D-7 SUPPLY

Staffing

Year(s) Month(s)

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.