

# D-5 PERSONNEL

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
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 1) 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.
CI	01	Are wing positions updated in eServices/CAPFs 2A upon appointment by Wing CC?	Compliance is determined by either reviewing the Duty Assignment Report in eServices or by reviewing the CAPF 2As during the on-site review.	(Discrepancy): [xx] (D5 Question 1) Duty appointments for Headquarters 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 that wing headquarters personnel have been properly appointed to their positions to the 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.
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 2) 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.

CI	02	Are all subordinate unit organizational changes of command promptly reported to NHQ on a CAPF 27?	Compliance is determined by comparing the CAPFs 27 provided by the wing prior to the inspection with the eServices Commander listing for the wing.	(Discrepancy): [xx] (D5 Question 2) Wing did not submit CAPF 27 for xxx squadron change of command IAW CAPR 20-3 para 3.	For units missing current CAPFs 27 changes of command, wing must request a copy either from the missing unit or from NHQ/DP. Attach a copy of the missing forms to the 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.
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 3) 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. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.

CI	03	Is NHQ advised no later than 31 March of which units should be continued and which should be discontinued?	Wing will provide documentation that NHQ has received the submission of the recommendation from wing on which of the wing's units should be continued and which should be discontinued.	(Discrepancy): [xx] (D5 Question 3) NHQ was not advised, by 31 March, of which wing units should be continued and which should be discontinued IAW CAPR 20-3 para 10b.	Respond to NHQ with recommendations to continue or discontinue units. Attach a copy of the response to the 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.
		NOTE: This question only applies for Wings with units below required levels. For Wings with all units above required levels they should not be receiving the report from NHQ and so just list the question as N/A.			
		Are all units reviewed annually to determine if they should remain chartered and meet minimum membership requirements and those that should be discontinued forwarded to NHQ no later than 31 March?			
CI	04	Has a personnel record been established for each member of the headquarters unit?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D5 Question 4) 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 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.	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.
----	----	---	--	---	--