

## E-1 COMMANDER

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### Summary

Benchmarks   Commendables   Discrepancies   AoCs   HHQ

### Mission Rating

CAP objectives, policies, directives and safety management

### Staffing

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

Command Specialty Track:

### Mission and Staffing Notes

<u>Y/N</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
1	Are unit positions filled and appointed correctly?	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	Are members within the unit briefed annually on the CAP Nondiscrimination Policy?	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>Does the unit ensure compliance with the sexual/physical abuse policy? Has the unit had any allegations of sexual/physical abuse? If yes,</p> <p>a) Was the member suspended?</p> <p>b) were the Wing Legal Officer &amp; General Counsel contacted?</p> <p>If no, then the unit is assumed to be in compliance</p>	<p>Unit will provide:</p> <p>a) suspension notice.</p> <p>b) documentation of consultation or narrative of phone conversations.</p>	<p>a &amp; 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>Have all active senior members completed Equal Opportunity Training?</p>	<p>Cross check eServices all members in the unit. Sort report for all members in CAP for &gt;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>Does the Wing CC approve all fundraising events within the unit?</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>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)?</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>Are all SUI checklist, unit details, data and other "deliverables," provided IAW CAP regulations?</p>	<p>Review of all checklist, unit details, data, other "deliverables" provided.</p>	<p>(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>If community clergy provide support to the unit are they escorted at all times by a senior member in compliance with cadet protection requirement?</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	Is POV use IAW CAP regulations? If the unit permits the use of POVs for CAP use is a written commander approval letter filed?	Compliance is determined by a search of AFAM missions where POVs were used to determine if unit commander approved their use.	(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.
10	Are all members assigned to an authorized duty position enrolled in the appropriate specialty track?	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.	(A-Discrepancy): [xx] (Question 10) Member holding authorized duty position of XXXXXXXXXXXXXXXXXXXX is not enrolled in the appropriate specialty track IAW CAPR 35-1 para 1-2b.

