

D-4 ADMINISTRATION

Summary

Discrepancies Repeats

Staffing

Position - Administration Officer (DA) held position:

Year(s)

Month(s)

Administration 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>
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01 Are publications managed IAW CAPR 1-2?

a) When publishing supplements and OIs, does the unit ensure the content does not conflict with higher headquarters directives?

b) In the anniversary month of each supplement or OI, has the OPR certified it is still current and essential and did administrative officers inform CAP/DA of the certifier's name and the date the certification was made?

a) Unit will provide access to online publications or copies of unit publications for review.
Note: All approved directive publications will eventually be posted on the CAP publications website.

b) Unit will provide access to online publications or copies of unit publications for review.
Note: All approved directive publications will eventually be posted on the CAP publications website.

(Discrepancy): [xx] (D4 Question 01a) Unit failed to ensure supplement to CAPR XX-X or OI did not conflict with the parent directive IAW CAPR 1-2 para 8.3.

(Discrepancy): [xx] (D4 Question 01b) Unit failed to ensure supplements and OIs were certified by the OPR, in the anniversary month of the supplement and OI by informing CAP/DA of the certifier's name and the date the certification was made IAW CAPR 1- 2 para 8.3.4

c) Have supplements, OIs and pamphlets been forwarded to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9.

d) Are unit supplements and OIs revised and re- approved or rescinded within 6 months of the parent regulation’s revision?

c) Unit will provide email traffic or other documentation showing the publication was forwarded to the next higher headquarters.

d) Unit will provide access to online publications or copies of unit publications for review.
Note: All approved directive publications will eventually be posted on the CAP publications website

(Discrepancy): [xx] (D4 Question 01c) Unit failed to forward a copy of its supplement to CAPR XX- X [OI ###] or pamphlet to the next higher headquarters IAW CAPR 1-2 paragraphs 8.3.3. and 9.

(Discrepancy): [xx] (D4 Question 01d) Unit failed to ensure supplement to CAPR XX-X or OI was revised and re-approved or rescinded within 6 months of the parent regulation’s revision IAW CAPR 1-2 para 8.3.2.2.
NOTE: Use sub-bullets to identify the offending supplements and OIs

02 Are unit OIs published IAW CAPR 1-2?

Do unit published OIs apply only to their unit (charter xxx)?

Unit will provide access to online publications or copies of unit publications for review.
Note: All approved directive publications will eventually be posted on the CAP publications website.

(Discrepancy): [xx] (D4 Question 02) Unit failed to ensure Operating Instructions (OI) applied only to their chartered unit IAW CAPR 1-2 para 8.3.2.3.
NOTE: Use sub-bullets to identify the offending OIs.

03 Are unit forms published IAW CAPR 1-2?

Unit will provide access to online forms or copies of unit forms for review. All forms, regardless of the issuing headquarters, must be prescribed in a directive publication.
(1)A new form and the prescribing publication must be published and distributed simultaneously. Revised forms may be published and distributed independently.
(2)The prescribing publication

(Discrepancy): [xx] (D4 Question 03) Unit failed to properly publish forms IAW CAPR 1-2 para 8.4.
NOTE: Use sub-bullets to specify the forms in question.

states the purpose of the form and directs when to use the form, when to complete it, and how to submit it.

05 Are cut-off instructions followed IAW CAP regulations?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D4 Question 05) There was no evidence the unit follows cut-off instructions IAW CAPR 10-2 para 6 and Attachment 1.
06 Are records destroyed properly IAW CAP regulations?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D4 Question 06) There was no evidence the unit follows destruction instructions IAW CAPR 10-2 Attachment 1.
07 Are frequent back-ups of electronic files made IAW CAP regulations?	Compliance is determined through on-site inspection or provide screen shots of on-line back up system if applicable.	(Discrepancy): [xx] (D4 Question 07) Unit does not ensure frequent and thorough backups of electronic records to protect against possible loss of information due to fire, disaster, or storage device failure IAW CAPR 10-2 para 7b.
09 Are unit supplements and OIs properly coordinated and approved?	<p>a) Unit will provide access to online publications or copies of unit publications for review and will show record that the coordination was completed.</p> <p>b) Unit will provide access to online publications or copies of unit publications for review. Note: All approved directive publications will eventually be posted on the CAP publications website.</p>	<p>(Discrepancy): [xx] (D4 Question 09a) Unit failed to ensure supplements and Operating Instructions (OI) pertaining to Air Force Assigned Missions or federally provided resources were coordinated IAW CAPR 1-2 para 8.3.3.2. NOTE: Use sub-bullets to identify the offending supplements and OIs.</p> <p>(Discrepancy): [xx] (D4 Question 09b) Unit failed to ensure supplements and Operating Instructions (OI) were approved IAW CAPR 1-2 para 8.3.3. NOTE: Use sub-bullets to identify the offending supplements and OIs.</p>

c)Has the unit issued any supplements or OIs to CAPR 1-2?

c)Unit will provide access to online publications or copies of unit publications for review.

(Discrepancy): [xx] (D4 Question 09c) Unit (below wing level) issued a supplement or OI to CAPR 1-2 in violation of para 4.

d) Did unit OPRs provide compliance elements, as defined in CAPR 1-2, para 7, as Attachment 1 to each supplement and OI issued by their headquarters?

d) Unit will provide access to online publications or copies of unit publications for review.
Note: All approved directive publications will eventually be posted on the CAP publications website.

(Discrepancy): [xx] (D4 Question 09d) Unit failed to include compliance elements as Attachment 1 to a supplement or OI IAW CAPR 1-2 paragraphs 7 and 8.3.2.1.
NOTE: Use sub-bullets to identify the offending supplements and OIs

10 Are all documents that direct requirements or procedures either a supplement or OI?

Unit will provide access to online publications or copies of unit publications or other directive documents for review.

(Discrepancy): [xx] (D4 Question 10) Unit directed requirements or procedures from a document other than an Operating Instruction (OI) or supplement as prohibited by CAPR 1-2 para 8.3.1.

Note: All approved directive publications will eventually be posted on the CAP publications website.

SUI	02	Are unit OIs published IAW CAPR 1-2? Do unit published OIs apply only to their unit (charter xxx)?	Unit will provide access to online publications or copies of unit publications for review. Note: All approved directive publications will eventually be posted on the CAP publications website.	(Discrepancy): [xx] (D4 Question 02) Unit failed to ensure Operating Instructions (OI) applied only to their chartered unit IAW CAPR 1-2 para 8.3.2.3. NOTE: Use sub-bullets to identify the offending OIs.	Attach documentation showing referenced OI has been modified, rescinded or replaced to the discrepancy in the Discrepancy Tracking System (DTS).
SUI	03	Are unit forms published IAW CAPR 1-2?	Unit will provide access to online forms or copies of unit forms for review. All forms, regardless of the issuing headquarters, must be prescribed in a directive publication. (1)A new form and the prescribing publication must be published and distributed simultaneously. Revised forms may be published and distributed independently. (2)The prescribing publication states the purpose of the form and directs when to use the form, when to complete it, and how to submit it.	(Discrepancy): [xx] (D4 Question 03) Unit failed to properly publish forms IAW CAPR 1-2 para 8.4. NOTE: Use sub-bullets to specify the forms in question.	Attach a copy of the revised prescribing directive publication or documentation that the form has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).
SUI	05	Are cut-off instructions followed IAW CAP regulations?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D4 Question 05) There was no evidence the unit follows cut-off instructions IAW CAPR 10-2 para 6 and Attachment 1.	Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI	06	Are records destroyed properly IAW CAP regulations?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D4 Question 06) There was no evidence the unit follows destruction instructions IAW CAPR 10-2 Attachment 1.	Destroy records IAW with CAPR 10-2 attachment 1. Attach a copy of the plan of action approved by the Unit/CC to prevent reoccurrence to the discrepancy in the DTS.

SUI	07	Are frequent back-ups of electronic files made IAW CAP regulations?	Compliance is determined through on-site inspection or provide screen shots of on-line back up system if applicable.	(Discrepancy): [xx] (D4 Question 07) Unit does not ensure frequent and thorough backups of electronic records to protect against possible loss of information due to fire, disaster, or storage device failure IAW CAPR 10-2 para 7b.	Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
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SUI	09	<p>Are unit supplements and OIs properly coordinated and approved?</p> <p>a) Have all supplements and OIs pertaining to AFAMs or federally provided resources been coordinated with the CAP-USAFA liaison region and CAP region?</p> <p>b) Have all supplements and OIs been approved by the NHQ OPR as verified by their posting on the CAP publications website?</p> <p>c) Has the unit issued any supplements or OIs to CAPR 1-2?</p> <p>d) Did unit OPRs provide compliance elements, as defined in CAPR 1-2, para 7, as Attachment 1 to each supplement and OI issued by their headquarters?</p>	<p>a) Unit will provide access to online publications or copies of unit publications for review and will show record that the coordination was completed.</p> <p>b) Unit will provide access to online publications or copies of unit publications for review. Note: All approved directive publications will eventually be posted on the CAP publications website.</p> <p>c) Unit will provide access to online publications or copies of unit publications for review.</p> <p>d) Unit will provide access to online publications or copies of unit publications for review. Note: All approved directive publications will eventually be posted on the CAP publications website.</p>	<p>(Discrepancy): [xx] (D4 Question 09a) Unit failed to ensure supplements and Operating Instructions (OI) pertaining to Air Force Assigned Missions or federally provided resources were coordinated IAW CAPR 1-2 para 8.3.3.2. NOTE: Use sub-bullets to identify the offending supplements and OIs.</p> <p>(Discrepancy): [xx] (D4 Question 9b) Unit failed to ensure supplements and Operating Instructions (OI) were approved IAW CAPR 1-2 para 8.3.3. NOTE: Use sub-bullets to identify the offending supplements and OIs.</p> <p>(Discrepancy): [xx] (D4 Question 9c) Unit (below wing level) issued a supplement or OI to CAPR 1-2 in violation of para 4.</p> <p>d) (Discrepancy): [xx] (D4 Question 9) Unit failed to include compliance elements as Attachment 1 to a supplement or OI IAW CAPR 1-2 paragraphs 7 and 8.3.2.1. NOTE: Use sub-bullets to identify the offending supplements and Ois</p>	<p>a) Attach a copy of the email traffic illustrating coordination efforts to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>b) Attach a copy of the properly approved supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>c) Attach a copy of official correspondence rescinding the supplement or OI in the Discrepancy Tracking System (DTS).</p> <p>d) Attach a copy of the revised supplement or OI to the discrepancy in the Discrepancy Tracking System (DTS).</p>
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SUI	10	Are all documents that direct requirements or procedures either a supplement or OI?	<p>Unit will provide access to online publications or copies of unit publications or other directive documents for review.</p> <p>Note: All approved directive publications will eventually be posted on the CAP publications website.</p>	<p>(Discrepancy): [xx] (D4 Question 10) Unit directed requirements or procedures from a document other than an Operating Instruction (OI) or supplement as prohibited by CAPR 1-2 para 8.3.1.</p>	<p>Attach a copy of the directive publication or documentation that the prohibited document has been rescinded to the discrepancy in the Discrepancy Tracking System (DTS).</p>
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