement and workload limitations enforced during all cadet activities?</u></p>	<p>Unit will provide documentation of fluid replacement and work load limitation enforcement from recent cadet activities.</p>	<p>(A- Discrepancy): [xx] (Question 3) Unit did not enforce fluid replacement and workload limitations during all cadet activities IAW CAPR 52-16 para 2-7.</p>	
4	<p><u>Are all CAPF 54 Civil Patrol High Adventure Activity Requests completed and approved before any High Adventure cadet activities are accomplished?</u></p>	<p>Unit will provide copies of all CAPF 54s from the last year for High Adventure cadet activities either digitally or during on site visit.</p>	<p>(A- Discrepancy): [xx] (Question 4) Unit did not ensure CAPF 54s were completed/approved before cadet High Adventure activities were accomplished, IAW CAPR 52-16 para 2-10.</p>	

C-2 Communications

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Radio Communications Management

Staffing

Position - Communications Officer held position: Year(s) Month(s)

Communications Specialty Track:

C-2 Communications - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<p><u>Has lost or damaged equipment been reported IAW CAP regulations?</u></p> <p>Are Reports of Survey (ROS) for all missing or damaged property initiated, conducted, and documented in ORMS?</p>	<p>The inspector will verify using onsite review and reports from eServices/ORMS.</p>	<p>(A-Discrepancy): [xx] (Question 1) A Report of Survey (ROS) to determine cause for loss or damage of an item was not initiated and/or uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-26. - Property number XXXXXXXX NOTE: List each occurrence as a separate discrepancy.</p>	
2	<p><u>Are all donated items properly identified and entered into ORMS?</u></p>	<p>The inspector will verify using onsite review and reports from eServices/ORMS.</p>	<p>(A-Discrepancy): [xx] (Question 2) Donated items were not properly identified and entered into ORMS IAW CAPR 174-1 para 2-9. - Property number XXXXXXXX NOTE: List each occurrence as a separate discrepancy.</p>	

3	<p><u>Has the required annual inventory been performed IAW CAP regulations?</u></p> <p>a) Was the inventory conducted during the 1 October to 31 December period?</p> <p>b) Were the following tasks completed:</p> <p>(1) Are on-loan items revalidated?</p> <p>(2) Are pending issues and transfers completed?</p> <p>(3) Are conditions and locations of all assets verified?</p>	<p>The inspector will verify using onsite review and reports from eServices/ORMS.</p> <p>Conduct an eyes on inventory of equipment assigned to the unit.</p>	<p>a) (A-Discrepancy): [xx] (Question 3) Unit did not complete annual inventory between 1 October and 31 December IAW CAPR 174-1 para 2-16b.</p> <p>b) (1) (A-Discrepancy): [xx] (Question 3) Unit did not validate on-loan assets IAW CAPR 174-1 para 2-16d(10) and 2-21. - Property number(s): XXXXXXXXX NOTE: List each occurrence as a separate discrepancy.</p> <p>b) (2) (A-Discrepancy): [xx] (Question 3) Unit did not complete issues and/or transfers IAW CAPR 174-1 para 2-16d(1). - Property number(s): XXXXXXXXX NOTE: List each occurrence as a separate discrepancy.</p> <p>b) (3) (A-Discrepancy): [xx] (Question 3) Unit did not verify conditions and locations of all assets IAW CAPR 174-1 para 2-16d(2). - Property number(s): XXXXXXXXX NOTE: List each occurrence as a separate discrepancy</p>	
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D-1 - Professional Development

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Active senior membership training

Staffing

Position - Professional Development Officer (PDO) held position: Year(s) Month(s)

Professional Development Specialty Track:

D-1 - Professional Development - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<u>Does the unit ensure members do not work with cadets without first completing Cadet Protection Program Training (CPPT)?</u>	Review the eServices Member reports LV1, make a list of non-compliant members. Using the eServices Member search ensure they are not receiving any assigned duty position in the unit, directly supervising cadets on their own, being allowed to wear the Air Force-style CAP uniform, becoming eligible for promotion, or enrolling in AU A4/6 Courses	(A-Discrepancy) [xx] (Question 1) Unit failed to ensure members completed Cadet Protection Program Training prior to working with cadets, IAW CAPR 50-17 para 3-1.	
2	<u>Has the Commander appointed a Testing Officer (TO)?</u> Has the Commander appointed a TO for test security and administration?	Compliance is determined through an eService Duty Assignment report	(A-Discrepancy) [xx] (Question 2) The Commander has not appointed a Testing Officer IAW CAPR50-4 para 1-3	

3	<p><u>Has the PDO ensured the Unit Commander is not assigned as the Testing Officer?</u></p>	<p>Compare eServices duty assignment reports (Test Officers and Unit Commanders) to ensure no CCs are TOs.</p>	<p>(A-Discrepancy): [xx] (Question 3) Unit failed to ensure the Unit Commander was not listed as Testing Officer or Assistant Testing Officer IAW CAPR 50-4, para 1-3.</p>	
4	<p><u>Does the unit maintain hard copy testing materials IAW CAP regulations?</u></p> <p>a) Are all hard testing material stored in a lockable (key or combination) metal cabinet?</p> <p>b) Does the TO conduct a test materials inventory at least every 180 days and whenever the TO or Assistant(s) TO changes?</p>	<p>a) Hard copy storage location will be inspected on site ONLY if testing materials are stored.</p> <p>b) Unit will provide copies of the TO inventory logs for the past 2 years</p>	<p>a) (A-Discrepancy): [xx] (Question 4) Unit failed to maintain hard copy testing materials in a lockable (key or combination) metal cabinet IAW CAPR 50-4 para 1-5.</p> <p>b) (A-Discrepancy): [xx] (Question 4) Unit failed to conduct a test materials inventory at least every 180 days and whenever the TO or Assistant(s) TO changed for the last 2 years since testing materials were stored IAW CAPR 50-4 para 1-6.</p>	
5	<p><u>Is the PDO maintaining CAPFs 45 IAW CAP regulations (N/A if not delegated to PDO by the Personnel Officer)?</u></p> <p>Is professional development training recorded on the CAPFs 45 for each of the members of the unit?</p>	<p>Compliance is determined through on-site inspection.</p>	<p>(A-Discrepancy): [xx] (Question 5) CAPFs 45 are not maintained IAW CAPR 50-17 para 2-4a & b</p>	

D-3 Finance

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Financial Procedures and Accounting

Staffing

Position - Finance Officer held position: Year(s) Month(s)

Finance Specialty Track:

D-3 Finance - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<p><u>Are Consolidated Finance Authorizations (CAPF 172) and Procedures IAW CAP regulation? Verification - Both must be ves for current FY.</u></p> <p>a) CAPF 172 must be reissued annually (1 October) and at each change of command.</p> <p>b) The unit CAPF 172 will be approved by the Finance Committee. The unit CAPF 172 must be signed by the Finance Committee members at the bottom of the form.</p>	a & b) Review CAPF 172s	<p>a) Discrepancy: [xx] (Question 1) Unit Consolidated Finance Authorizations (CAPF 172) were not current IAW 173-1 para 6g</p> <p>b) Discrepancy: [xx] (Question 1) Unit Consolidated Finance Authorizations (CAPF 172) were not complete IAW 173-1 para 6g</p>	
2	<p><u>Are all financial transactions completed IAW CAP regulation?</u></p> <p>a) All expenditures must be approved in writing by a designee listed on the CAPF 172. If the unit expenditure is over \$500, two authorized unit signatures are required.</p> <p>b) Expenditures, journal entries and deposits must have supporting documentation identifying the transaction.</p>	<p>a) Inspector will review the approval for a sample of wing and unit expenditures</p> <p>b) Inspector will review the supporting documentation for a sample of unit expenditures, journal entries, and deposits</p>	<p>a) (Discrepancy): [xx] (Question 2) Unit financial transactions were not properly approved IAW CAPR173-1 paras 6i, 9b(5), para (11), 9c(4), 18</p> <p>b) (Discrepancy): [xx] (Question 2) Unit financial transactions were not properly supported with appropriate documentation IAW CAPR 173-1 paras 6i, 6j, 20c, 24, 25</p>	

3	<p><u>Does the Finance Committee meet IAW CAP regulation?</u> a) The Finance Committee must meet at least once per quarter. b) A written record of these minutes must be saved.</p>	<p>a & b) Review Finance Committee meeting minutes.</p>	<p>a) (Discrepancy): [xx] (Question 3) Unit Finance Committee did not have a meeting at least once per quarter IAW CAPR 173-1 para 9c(8). b) (Discrepancy): [xx] (Question 3) Minutes for a Finance Committee meeting were not recorded IAW CAPR 173-1 para 9c(8).</p>	
4	<p><u>Does the unit complete its budget IAW CAP regulation?</u> <u>Verification - 100% for current FY</u> a) All budgets must be balanced, meaning income equals expenses. b) The Finance Committee must review the budget each quarter. c) Finance Committee minutes must notate the review of the budget and any proposed changes.</p>	<p>a) Review budget for the current fiscal year to see if they are balanced b & c) Review Finance Committee meeting minutes for evidence that the budget have been reviewed by the Finance Committee</p>	<p>a) (Discrepancy): [xx] (Question 4) Unit does not have a budget which is balanced IAW CAPR 173-1 para 9c(9). b) (Discrepancy): [xx] (Question 4) Unit finance committee did not review the budget quarterly IAW CAPR 173-1 para9c(9). c) (Discrepancy): [xx] (Question 4) Unit did not notate the review of the budget in their Finance Committee meeting minutes IAW CAPR 173-1 para 9c(9)..</p>	
5	<p><u>Has the unit appointed all necessary members of the Finance Committee IAW CAP regulation?</u> Verification - 100% a) The Unit Commander must appoint a finance committee in writing within 30 days of assuming command. b) The Unit Commander must appoint a finance committee in writing within 30 days of assuming command. The committee will be composed of the unit commander as the chairperson, the Finance Officer, and</p>	<p>a) Review eServices Duty Assignment report b) Request documentation of Finance Committee appointment and review for accuracy.</p>	<p>a) (Discrepancy): [xx] (Question 5) Unit does not have a Finance Officer appointed IAW CAPR 173-1 para 9c. b) (Discrepancy): [xx] (Question 5) Unit does not have a Finance Committee appointed IAW CAPR 173-1 para 9c.</p>	

D-4 - Administration

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Files Maintenance and Record Disposition

Publications and Forms Management

Staffing

Position - Director of Administration (DA) held position: Year(s) Month(s)

Administration Specialty Track:

D-4 - Administration - Staffing and Mission Notes				
#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<p><u>Are publications managed IAW CAP regulations?</u></p> <p>a) When publishing supplements, does the unit ensure the content does not conflict with higher headquarters directives?</p> <p>b) On the anniversary date of each supplement or OI, has the OPR certified (by annotating the record copy with the name of the person making the certification and the date the certification was made) it is still current and essential?</p> <p>c) Have all supplements been forwarded to the XXX Group/Wing Headquarters IAW CAPR 5-4 para 3a(1).</p>	<p>a) Unit will provide access to on-line publications or copies of unit publications for review.</p> <p>b) Unit will provide access to on-line publications or copies of unit publications for review.</p> <p>c) Unit will provide email traffic showing the supplement was forwarded to a higher headquarters.</p>	<p>a) (A-Discrepancy): [xx] (Question 1) Unit failed to ensure supplement to CAPR XX-X did not conflict with the parent directive IAW CAPR 5-4 para 3a(1).</p> <p>b)(A-Discrepancy): [xx] (Question 1) Unit failed to ensure supplements/OIs were certified by the OPR, on the anniversary date of the supplement IAW CAPR 5-4 para 3b. by annotating the record copy with the name of the person making the certification and the date the certification was made.</p> <p>c)(A-Discrepancy): [xx] (Question 1) Unit failed to forward a copy of its supplement to CAPR XX-X [OI ###] to the XXX Group/Wing Headquarters IAW CAPR 5-4 para 3a(1).</p>	
2	<p><u>Are unit OIs published IAW CAP regulations?</u></p> <p>Do unit published OIs, only apply to the Unit headquarters (charter xxx)?</p> <p>.</p>	<p>Unit will provide access to on-line publications or copies of unit publications for review.</p>	<p>(A-Discrepancy): [xx] (Question 2) Unit failed to ensure Operating Instructions (OI) only apply to one unit IAW CAPR 5-4 para 1g.</p> <p>NOTE: Use sub-bullets to identify the offending OIs.</p>	

3	<p><u>Are unit forms published IAW CAP regulations?</u> If the unit publishes unit forms, is the use of each form specified in an official unit directive publication?</p>	<p>Unit will provide access to online forms or copies of for review. NOTE: The prescribing directive publication (supplement, operating instruction or documented guidance [memorandum style letter]) for a form can be attached to the form. The following must be contained in either (combination of) the prescribing directive publication and form (forms are generally self explanatory and cover most of the requirements below).</p> <ul style="list-style-type: none"> - directs organizations and individuals to use the form - states the purpose of the form - states how to complete the form - states when to complete the form - states how to submit the form 	<p>(A-Discrepancy): [xx] (Question 3) Unit Forms are not prescribed in an official directive publication IAW CAPR 5-4 para 6a. NOTE: Use sub-bullets to specify the forms in question.</p>	
4	<p><u>Is there a formal file plan established IAW CAP regulations?</u></p>	<p>Unit will provide a copy of formal file plan documentation that includes where records are located (e.g., File drawer C-H, vehicle glove box, computer file My Documents\CAP\Squadron 5\Supplements, etc.).</p>	<p>(A-Discrepancy): [xx] (Question 4) Unit does not have a formal file plan IAW CAPR 10-2 para 2.</p>	
5	<p><u>Are cut-off instructions followed IAW CAP regulations?</u></p>	<p>Compliance is determined through on-site inspection.</p>	<p>(A-Discrepancy): [xx] (Question 5) There was no evidence the unit follows cut-off instructions IAW CAPR 10-2 para 6 and Attachment 1.</p>	
6	<p><u>Are records destroyed properly IAW CAP regulations?</u></p>	<p>Compliance is determined through on-site inspection.</p>	<p>(A-Discrepancy): [xx] (Question 6) There was no evidence the unit follows destruction instructions IAW CAPR 10-2 Attachment 1.</p>	

7	<p><u>Are frequent back-ups of electronic files made IAW CAP regulations?</u></p>	<p>Compliance is determined through on-site inspection or provide screen shots of on-line back up system if applicable.</p>	<p>(A-Discrepancy): [xx] (Question 7) Unit does not ensure frequent and thorough backups of electronic records to protect against possible loss of information due to fire, disaster, or storage device failure IAW CAPR 10-2 para 7b.</p>	
8	<p><u>Are all administrative communications completed IAW CAP regulations?</u></p> <p>a) Formats? b) Letterhead? c) Signature block? d) E-mail?</p>	<p>Compliance is determined through a review of documentation delivered by the unit prior to the inspection and during the pre-visit interview.</p>	<p>(A-Discrepancy): [xx] (Question 8) Unit failed to ensure written communications meet the standards IAW CAPR 10-1 para 2, 3, 7, and 2a(3). NOTE: Use sub-bullets paragraph reference depends on what is done incorrectly a) Formats CAPR 10-1 para 2 b) Letterhead - CAPR 10-1 para 3 c) Signature block CAPR 10-1 para 7 d) E-mail CAPR 10-1 para 2a(3)</p>	

D-5 - Personnel

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Records of Assignment and Duty Status

Staffing

Position - Personnel Officer (PO) held position: Year(s) Month(s)

Personnel Specialty Track:

D-5 - Personnel - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<u>Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC?</u>	Compliance is determined by reviewing the Duty Assignment Report from eServices and the personnel records during the on-site interview.	(A-Discrepancy): (Question 1) Duty appointments for the unit's staff are not being accomplished in accordance with CAPR 35-1 para 1-3. NOTE: Add sub-bullets listing who/what positions were not properly appointed.	
2	<u>Has a personnel record been established for each member of the unit?</u>	Compliance is determined through on-site inspection.	(A-Discrepancy): (Question 2) Personnel records for unit personnel are not maintained IAW CAPR 39-2 para 1-7.	

3	<p><u>Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations?</u></p>	Compliance is determined through on-site inspection.	(A-Discrepancy): (Question 3) Inactive personnel records for unit HQ personnel are not maintained [disposed of] IAW CAPR 39-2 para 1-8. NOTE: Use sub-bullets to give details.	
4	<p><u>Is the PO maintaining CAPFs 45 IAW CAP regulations (N/A if delegated to PDO)?</u> Is professional development training recorded on the CAPFs 45 for each of the members of the unit?</p>	Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (Question 4) CAPFs 45 are not maintained IAW CAPR 50-17 para 2-4a & b	

D-6 - Public Affairs

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Internal and external communications

Staffing

Position - Public Affairs Officer (PAO) held position: Year(s) Month(s)

Public Affairs Specialty Track:

D-6 - Public Affairs - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<u>Has the Unit PAO developed an annual public relations plan to promote CAP, its goals and missions IAW CAP regulations?</u>	Unit will provide a copy of the plan for review.	(A-Discrepancy): [xx] (Question 1) Unit had not developed an annual public relations plan IAW CAPR 190-1 para 7a.	

2	<p><u>Was the public relation plan completed IAW CAP regulations?</u> Does the public relation plan include the four step planning process for public affairs including an evaluation of the previous year's goals?</p> <p>a) Four Step Step 1) Determine PA needs and opportunities Step 2) Establish objectives designed to fulfill needs and opportunities identified in Step 1 Step 3) Establish goals and action strategies for each objective Step 4) State the desired impact envisioned for each goal provided in Step 3.</p> <p>b) Is an evaluation of the previous year's goals included in this step?</p>	<p>a) Review the plan to ensure all four steps were included.</p> <p>b) Review the evaluation.</p>	<p>a) (A-Discrepancy): [xx] (Question 2) Unit PAO failed to follow the four step process when completing the public relations plan IAW CAPR 190-1 para 7a.</p> <p>b) (A-Discrepancy): [xx] (Question 2) Unit annual PA plan did not include an evaluation of the previous year's goals IAW CAPR 190-1 para 7a.</p>	
3	<p><u>Has the Unit PAO developed a PA Crisis Communications plan?</u></p>	<p>Unit will provide a copy of the PA Crisis Communication Plan.</p>	<p>(A-Discrepancy): [xx] (Question 3) Unit did not develop a PA Crisis Communication Plan IAW CAPR 190-1 para 7a(3).</p>	

D-7 - Supply

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Control, maintenance of, and disposal of CAP property

Staffing

Position - Logistics Officer held position: Year(s) Month(s)

Logistics Specialty Track:

D-7 - Supply - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<u>Did the unit complete an annual inventory between 1 October and 31 December?</u>	Verify using onsite and eServices report.	(A-Discrepancy): [xx] (Question 1) Unit failed to complete its annual inventory between 1 October and 31 December, IAW CAPR 174-1 para 2-16.	
2	<u>Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?</u>	Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (Question 2) Not all unit non-expendable property has been properly entered into the ORMS database IAW CAPR 174-1 para 2-16d(4).	

3	<p><u>Have items that cannot be located been recorded as “missing” in the condition field in ORMS?</u></p>	<p>Compliance is determined through a review of records by the Supply inspector.</p>	<p>(A-Discrepancy): [xx] (Question 3) The missing/damaged item -----, property number XXXXXXXX, was not properly reported in the ORMS database IAW CAPR 174-1 para 2-16d(5). NOTE: List each occurrence as a separate discrepancy.</p>	
4	<p><u>Are issue and return of non-expendable property completed IAW CAP regulations?</u></p>	<p>Compliance is determined through a review of records by the Supply inspector.</p>	<p>(A-Discrepancy): [xx] (Question 4) The transfer [issuance/receipt] of non-expendable property within the unit is not being properly documented in the ORMS database IAW CAPR 174-1 para 2-15b. NOTE: List each occurrence as a separate discrepancy.</p>	
5	<p><u>Are Reports of Survey (ROS) properly initiated, conducted, and documented in IAW CAP regulations?</u></p>	<p>Compliance is determined through a review of records by the Supply inspector.</p>	<p>(A-Discrepancy): [xx] (Question 5) 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 & 2-26. NOTE: List each occurrence as a separate discrepancy.</p>	
6	<p><u>Are property storage areas safe, secure, and protected from the elements?</u></p>	<p>Compliance is determined a review of the property storage area.</p>	<p>(A-Discrepancy): [xx] (Question 6) Unit property storage area is not secure [safe/protected from the elements] IAW CAPR 174-1 para 2-18</p>	

7	<p><u>Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 31 December?</u></p>	<p>Compliance is determined through a review of records by the Supply inspector.</p>	<p>(A-Discrepancy): [xx] (Question 7) Unit failed to include real property in its annual inventory between 1 October and 31 December IAW CAPR 174-1 para 6-10.</p>	
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D-8 - Transportation

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Operation and Maintenance of CAP Vehicles

Staffing

Position - Transportation Officer held position: Year(s) Month(s)

Logistics Specialty Track:

D-8 - Transportation - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<p><u>Do the vehicle folders contain all required documentation?</u></p> <p>a) original copy of Registration</p> <p>b) completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data,</p> <p>c) records of repair and maintenance expenses</p>	<p>Compliance is determined through on-site inspection and/or eServices.</p> <p>NOTE: if state does not require registration, unit should have documentation from the state documenting no registration is required.</p> <p>NOTE: When the CAPF 73 is retained for more than 12 months D4 Question 7. The entire CAPF 73 will either be scanned into ORMS or kept on file as required. Updating only ORMS utilization data does not meet the requirement.</p>	<p>all) (A-Discrepancy): [xx] (Question 1) Vehicle folders for vehicle(s) assigned to the unit do not include_____, IAW CAPR 77-1 para 1-3a,b,c, or d.</p> <p>NOTE: List Vehicle# and items and CAPR reference for each item.</p>	

2	<p><u>Prior to first use of the day, do vehicle operators perform a safety check on all CAP vehicles using CAPF 73?</u></p>	Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (Question 2) Unit failed to ensure all operators completed the CAPF 73 on CAP vehicles prior to the first use of the day in vehicle(s) xxx,xxx,xxx IAW CAPR 77-1 para 2-1a.	
3	<p><u>Are all CAP vehicles appearance, identification, and markings maintained IAW with CAP regulations?</u> Are all CAP vehicles appearance, identification, and markings maintained IAW with CAPR 77-1?</p> <p>a) Are vehicle identification numbers affixed properly?</p> <p>b) Are only approved decals properly located on CAP vehicles?</p> <p>c) If light bars are installed on CAP vehicles has the Wing CC approved in writing?</p> <p>d) Is manufacture recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire?</p>	Compliance is determined through on-site inspection.	<p>a) (A-Discrepancy): [xx] (Question 3) CAP vehicle(s) #xxxxx does not have vehicle identification numbers properly affixed IAW CAPR 77-1 para 3-5a.</p> <p>b) (A-Discrepancy): [xx] (Question 3) Decals on vehicle XXXXX are not properly located IAW CAPR 77-1 para 3-5b.</p> <p>c) (A-Discrepancy): [xx] (Question 3) Light bars installed on van(s) xxxxx, xxxxx, did not have written approval of the Wing CC IAW CAPR 77-1 para 3-5(c).</p> <p>d) (A-Discrepancy): [xx] (Question 3) CAP vehicle(s) xxxxx, xxxxx, did not have manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire IAW CAPR 77-1 para 2-1b.</p>	
4	<p><u>Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?</u></p> <p>a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1?</p> <p>b) Are vehicle tires in a safe working order IAW manufactures recommendations and IAW CAPR 77-1 para 2-1a?</p>	<p>a) compliance review on-site</p> <p>b) NOTE: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe working order it will be listed as an Discrepancy. HOWEVER, if the tire is not at manufactures recommended pressure then have the tire pressure corrected on the spot.</p>	<p>a) (A-Discrepancy): [xx] (Question 4) Vehicle XXXXX's preventive maintenance is not being accomplished IAW vehicle owner's manual or CAPR 77-1.</p> <p>b) (A-Discrepancy): [xx] (Question 4) Vehicle XXXXx tires were not maintained in safe working order IAW manufacturer recommended pressure and IAW CAP 77-1 para 2-1 a.</p>	
4	<p><u>Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?</u></p> <p>c) Are fire extinguishers installed in CAP vehicles?</p>	<p>c) Fire Extinguisher. - Units must determine if a fire extinguisher is required by state law. - If not then it must be removed. If required then: - wing supplement to CAPR 77-1 is required - schedule for fire extinguisher inspections - fire extinguisher must be secured.</p>	<p>c) (A-Discrepancy): [xx] (Question 4) Unit failed to ensure compliance CAP policy for fire extinguishers in vehicle(s) IAW CAPR 77-1 para 2-2j & 2l. NOTE: List issues - No published supplement to CAPR 77-1 when fire extinguishers are required. - Unit failed to remove fire extinguishers from vehicles XXXXX's. - Unit failed to inspect fire extinguishers - Unit failed to secure fire extinguishers in vehicle# XXXXX's.</p>	

4	<p><u>Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?</u></p> <p>d) Are first aid kits installed in CAP vehicles?</p>	<p>d) First Aid Kit.</p> <ul style="list-style-type: none"> - Units must determine if a first aid kits is required by state law. - If not then it is optional. <p>If required then:</p> <ul style="list-style-type: none"> - wing supplement to CAPR 77-1 is required <p>If the vehicle has a first aid kit</p> <ul style="list-style-type: none"> - schedule for first aid kits inspections - first aid kits must be secured. 	<p>d) (A-Discrepancy): [xx] (Question 4) Unit failed to ensure compliance with CAP policy for first aid kits in vehicle(s) IAW CAPR 77-1 para 2-2k & 2l.</p> <p>NOTE: List issues</p> <ul style="list-style-type: none"> - Unit failed to carry required first aid kits in vehicles XXXXX's. - Unit failed to inspect first aid kits - Unit failed to secure first aid kits in vehicle# XXXXX's. 	
5	<p><u>When a CAP vehicle is involved in a mishap does the unit submit the required items to NHQ/LGT immediately upon completion of the mishap investigation?</u></p>	<p>a) Compliance is determined through on-site inspection.</p>	<p>(A-Discrepancy): [xx] (Question 5) A mishap involving vehicle XXXXX was not reported IAW CAPR 77-1 para 4-1c and CAPR 62-2 para 4.</p>	

E-1 - Commander

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

CAP objectives, policies, directives and safety management

Staffing

Position - Commander (CC) held position: Year(s) Month(s)

Command Specialty Track:

E-1 - Commander - Staffing and Mission Notes				
#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<u>Are unit positions filled and appointed correctly?</u>	Use eServices duty assignment report, verify all unit director positions filled.	(A-Discrepancy): [xx] (Question 1) Unit positions were not filled IAW CAPR 35-1 paras 1-3 & 1-3a	
2	<u>Are members within the unit briefed annually on the CAP Nondiscrimination Policy?</u>	Unit will provide records maintained IAW CAPR 36-1 para 4d(4) to demonstrate compliance.	(A-Discrepancy): [xx] (Question 2) Unit did not ensure members were briefed annually on the CAP Nondiscrimination Policy IAW CAPR 36-1 para 4d	

3	<p><u>Does the unit ensure compliance with the sexual/physical abuse policy?</u> Has the unit had any allegations of sexual/physical abuse? If yes, a) Was the member suspended? b) were the Wing Legal Officer & General Counsel contacted? If no, then the unit is assumed to be in compliance</p>	<p>Unit will provide a) suspension notice b) documentation of consultation or narrative of phone conversations</p>	<p>a & b) (A-Discrepancy): [xx] (Question 3) Unit failed to follow procedures regarding sexual/physical abuse reports IAW CAPR 52-10 para 4-1</p>	
4	<p><u>Have all active senior members completed Equal Opportunity Training?</u></p>	<p>Cross check eServices all members in the unit Sort report for all members in CAP for >6 months using eServices report listing</p>	<p>(A-Discrepancy): [xx] (Question 4) Unit failed to have all active senior members complete the Equal Opportunity Training IAW CAPR 36-1 para 5e</p>	
5	<p><u>Does the Wing CC approve all fundraising events within the unit?</u></p>	<p>Unit will provide documentation of approval of all fundraising. NOTE: Contact WFA and request documentation of all fundraising activities.</p>	<p>(A-Discrepancy): [xx] (Question 5) The Unit CC did not obtain Wing CC written approval of all unit fundraising events IAW CAPR 173-4 para 3a.</p>	
6	<p><u>Did the CC ensure at least two "Approved" Senior members were present at all cadet activities? (excluding cadet flying and real-world operational missions conducted under CAPR 60-3)?</u></p>	<p>Unit will provide rosters for all cadet activities within the past year. NOTE: this regulation change occurred 18 Apr 2014. The old regulation required two approved seniors for all overnight activities.</p>	<p>(A-Discrepancy): [xx] (Question 6) Unit did not ensure at least two "approved" Seniors were present at cadet activities IAW CAPR 52-10 para 2-3d.</p>	

7	<p><u>Are all SUI discrepancies, checklist, unit details, data and other “deliverables,” provided IAW CAP regulations?</u></p> <p>a) Are all previous SUI discrepancies closed as required?</p> <p>b) Are all checklist, unit details, data, other “deliverables” provided in accordance with requirements?</p>	<p>a) Review of DTS for Unit previous CI discrepancies closed as required.</p> <p>b) Review of all checklist, unit details, data, other “deliverables” provided.</p>	<p>a) (A- Discrepancy): [xx] (Question 7) Unit did not correct previous SUI discrepancies within 6 months IAW CAPR 123-3 para 12i</p> <p>b) (A- Discrepancy): [xx] (Question 7) Unit did not provide all checklist, unit details, data, other “deliverables” provided IAW CAPR 123-3 para 7a(1)</p>	
8	<p><u>If community clergy provide support to the unit are they escorted at all times by a senior member in compliance with cadet protection requirement?</u></p>	<p>If applicable, unit will provide documentation of compliance.</p>	<p>(A-Discrepancy): [xx] (Question 8) Community clergy were not escorted at all times, by a senior member, while at CAP activities, IAW CAPR 265-1 para 15h(2).</p>	
9	<p><u>Is POV use IAW CAP regulations?</u></p> <p>If the unit permits the use of POVs for CAP use is a written commander approval letter filed?</p>	<p>Compliance is determined by a search of AFAM missions where POVs were used to determine if unit commander approved their use.</p>	<p>(A-Discrepancy): [xx] (Question 9) Unit members using their POVs do not obtain written Unit Commander approval of POV use IAW CAPR 77-1 para 1-8b</p>	
10	<p><u>Are all members assigned to an authorized duty position enrolled in the appropriate specialty track?</u></p>	<p>Run the eServices Member Reports for Duty Assignment and Member Specialty Track for the unit and verify that each staff member is enrolled in the appropriate specialty track.</p>	<p>(A-Discrepancy): [xx] (Question 10) Member holding authorized duty position of XXXXXXXXXXXXXXXX is not enrolled in the appropriate specialty track IAW CAPR 35-1 para 1-2b.</p>	

E-2 - Safety

Summary

Benchmarks Commendables Discrepancies AoCs HHQ

Mission Rating

Efforts to mitigate risk, control hazards and prevent mishaps

Staffing

Position - Safety Officer (SE) held position: Year(s) Month(s)

Safety Officer Specialty Track:

E-2 - Safety - Staffing and Mission Notes

#	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Inspector's Notes
1	<u>Has the SE completed the on-line Basic Safety Course and test ?</u>	Compare eServices appointment date with completion of on-line Basic Safety Course and test.	(A-Discrepancy): [xx] (Question 1) Unit SE did not complete Basic Safety Course and test within 90 days after assignment as Unit SE IAW CAPR 62-1 para 3d(15).	
2	<u>Has the unit completed an on-line annual Safety Survey IAW CAP regulations?</u> a) Did the unit complete an on-line annual Safety Survey between 1 October and 31 January for the preceding fiscal year? b) Does commander at the next higher echelon, or designee review and comment on the surveys of their subordinate units?	a) Check eServices (SMS) for completion date of Safety Survey. b) Check eServices (SMS) for commander's approval of Safety Survey.	a) (A-Discrepancy): [xx] (Question 2) Unit did not complete an on-line annual Safety Survey as required in the preceding fiscal year IAW CAPR 62-1 para 6c. b) (A-Discrepancy): [xx] (Question 2) The commander at the next higher echelon, or designee did not review and comment on the surveys of their subordinate units IAW CAPR 62-1 para 6c.	

3	<p><u>Does the unit ensure its members only participate in CAP activities when they are compliant with the safety education requirements?</u> Does the Unit Commander ensure all members within his/her command do not participate in any CAP activities unless they are compliant with the safety education requirements described in CAPR 62-1 paragraph 4, Safety Education Requirements?</p>	Use snapshot evaluation. Before SUI inspection team will check SMS currency report for all unit/SUI participants. Verify every individual on the sign-in roster for inspection is safety current.	(A-Discrepancy): [xx] (Question 3) Unit commander did not ensure all unit members only participate in CAP activities when they are compliant with the safety education requirements IAW CAPR 62-1, para 4	
4	<p><u>Have all unit members completed the introductory safety education module, Introduction to CAP Safety?</u></p>	Verification - 50 day eServices report will include 'Intro to CAP Safety' Report in SMS 'Reports' section. Verify that all unit members listed in the 50 day report have completed training . Don't consider new adds since they are not covered by the requirement.	(A-Discrepancy): [xx] (Question 4) ## members have not completed the introductory safety education module, Introduction to CAP Safety IAW CAPR 62-1 para 4h.	
5	<p><u>Is an annual Safety Day held during the months of January, February, or March each year?</u></p>	Check eServices (SMS) Safety Day/ORM Report.	(A-Discrepancy): [xx] (Question 5) Unit did not complete annual Safety Day IAW CAPR 62-1 para 4l.	
6	<p><u>Is the on-line CAP Hazard Report, used to suggest ways to reduce operational risk to members and does the unit close the loop on all reported hazards?</u></p>	Check recent hazard reports and the action taken in the journal notes. If there are no hazard reports, have the SE describe/demonstrate the methods for hazard reporting.	(A-Discrepancy): [xx] (Question 6) Unit did not use the on-line CAP Hazard Report system to suggest ways to reduce operational risk or report all hazards IAW CAPR 62-1 para 6b.	

#	Step	Inspectors	Team Chiefs	Wing-IG/IGA
1	Cover: Enter Squadron name, Charter Number, Location and Date of Inspection			
2	Page 1 date: Don't change the date until signed - the cover and blank page following are not counted in the report page numbers. The cover letter is Page 1.			
3	Page 1 MEMORANDUM FOR COMMANDER line, insert the unit name and charter number			
4	Page 1 FROM line - Replace the XX with the State abbreviation (AL for Alabama).			
5	Page 1 Paragraph 4 - replace 999 with Igs Area Code and 000-0000 with his/her phone number.			
6	Page 1 Put IG's name and rank in the signature blocks			
7	Page 2 verify that the page numbers match the report(update if blank page is used)			
8	Page 3 - Insert the Overall Assessment grade			
9	Page 3 - Write an Executive Summary explaining your overall view of the unit being inspected. If the assessment is Marginally Successful or Unsatisfactory, try to find something positive to say. Your comments should support the Overall Assessment grade.			
10	Page 4 - Verify that the grades and counts are posted in the matrix and they match each tab section. (They should automatically populate from the items posted in the Tab Sections)			
11	Page 4 - verify that the numbers in the Total row reflect the total numbers in the matrix			
12	Page 5 - Insert the names of the Wing leadership and their dates assigned			
13	Page 5 - Insert the Rank/Name/Titles of the Team Composition.			
	A1 -- E3			
	Page 7-32 Update the header replacing the words "Charter Number" with the appropriate state abbreviation and unit charter number (e.g., CA-345). If the unit is called something other than the charter number replace "Unit Name" with the unit's name (e.g., "Screaming Eagles"). Update the ## Month 201# with the date of the inspection. Ensure the header is left			
	Page 7-32 Verify the discrepancy text is copied directly from the Worksheet listed on the IG website.			
	Page 7-32 For each tab of the SUI transfer the number of Benchmarks, Commendables, etc., Mission Ratings, Staffing Data, Compliance Answers, Identified Strengths/Weaknesses/Areas of Concern from the CI Worksheet into to this form in the appropriate tab. Use AOC and commendable to justify mission ratings higher or lower than "Meets". When compliance rating is driving a Marginal or Unsatisfactory rating the mission rating maybe lowered without using an AOC.			
	Use the grade resolution calculator to determine TAB and Overall ratings.			
	Verify the text entries for Identified Strengths/Weakness matches the Summary row			
	Verify that the staffing has a rating or is enrolled to obtain a rating within 6 months of assignment if no then it should be a "A-Discrepancy" in the commander checklist.			
	Verify that Commendables and AOCs written is action impact format			
	Verify that discrepancy [XX] is updated with the correct numbering starting with 01, then make sure the page 4 matrix match this number			
	Verify that discrepancy number matches the question, that the discrepancy has been tailored and that a "-" to insert details was added when necessary. The line should be in bullet format.			
	Verify total #s of Benchmarks, Commendables, As, Bs, AOCs and HHQs matches the identified strengths and weaknesses			
	Verify that the compliance yes/no sync with the discrepancy question number.			
	If there is text in the Identified Strengths/Weakness box, then click in the box to activate the spell check (misspelled words will show up with a red underline). If unsure if the spell check worked right click and run spell check.			
	Review all discrepancies for those that are closed use the correct language - This discrepancy was verified corrected - discrepancy closed, no further action required.			
	Supporting documentation/evidence (aka, pictures, SUI report etc.) is uploaded to the SUI TEAM FOLDER and labeled by TAB. This is maintained until the folder is erased.			
	Verify that all Commendables, AOCs and Discrepancies have on ONE spaces after the punctuations : , .) etc.			
	Dist.			
14	Uploaded the completed SUI tool to the team folder in eServices SUI Documentation.			
15	Uploaded the completed SUI to eServices and update SUI anniversary date			
16	Email SUI to SUI@CAPNHQ.GOV			