D-5 PERSONNEL

Staffing

Position - Director of Personnel (DP) held position: 0 Year(s) 0 Month(s)
Personnel Specialty Track:

Mission and Staffing Notes

List DP name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	04	Has a personnel record been established for each member of the headquarters unit?	Compliance is determined through on-site inspection.Electronic records are acceptable.	(Discrepancy): [xx] (D5 Question 04) Personnel records for Wing/Region HQ personnel are not maintained IAW CAPR 39-2 para 1.7.	Respond to this discrepancy in the Discrepancy Tracking System (DTS) when personnel records have been established for each member of the headquarters unit.Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the DTS.

Export Import

CI	05	Are inactive personnel records maintained for 5 years unless otherwise directed by NHQ?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D5 Question 05) Inactive personnel records for Wing/Region HQ personnel are not maintained [disposed of] IAW CAPR 39-2 para 1.8.NOTE: Use sub-bullets to give details.	Attach documentation showing this requirement has been met to this discrepancy in the Discrepancy Tracking System (DTS).Attach a plan of action, approved by Wing/Region/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	06	For all duty positions with specialty tracks, is the Primary Member enrolled in the appropriate Specialty Track?	Compliance is determined by reviewing the Senior Duty Assignment Report, and comparing the Specialty Track report from eServices	(Discrepancy): [xx] (D5 Question 06) Specialty Track enrollment for the unit's staff are not being accomplished in accordance with CAPR 35-1 para 1-2 (b). NOTE: Add sub-bullets listing 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 indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours 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.