# D-5 PERSONNEL

## Staffing

Position - Personnel Officer (DP) held position: Year(s) Month(s)

Personnel Specialty Track:

**Summary**

| Discrepancies | Repeats |
|---|---|
| 0 | 0 |

| List Name | Date Appointed | CAP ID | Phone Number | E-Mail |
|---|---|---|---|---|
| Notes | | | | |

| Y/N/R/NA, OB | Detailed Question | How to verify compliance | Discrepancy Write up | How to clear |
|---|---|---|---|---|
| | 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 | (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.<br>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).<br>Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS. |
| | 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.<br>Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS. |

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| | 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.<br>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. |
| | 04 For all duty positions with specialty tracks, is the Primary Member enrolled in the appropriate Specialty Track? Note: Unit commanders are exempt for 1 year after completion of level 1, to give them time to complete level 2. | Compliance is determined by reviewing the Senior Duty Assignment Report, and comparing the Specialty Track 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).<br>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. |

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable must:
   a. Apply directly to one or more of the already vetted mission-critical worksheet questions
   b. Be process oriented i.e. based on a fully implemented continuous improvement-type cycle (ex: PDCA)
   c. Include results over time from designated process points (ex: input-output; before-after) that are measurable and quantifiable (i.e. performance metrics)
   d. Clearly substantiate the improvements made by instituting the process in terms of money, manpower/man-hours saved and present benefits to members and/or mission

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point

This discrepancy was verified corrected - discrepancy closed, no further action required.