

# D-5 PERSONNEL

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	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.	Respond to this discrepancy in the Discrepancy Tracking System (DTS) when personnel records have been established for each member of the headquarters unit. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	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.	Attach documentation showing this requirement has been met to this discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	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.	Member shall be enrolled in the appropriate specialty Track. Provide a copy of the Professional Development report from eServices. Attach a plan of action, approved by commander, to prevent reoccurrence to the discrepancy in the DTS.

SUI	01	Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC?	Compliance is determined by reviewing the Duty Assignment Report from eServices and the personnel records during the on-site interview.	(Discrepancy): [xx] (D5 Question 01) Duty appointments for the unit's staff are not being accomplished in accordance with CAPR 35-1 para 1-3. NOTE: Add sub-bullets listing who/what positions were not properly appointed.	Attach a copy of the documentation showing unit personnel have been properly appointed to their positions to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI	02	Has a personnel record been established for each member of the unit?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D5 Question 02) Personnel records for unit personnel are not maintained IAW CAPR 39-2 para 1.7.	Respond to this discrepancy in the DTS when personnel records have been established for each member of the unit. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI	03	Are inactive personnel records maintained for 5 years unless otherwise directed IAW CAP regulations?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D5 Question 03) Inactive personnel records for unit HQ personnel are not maintained [disposed of] IAW CAPR 39-2 para 1.8. NOTE: Use sub-bullets to give details.	Attach documentation showing this requirement has been met to this discrepancy in the DTS. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI	04	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 04) 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 who/what positions were not properly enrolled.	Member shall be enrolled in the appropriate specialty Track. Provide a copy of the Professional Development report from eServices Attach a plan of action, approved by commander, to prevent reoccurrence to the discrepancy in the DTS.