D-5 PERSONNEL

Staffing

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

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. 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). 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. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.

Import Export

	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. 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). 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.