

## D-7 SUPPLY

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### Summary

Discrepancies      Repeats

### Staffing

Position - Logistics Officer (LG) held position:

Year(s)

Month(s)

Logistics 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>
01	Did the unit complete an annual inventory between 1 October and 30 November?	Verify using onsite and eServices report.	(Discrepancy): [xx] (D7 Question 01) Unit failed to complete its annual inventory between 1 October and 30 November, IAW CAPR 174-1 para 2-16. ICL 23-2	
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 02) Not all unit non-expendable property has been properly entered into the ORMS database IAW CAPR 174-1 para 2-16d(4).	

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 03) 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.
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 04) 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.
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 05) 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.
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 06) Unit property storage area is not secure [safe/protected from the elements] IAW CAPR 174-1 para 2-18.
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 07) Unit failed to include real property in its annual inventory between 1 October and 31 December IAW CAPR 174-1 para 6-10.



SUI	01	Did the unit complete an annual inventory between 1 October and 30 November?	Verify using onsite and eServices report.	(Discrepancy): [xx] (D7 Question 01) Unit failed to complete its annual inventory between 1 October and 30 November, IAW CAPR 174-1 para 2-16. ICL 23-2	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.
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 02) 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.
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 03) 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.
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 04) 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.

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 05) 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 06) 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.
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 07) 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.