

D-5 PERSONNEL

Summary

Discrepancies Repeats

Staffing

Position - Director of Personnel (DP) held position:

Year(s)

Month(s)

Personnel 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	Are unit positions updated in eServices/CAPFs 2A upon appointment by Unit CC?	Compliance is determined by reviewing the Duty Assignment Report from eServices and the personnel records during the on-site interview.	(Discrepancy): [xx] (D5 Question 1) 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.	
02	Has a personnel record been established for each member of the unit?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D5 Question 2) Personnel records for unit personnel are not maintained IAW CAPR 39-2 para 1.7.	

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 3) 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.

