

# D-7 SUPPLY

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
SUI	01	Did the unit complete an annual inventory between 1 October and 31 December?	Verify using onsite and eServices report.	(Discrepancy): [xx] (D7 Question 1) Unit failed to complete its annual inventory between 1 October and 31 December, IAW CAPR 174-1 para 2-16.	Complete an out-of-cycle inventory Attach a copy of the inventory 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	Did the wing complete an annual inventory between 1 October and 31 December?  NOTE: If a Reports of Survey was required document results in E1 Q14.	Verify using onsite and eServices report.	(Discrepancy): [xx] (D7 Question 1) Wing failed to complete its annual inventory between 1 October and 31 December, IAW CAPR 174-1 para 2-16b.	Complete an out-of-cycle inventory. Attach a copy of the inventory 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	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 2) Not all unit 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 DTS.

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 2) Not all wing 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).
SUI	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 by the Supply inspector.	(Discrepancy): [xx] (D7 Question 3) 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 each occurrence as a separate discrepancy.	Update ORMS with the proper status of missing/damaged equipment. Attach a copy of the screen shot of ORMS to the discrepancy in the 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 3) 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).
SUI	04	Are issue and return of non-expendable property completed IAW CAP regulations?	Compliance is determined through a review of records by the Supply inspector.	(Discrepancy): [xx] (D7 Question 4) The transfer [issuance/receipt] of non-expendable property within the unit is not being properly documented in the ORMS database IAW CAPR 174-1 para 2-15b. NOTE: List each occurrence as a separate discrepancy.	Update ORMS with transfer data. Attach a copy of the screen shot of ORMS showing non-expendable property is properly listed to the discrepancy in the 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 4) The transfer [issuance/receipt] of non-expendable property within the wing 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 non-expendable property is properly listed to the discrepancy in the Discrepancy Tracking System (DTS).
SUI	05	Are Reports of Survey (ROS) properly initiated, conducted, and documented in IAW CAP regulations?	Compliance is determined through a review of records by the Supply inspector.	(Discrepancy): [xx] (D7 Question 5) A Report of Survey to determine the cause of the loss [damage] to a -----, property number XXXXXXXX, was not initiated and uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-26. NOTE: List each occurrence as a separate discrepancy.	Complete a RoS. Attach a copy of the RoS to the discrepancy in the DTS.
SUI	06	Are property storage areas safe, secure, and protected from the elements?	Compliance is determined a review of the property storage area.	(Discrepancy): [xx] (D7 Question 6) Unit 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 the storage area problem(s) has(ve) been corrected to the discrepancy in the 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 6) Wing 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).

SUI	07	Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 31 December?	Compliance is determined through a review of records by the Supply inspector.	(Discrepancy): [xx] (D7 Question 7) Unit failed to include real property in its annual inventory between 1 October and 31 December IAW CAPR 174-1 para 6-10.	Unit must complete an out-of-cycle real property inventory Attach a copy 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	07	Are all real property requirements accomplished IAW CAP requirements?  a) Has the Wing/CC approved all acquisition of real property by purchase, donation, lease, or other no-cost agreements?  b) Is all real property documentation maintained in a file?  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.	a) (Discrepancy): [xx] (D7 Question 7) Wing failed 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.  b) (Discrepancy): [xx] (D7 Question 7) Wing failed to retain all copies of commander's signed memoranda approving acquisition of real property in a secure location IAW CAPR 174-1 para 6-2b.  c) (Discrepancy): [xx] (D7 Question 7) All real property documents are not loaded into ORMS IAW CAPR 174-1 para 6-9.	a) Wing/CC signs acquisition of real property document. Attach a copy to the discrepancy in the Discrepancy Tracking System (DTS).  b) Build a file and document it was done. Attach a copy to the discrepancy in the DTS.  c) Load all real property documents and print a screen shot out of ORMS. Attach a copy to the discrepancy in the DTS.

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CI	08	Is the real property inventory conducted annually?	Compliance is determined through a review of records.	(Discrepancy): [xx] (D7 Question 7) Wing failed to conduct an annual inventory of real property IAW CAPR 174-1 para 6-10.	Wing 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/CC, to prevent reoccurrence to the discrepancy in the DTS.
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