D-4 ADMINISTRATION

Staffing

Position - Director of Administration (DA) held position:
Administration Specialty Track:

0 Year(s) 0 Months

List DA name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
Y/N/R/NA/OB		**Topic/ Detailed Question**	**How to verify compliance**	**Discrepancy Write up**	
	06	Are cut-off instructions followed IAW CAP regulations?	Compliance can be determined for electronic files if electronic files are accessible. Otherwise on-site Inspector will review electronic and hard copy files at the Wing.	(Discrepancy): [xx] (D4 Question 06) The Wing does not follow cut-off instructions IAW CAPR 10-2 para 6 and Attachment 1.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

Export Import

Y/N/R/NA/OB	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	
	12 a) Have all supplements and OIs been approved by the NHQ OPR?	a) Review the "Approved Supplement and OIs by Region" located in https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region.	(Discrepancy): [xx] (D4 Question 12a) Wing failed to have the supplement or OI approved by the NHQ OPR IAW CAPR 1-2 para 8.3.3. NOTE: List supplements and OIs below.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
	12 b) In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential?	b) Review the posted Recertification Date in "Approved Supplement and OIs by Region".	(Discrepancy): [xx] (D4 Question 12b) Wing/Region failed to ensure supplements and OIs were certified by the OPR in the anniversary month of the supplement or OI IAW CAPR 1-2 para 8.3.4. NOTE: List supplements and OIs below.	b) Attach a copy of the certified supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).

12	c) Are Wing/Region supplements and OIs revised and re-approved or rescinded within 6 months of the parent regulation revision?	c) Review the "Approved Supplement and OIs by Region". Identify all CAPRs released within the year. Review any wing supplements or OIs that should have been re-approved.	(Discrepancy): [xx] (D4 Question 12c) Wing/Region failed to ensure supplement or OI was revised and re-approved or rescinded within 6 months of the parent regulation's revision IAW CAPR 1-2 para 8.3.2.2. NOTE: List supplements and OIs below.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
12	d) Are all documents that direct requirements or procedures either a supplement or OI?	d) Wing/Region will supply all documents such as memorandums, policy letters or other such documents to ensure they are not directive in nature.	(Discrepancy): [xx] (D4 Question 12d) Wing/Region failed to provide a supplement or OI for documents directing requirements or procedures IAW CAPR 1-2 para 8.3.1. NOTE: List documents below.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

CI 13	Have pamphlets been forwarded to the next higher headquarters?	Review documentation provided by the Wing/Region that supports this coordination was accomplished.	(Discrepancy): [xx] (D4 Question 13) Wing/Region failed to forward a copy of its pamphlet to the next higher headquarters IAW CAPR 1-2 para 9.	Attach a plan of action, approved by Wing/Region/ CC, to prevent re-occurrence to the discrepancy in the Discrepancy Tracking System (DTS).
15	Are Wing/Region forms properly published in a wing supplement?	Verify compliance by ensuring that all forms are noted in a Supplement or OI.	(Discrepancy): [xx] (D4 Question 15) Wing/Region failed to properly publish forms IAW CAPR 1-2 para 8.4. NOTE: Use sub-bullets to specify the forms in question	Attach a copy of the revised prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.