

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 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.
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.

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.
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.