

D-5 PERSONNEL

Summary

Commendables 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 4) 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 5) 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.	

