

D-5 PERSONNEL

Summary

Discrepancies Repeats

Staffing

Position - Director of Personnel (DP) held position:

Year(s)

Month(s)

Personnel 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>
04	Has a personnel record been established for each member of the headquarters unit?	Compliance is determined through on-site inspection. Electronic records are acceptable.	(Discrepancy): [xx] (D5 Question 04) Personnel records for Wing HQ personnel are not maintained IAW CAPR 39-2 para 1.7.	
05	Are inactive personnel records maintained for 5 years unless otherwise directed by NHQ?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D5 Question 05) Inactive personnel records for Wing HQ personnel are not maintained [disposed of] IAW CAPR 39-2 para 1.8.	
				NOTE: Use sub-bullets to give details.

06 For all duty positions, is the Primary Member enrolled in the appropriate Specialty Track?

Compliance is determined by reviewing the Duty Assignment Report, and comparing the Professional Development report from eServices

(Discrepancy): [xx] (D5 Question 06) Specialty Track enrollment for the unit's staff are not being accomplished in accordance with CAPR 35-1 para 1-2 (b). NOTE: Add sub-bullets listing what positions were not properly enrolled.

