# D-7 SUPPLY

**Staffing** Year(s) Month(s)

**Summary** Discrepancies 0 Repeats 0

Position - Logistics Officer (LG)

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

Notes

| Y/N/R/NA | Topic/ Detailed Question | How to verify compliance | Discrepancy Write up | How to Clear |
|---|---|---|---|---|
| | 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. |
| | 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. |

| | | | | |
|---|---|---|---|---|
| | 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(s) was not properly reported in the ORMS database IAW CAPR 174-1 para 2-16d(5). NOTE: List each occurrence (property number and noun). | 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. |
| | 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 (property number and noun). | 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. |

| | | | | |
|---|---|---|---|---|
| | 05 Are Reports of Survey (ROS) properly initiated and documented 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] was not initiated and uploaded into ORMS IAW CAPR 174-1 para 2-25 & 2-26. List each occurrence (property number and noun). | Complete a RoS. Attach a copy of the RoS to the discrepancy in the DTS. |
| | 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. |
| | 07 Is the real property inventory conducted concurrently with the annual physical inventory between 1 October and 30 November? | 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 30 November 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. |

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.