D-7 SUPPLY

Staffing

Position - Director of Logistics (LG) held position: 0 Year(s) 0 Month(s)

Logistics Specialty Track:

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

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	Did the Wing/Region complete an annual inventory between 1 October and 30 November. NOTE: If a Report of Survey was required document results in E1 Q14.	Verify using onsite and eServices report.	(Discrepancy): [xx] (D7 Question 01) Wing/Region failed to complete its annual inventory between 1 October and 30 November, IAW CAPR 174-1 para 2-16b. ICL 23-2	Complete an out-of-cycle inventory. Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

Export Import

CI	02	Are all non-expendable items on hand accurately reflected in ORMS and do they have a property tag?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D7 Question 02) Not all Wing/Region non-expendable property has been properly entered into the ORMS database IAW CAPR 174-1 para 2-16d(4).	Update ORMS to reflect the non expendable items have been listed and have a CAP property tag installed. Attach a copy of the screen shot of ORMS to the discrepancy in the Discrepancy Tracking System (DTS).
CI	03	Have items that cannot be located been recorded as “missing” in the condition field in ORMS?	Compliance is determined through a review of records.	(Discrepancy): [xx] (D7 Question 03) 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 all occurrences separated by commas.	Update ORMS with the proper status of missing/damaged equipment. Attach a copy of the screen shot of ORMS to the discrepancy in the Discrepancy Tracking System (DTS).

CI	04	Are issue and return of non-expendable property completed IAW CAP regulations?	Compliance is determined through a review of records.	(Discrepancy): [xx] (D7 Question 04) The transfer [issuance/receipt] of non-expendable property within the wing/region is not being properly documented in the ORMS database IAW CAPR 174-1 para 2-15b.NOTE: List all occurrences separated by commas.	Update ORMS with transfer data.Attach a copy of the screen shot of ORMS showing nonexpendable property is properly listed to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	Are property storage areas safe, secure, and protected from the elements?	Compliance is determined by a review of the property storage area.	(Discrepancy): [xx] (D7 Question 06) Wing/Region property storage area is not secure [safe/protected from the elements] IAW CAPR 174-1 para 2-18.	Attach a copy of photos and verification that the storage area problem(s) has(ve) been corrected to the discrepancy in the Discrepancy Tracking System (DTS).

CI	07	a) Has the Wing/Region/CC approved all acquisition of real property by purchase, donation, lease, or other no-cost agreements?	Compliance is determined through a review of records.NOTE: In those cases where the documents are too large to scan into ORMS, they must be made available to the inspector.	a) (Discrepancy): [xx] (D7 Question 07a) Wing/Region failed to ensure Wing or Region Commander approved all acquisitions of real property by purchase, donation, lease, or other no-cost agreements IAW CAPR 174-1 para 6-2a.	Wing/Region/CC signs acquisition of real property document. Attach a copy to the discrepancy in the Discrepancy Tracking System (DTS).
	07	b) Is all real property documentation maintained in a file?	Compliance is determined through a review of records.NOTE: In those cases where the documents are too large to scan into ORMS, they must be made available to the inspector.	(Discrepancy): [xx] (D7 Question 7b) Wing/Region failed to retain all copies of commander's signed memorandum approving acquisition of real property in a secure location IAW CAPR 174-1 para 6-2b	Build a file and document it was done. Attach a copy to the discrepancy in the Discrepancy Tracking System (DTS).

CI	07	c) Are all real property documents loaded into ORMS?	Compliance is determined through a review of records.NOTE: In those cases where the documents are too large to scan into ORMS, they must be made available to the inspector.	(Discrepancy): [xx] (D7 Question 7c) All real property documents are not loaded into ORMS IAW CAPR 174-1 para 6-9	Load all real property documents and print a screen shot out of ORMS. Attach a copy to the discrepancy in the Discrepancy Tracking System (DTS).
CI	08	Is the real property inventory conducted annually?	Compliance is determined through a review of records.	(Discrepancy): [xx] (D7 Question 08) Wing/Region failed to conduct an annual inventory of real property IAW CAPR 174-1 para 6-10.	Wing/Region must complete an out-of-cycle real property inventory.Attach a copy to the discrepancy in the Discrepancy Tracking System (DTS).Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the 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.